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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
MILDRED ELLEY MISSION AND INSTITUTIONAL GOALS

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 better prepare our students for careers in a variety of professional fields in health and wellness, business and technology, digital media arts, and service to others, and for advancement to further higher education.

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

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

Resources
To support the academic learning environment with facilities that are student-centric, to provide strong technology resources, and to ensure a safe, respectful, diverse, and collegial learning community for students, faculty, and staff.
Mildred Elley - Pittsfield Campus offers nine credit-bearing certificate programs within its six academic departments. Some or all of certificate credits earned at Mildred Elley’s Pittsfield, Massachusetts Campus may be transferred and applied to the Associate in Occupational Studies and/or Associate in Applied Science degree programs offered by Mildred Elley’s Albany, New York Campus. Please refer to the individual curriculum pages in this catalog for more information about this option.

Completion of the Certificate Program in Cosmetology satisfies the education requirement for the licensure exam administered by the Massachusetts Board of Registration of Cosmetologists. Completion of the Certificate Program in Massage Therapy satisfies the education requirement for the application for licensure as a massage therapist by Massachusetts Board of Registration of Massage Therapy.

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

REGISTERED CREDIT-BEARING CERTIFICATE PROGRAMS

<table>
<thead>
<tr>
<th>TITLE</th>
<th>CIP  CODE</th>
<th>SEMESTER CREDIT HOURS</th>
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<tbody>
<tr>
<td>Accounting Systems Specialist</td>
<td>52.0301</td>
<td>39</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>52.0401</td>
<td>39</td>
</tr>
<tr>
<td>Cosmetology (1,000 hour program)</td>
<td>12.0401</td>
<td>33.33</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>51.3501</td>
<td>44.50</td>
</tr>
<tr>
<td>Clinical Medical Assistant</td>
<td>51.0801</td>
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<tr>
<td>Medical Office Assistant</td>
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<td>Paralegal Studies</td>
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</tr>
<tr>
<td>Early Childhood Education</td>
<td>13.1210</td>
<td>39</td>
</tr>
<tr>
<td>Practical Nurse Certificate Program</td>
<td>51.3901</td>
<td>51</td>
</tr>
<tr>
<td>Network Administration &amp; Computer Security</td>
<td></td>
<td>39</td>
</tr>
</tbody>
</table>
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 occurred because of World War I, many positions previously held by men opened up to women. Many young women became desperate for the opportunity to obtain the office skills needed to fill those well-paying positions.

A group of these 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, 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 student population soon outgrew the Elley home and plans were made to find a bigger location. In 1927, the school moved to a modern commercial building at 227 Quail Street. For nearly seventy years this building was the site 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 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 division providing an educational vehicle for those who want to learn from home. These 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, NY campus.
APPROVALS

Mildred Elley—Pittsfield, Massachusetts Campus is licensed to operate as a private occupational school and its programs are approved by the Massachusetts Division of Professional Licensure. Inquiries should be directed to:

Commonwealth of Massachusetts  
Division of Professional Licensure  
1000 Washington Street, Suite 710  
Boston, Massachusetts 02118  
(617) 727-5811

Mildred Elley - Pittsfield, MA Campus is licensed to operate as a Cosmetology school and the Cosmetology program is approved by the Board of Registration of Cosmetologists of the Commonwealth of Massachusetts.

Mildred Elley - Pittsfield, MA Campus is licensed to operate a Practical Nursing Program by the Division of Health Professions Licensure Board of Registration in Nursing.

Mildred Elley - Pittsfield, MA Campus is licensed to operate as a Massage Therapy school and the Massage Therapy program is approved by the Board of Registration of Massage Therapy of the Commonwealth of Massachusetts.

Mildred Elley is approved for the training of the Veterans of the Armed Forces and JPTA participants.

ACCREDITATION

Mildred Elley - Pittsfield, Massachusetts Campus is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificates and diplomas. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. Inquiries should be directed to:

The Accrediting Council for Independent Colleges and Schools  
750 First Street, NE, Suite 980  
Washington, DC 20002-4241  
(202) 336-6780

PROFESSIONAL AFFILIATIONS

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

American Association of Allied Health Professionals (AAAHP)  
American Management Association (AMA)  
American Nurses Association (ANA)  
American Registry of Medical Assistants  
Associated Bodywork and Massage Professionals (ABMP)  
Berkshire Association of Paralegals and Legal Secretaries  
Berkshire Chamber of Commerce  
Institution for Safe Medication Practices  
International Association of Administrative Professionals (IAAP)  
International Nursing Association for Clinical Simulation and Learning (INACSL)  
Massachusetts Business Educator’s Association (MBEA)  
Massachusetts Health Information Clearinghouse  
Massachusetts and Rhode Island League for Nursing (MARI LN)  
Massachusetts and Rhode Island League for Nursing Practical Nurse Council (MARI LN Practical Nurse Council)  
Massachusetts Financial Aid Administrators Association  
National Association for the Education of Young Children (NAEYC)  
National Association of Practical Nurse Education and Service (NAPNES)
| National Association of Registered Nurses (MARN) | National Healthcareer Association (NHA) |
| National Association of Student Financial Aid Administrators (NASFAA) | National League for Nursing (NLN) |
| National Business Educator’s Association (NBEA) | New England Regional Computing Association (NerCOMP) |
| National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) | Society for Human Resource Management (SHRM) |
| National Diabetes Education Initiative (NDEI) |   |
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).

Due to licensure and certification requirements, applicants to the Massage Therapy and Early Childhood Education programs must hold either a high school diploma or a GED. Applicants to the Early Childhood Education program must also pass a criminal background check (please see information on Criminal Offender Record Information Checks below).

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 at Mildred Elley’s Pittsfield Campus. 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. The applicants must also sign an enrollment agreement.

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

Criminal Offender Record Information Checks

The College requires students interested in participating in an academic program that involves working with children, the disabled, or the elderly, or includes a clinical affiliation with a private or public health care provider, to undergo a Criminal Offender Record Information (CORI) check. Depending on the contents of a student’s CORI report, participation in an academic program, or clinical affiliation related thereto, may be denied. CORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Sections 167-178B, and consistent with guidelines of the Executive Office for Health and Human Services, and/or the Commonwealth’s Department of Public Health.

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.

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), \textit{and}
- Be at least 18 years of age as of the first day of scheduled classes, \textit{and}
- Be a United States citizen or an alien lawfully admitted for permanent residence in the United States, \textit{and}

Requirements for Admission to the Early Childhood Education Programs

Be advised that the CORI check that is performed at Mildred Elley for entrance into the Early Childhood Education program is a Level 1: Clinical student with access to kids or patients – Required 1. This level will check for a criminal background in Massachusetts. It will not, however, check for a record with the Department of Children and Families. You will, however, be subject to a comprehensive background check at the time of admittance into the Practicum courses (usually in your 4\textsuperscript{th}, 5\textsuperscript{th}, or 6\textsuperscript{th} mods) through the chosen childcare center. Please be advised that if a negative history with DCF (i.e. including but not limited to children being removed from the household or a history of 51A violations) is found on your record, you may be unable to complete a Practicum for the ECE program and, also, be ineligible for placement in the field of Early Childhood Education. If you have questions in regards to this policy and how it might relate to your specific background, while it is your right not to self-disclose, you may choose to do so by contacting your Department Chair or other Mildred Elley Administrator.

Requirements for Admission to the Practical Nurse Program

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

- Be a high school graduate or hold a General Equivalency Diploma (GED), \textit{and}
- Be at least 17.5 years of age as of the first day of scheduled classes, \textit{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, \textit{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.

- Submit names and contact information of three (3) professional references (examples: recent supervisor, employer, school teacher/instructor)

- Submit a Technical/Physical Abilities Verification by a physician, physician’s assistant or nurse practitioner. (This form will include proof of immunizations.)

- All applicants are subject to an iCORI, Level 2 Required Screening Access.

- All applicants must register for and take the Test of Essential Academic Skills (TEAS®)**

**Students will be scheduled to take the Test of Essential Academic Skills (TEAS) entrance examination offered through Assessment Technologies Institute, LLC (ATI) and must meet a minimum adjusted individual score to be further considered for admission to the program. All prospective students must take the exam at the Mildred Elley campus. No exam results will be accepted from outside testing facilities.

Admission will depend in part on how well the student performed in completing other Mildred Elley coursework. The Practical Nurse program faculty expect all Mildred Elley transfer candidates to achieve a grade of B- or better in any Practical Nurse 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 the Practical Nurse Program from another Mildred Elley 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 the Practical Nurse Program 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.

Requirements for Admission to the Medical Assisting Programs

Students enrolled in the Medical Assisting programs are required to provide immunization documentation to the Department Chair of Medical Assisting by the end of their first module in order to participate in the internship component of their program. Both Clinic Medical Assistant and Medical Office Assistant students must have a current TB (tuberculosis) test, proof of two MMR (measles, mumps and Rubella) vaccinations, varicella vaccination or proof of a positive history of varicella infection (Chicken Pox) and a hepatitis B vaccination. If immunization records are not available, a blood titer proving
immunity to measles, mumps, Rubella, varicella, and Hepatitis B will be acceptable. Please be advised that a Criminal Offender Record Information (CORI) check may be required at a site selected for internship.

**Criminal Offender Record Information Checks**
Students interested in participating in an academic program that involves working with children, the disabled, or the elderly, or includes a clinical affiliation with a private or public health care provider, will be required to undergo a Criminal Offender Record Information (CORI) check. Depending on the contents of a student’s CORI report, participation in an academic program, or clinical affiliation related thereto, may be denied. CORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Sections 167-178B, and consistent with guidelines of the Executive Office for Health and Human Services, and/or the Commonwealth’s Department of Public Health.

**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 at a Mildred Elley program. Students who apply for readmission will be subject to the requirements of new program standards, regardless of the amount of time 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 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 Campus President 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 its certificate programs on a part-time basis. The requirements for admission in such cases will generally be identical to the requirements for admission for full-time students.

**ADMISSION AS NON-MATRICULATED STUDENT**
Mildred Elley regularly opens some of its credit-bearing course sections to non-matriculated students. 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
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 Mildred Elley’s degree, certificate, and diploma 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 the Credit Hour and Cosmetology Certificate Programs**

A student will be considered to be maintaining satisfactory academic progress if the student meets or exceeds the quantitative and qualitative standards outlined below, based on the cumulative number of semester credit hours attempted. Please note that Cosmetology students are evaluated for satisfactory academic progress upon earning 271 and 451 hours (evaluated in the same manner as 14.0-27.9 credits) as well as at 721 and 901 hours (evaluated in the same manner as 28.0 and above credits). Additionally, Cosmetology students must maintain a minimum cumulative grade point average (CGPA) of C or better (or its equivalent of 2.0 GPA) for their theory, laboratory, and practical work.

<table>
<thead>
<tr>
<th>ATTEMPTED CREDIT HOURS</th>
<th>SATISFACTORY ACADEMIC PROGRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Both Quantitative and Qualitative Standards Must Be Met</td>
</tr>
<tr>
<td></td>
<td>Quantitative Standard (minimum percentage of cumulative credit hours completed)</td>
</tr>
<tr>
<td>0.1-13.9</td>
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</tr>
<tr>
<td>14.0-27.9</td>
<td>60%</td>
</tr>
<tr>
<td>28.0 and above</td>
<td>67%</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 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 Campus President to be placed on one additional 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 Campus President 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 Campus President 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 Campus President 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 Campus President 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 Campus President (e.g., being placed on Required Withdrawal), may appeal such a decision through a written petition to the Chief Academic Officer 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 Chief Academic Officer, 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.

Reestablishing Financial Aid Eligibility
A student will reestablish 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 chart in the beginning of this section. The student may also reestablish 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, students are required to complete their program of study within a time frame not exceeding one and a half times the normal program length.

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

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

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

For example, grades of I (Incomplete), P (Pass), S (Satisfactory), U (Unsatisfactory), W (Withdraw), 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, 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)**

Tuition (per credit hour) ........................................................................................................................................................................... $309.00

**Required Fees (All Full-Time and Part-Time Matriculated Students)**

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Audit and Processing Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>Lab Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Registration and Services Fee</td>
<td>$12.00</td>
</tr>
</tbody>
</table>

**Required Fees (Selected Programs, Full-Time and Part-Time Matriculated Students)**

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATI Achieve Testing Package and Review Course</td>
<td>$705.00</td>
</tr>
<tr>
<td>Biology Lab Kit</td>
<td>$35.00</td>
</tr>
<tr>
<td>Clinical Make-up Charge</td>
<td>$95.00</td>
</tr>
<tr>
<td>CORI Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Cosmetology Kits (estimated)</td>
<td>$1200.00</td>
</tr>
<tr>
<td>CPR/First Aid Cards</td>
<td>$10.00</td>
</tr>
<tr>
<td>Digital Campus Fee</td>
<td>$20.00</td>
</tr>
<tr>
<td>Massage Table</td>
<td>$675.00</td>
</tr>
<tr>
<td>National Health Career Association (CCMA)</td>
<td>$149.00</td>
</tr>
<tr>
<td>Nursing Kit</td>
<td>$250.00</td>
</tr>
<tr>
<td>Practical Nurse Fee</td>
<td>$75.00</td>
</tr>
<tr>
<td>Uniforms</td>
<td>$150.00</td>
</tr>
<tr>
<td>Uniforms</td>
<td>$60.00</td>
</tr>
</tbody>
</table>
Miscellaneous Fees

Transcript Fee, per official transcript ................................................................. $6.00

Issued within five business days.

Expedited Transcript Fee ............................................................................... $30.00

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 examination.

State (Massachusetts) Licensure Fee .............................................................. $225.00

Massage Therapy students only.

Pearson Vue (Massachusetts) Registration Fee for Licensure Examination .... $188.00

Cosmetology

Laptop Purchase (estimated) ........................................................................... $975.00

NCLEX Review Fee ....................................................................................... $500.00

Practical Nurse students only.

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

Practical Nurse

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

Practical Nurse student only.

Laptop Purchase (estimated) ........................................................................... $975.00

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.
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 Campus President 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.
- After fourteen (14) calendar days of non-attendance (Cosmetology students only)
- No later than 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 in a timely fashion, in person or by email if personal appearance is not possible, the Campus President and/or the Office of the Registrar of any withdrawal occurring during a semester.

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

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:

- Unsubsidized Federal Direct Stafford Loan
- Subsidized Federal Direct Stafford Loan
- Federal Direct PLUS; received on behalf of the student
- Pell Grant
- 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 their 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 institution 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 institution. All students will be subject to the refund policy and procedures stated in the catalog.

Mildred Elley will calculate refunds on a semester basis, per the table below, with administrative costs for processing withdrawals established at $50.00.

<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>

The Commonwealth of Massachusetts Division of Professional Licensure Enrollment Agreement Refund Policy

The refund policy below is approved by the Commonwealth of Massachusetts (as per M.G.L. Chapter 255, Section 13K). In the language of the policy, “you” refers to the student.

1. You may terminate this agreement at any time.

2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.

4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.

5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.

6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.

7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.

8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day, such writing is mailed.

9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

Administrative costs equal $50.00.

**Time Limit of Refunds**

Refunds shall be made within 45 (forty-five) days of official withdrawal or 45 (forty-five) days of the date of determination of withdrawal if the student does not officially withdraw. If the student drops out without officially withdrawing, Mildred Elley will generally determine the student’s withdrawal date within forty-five days of the end of the period of enrollment for which the student has been charged, the end of the current academic year, or the end of the educational program, whichever is earlier.

**Additional Information about Refund Policies**

Please contact the Office of Financial Aid to receive more information about refund policies.
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 forms used by the Commonwealth of Massachusetts. 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 Grants 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 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 a 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.

COMMONWEALTH OF MASSACHUSETTS FINANCIAL AID PROGRAMS
Mildred Elley participates in the following Commonwealth of Massachusetts financial aid programs:

Massachusetts State Grant
Massachusetts State Grants are available to full-time students who have lived in Massachusetts for 12 months prior to application. Eligibility is based upon the calculated estimated family contribution. Students who have received a bachelor’s degree are not eligible. Application must be made by May 1 of the preceding year for priority processing.

Massachusetts No Interest Loan
The No Interest Loan (NIL) program is designed to provide needy Massachusetts residents attending post-secondary educational institutions in Massachusetts with a state-funded loan. The NIL program offers zero interest loans to assist in meeting educational costs.
SCHOLARSHIPS

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
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.

**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 Orientation. ID cards are used for checking out books from the Campus Library and for school-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 primary purpose of the Campus Library is to provide students with the materials, reference sources, and individual attention necessary to succeed in their programs. The Library offers a circulating collection of books in the subject areas of instruction; a non-circulating reference section; a periodical collection consisting of newspapers, magazines, and journals; an audio-visual selection; and titles for leisure reading. The Mildred Elley Pittsfield Campus Library also participates in the Inter-Library Loan program through the Berkshire Athenaeum, located within walking distance from campus. Pittsfield Campus students also enjoy borrowing privileges at the Mildred Elley’s Albany Campus Main Library and may request Direct Access Program (DAP) cards that allow them to borrow books from library members of the Capital District Library Council (CLDC).

Additionally, the Library has internet-accessible computers for student use for study or research. The Library subscribes to three online full-text retrieval systems, the Lexis-Nexis Academic Universe, Gale’s Academic OneFile, and EBSCOhost’s CINAHL, which may be accessed through any computer on campus through the Library Home Page. The Library is overseen by a professional librarian and may employ a paraprofessional library staff.

To access some of the library resources, and for more information about the Mildred Elley Libraries, please visit:

http://library.mildred-elle.edu

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-elle.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.

- **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.

- **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.

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), 77% 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>Department of Business Management</td>
<td></td>
</tr>
<tr>
<td>Accounting Systems Specialist</td>
<td>86%</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>50%</td>
</tr>
<tr>
<td>Business Technologies Specialist</td>
<td>N/A</td>
</tr>
<tr>
<td>Department of Information Technology</td>
<td></td>
</tr>
<tr>
<td>Network Administration &amp; Computer Security</td>
<td>N/A</td>
</tr>
<tr>
<td>Department of Massage Therapy</td>
<td></td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>80%</td>
</tr>
<tr>
<td>Department of Medical Assisting</td>
<td></td>
</tr>
<tr>
<td>Clinical Medical Assistant</td>
<td>82%</td>
</tr>
<tr>
<td>Medical Office Assistant</td>
<td>80%</td>
</tr>
<tr>
<td>Department of Paralegal Studies</td>
<td></td>
</tr>
<tr>
<td>Paralegal Studies</td>
<td>73%</td>
</tr>
<tr>
<td>Department of Cosmetology</td>
<td></td>
</tr>
<tr>
<td>Cosmetology</td>
<td>62%</td>
</tr>
<tr>
<td>Department of Early Childhood Education</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>100%</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-ellery.edu/disclosures

**CAMPUS AND BUILDING HOURS**

Mildred Elley’s Pittsfield, MA Campus is located at 100 West Street, Pittsfield, MA 01201. This modern facility contains computer and health science laboratories, classrooms, library space, faculty and staff offices, and a Student Lounge.

When classes are in session, the institution is open from 8:00 AM to 10:00 PM Monday through Friday, and 8:00 AM to 5:00 PM on Saturday. The school is closed on Sunday.
CAMPUS SECURITY

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


Additional disclosures, as well as directions for accessing the campus security and other pertinent data, are available on the institutional website at:

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

CODE OF STUDENT CONDUCT

Mildred Elley takes pride in preparing students for professional positions in the workforce and for future higher education. 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. The provision for the final determination of each formal complaint is to be made by a person or persons not directly involved in the alleged grievance.

The grievance and appeal procedures applies 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 due because of extenuating circumstances.

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

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

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

Step 3. The student may appeal the decision of the Dean of Academic Affairs 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 institution may file a complaint with the Office of Private Occupational School Education (OSE), Division of Professional Licensure, 1000 Washington Street, Suite 710, Boston, Massachusetts 02118, telephone (617) 727-5811, and website: http://www.doe.mass.gov/ops


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 institutional community to do so. Grounds for disciplinary action may include:

1. Conduct in violation of any federal, state, or local law;
2. Conduct that disrupts or interferes with educational processes and operations of the institution or the institution’s faculty, administration, and staff in performance of their duties;
3. Conduct that violates, endangers, or has the potential to endanger safety and security of the institution and the members of the institutional community, including visitors, students, faculty, administration, and staff members;
4. Conduct that violates property rights of the institution and the members of the institutional community, such as theft of property or identity, possession of stolen property, unauthorized access to the institutional property and facilities, use of institutional property (such as computers) to commit such acts, or refusal to leave the institution’s premises (including parking lot and auxiliary buildings) when ordered to do so by a person in authority;

5. Use, distribution, or possession of alcohol, illegal drugs, or illegal controlled substances on campus; Use, possession, or storage of dangerous weapons, chemicals, explosive materials or devices on the institution’s premises; Gambling on the institution’s premises (including parking lot and auxiliary buildings);

6. Academic dishonesty, as defined elsewhere in the catalog, or engagement in acts that can be construed as copyright infringement;

7. Disorderly, lewd, or indecent conduct; use of profanity, hate speech, or vulgar language; bullying, harassment, hazing, assault and/or sexual assault of members of institutional community, including but not limited to visitors, students, faculty, administration, and staff members;

8. Failure to pay or honor financial obligations to the institution; or

9. Failure to comply with the Code of Student Conduct.

**Disciplinary Actions**

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

1. **Disciplinary Warning:** The institution will warn the student in writing that the behavior is in violation of the institution’s rules and engaging in such behavior in the future will lead to more serious actions;

2. **Disciplinary Suspension:** The institution will require the student to separate from the institution for a prescribed period of time (such as one academic term or longer);

3. **Dismissal from the Institution:** The student will be permanently separated from the institution and be ineligible for readmission to the institution. The student is required to leave the institution per directions provided by the institution, and may not re-enter the institution’s campus (including parking lot and auxiliary buildings) without a prior written permission from the Dean of Academic Affairs.

4. **Reduced or Failing Grades for Assignments, Assessments, or Courses:** This action will be taken in cases of academic dishonesty in affected coursework.

5. **Alternative Action:** The institution may require the student to take alternative actions, such as formal apologies, completion of training or service to the institutional community, counseling, training, assessment, or other actions it determines.

The institution is not obligated 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, announcements are made on local radio and television stations by 6:00 a.m. Evening school closings are announced by 3:00 p.m. 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 the 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 (generally scheduled for Fridays).

**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.

**RECORD RETENTION POLICY**

Data from school records are important for future planning and to students for informational purposes. Financial aid, admissions, curriculum, accreditation and licensure, guidance, instructional resources, supplies and equipment, faculty and staff and student personnel records are kept relative to administrative operations.

A permanent academic record (transcript) of the student’s progress is maintained. The transcript indicates student accomplishment in terms of clock hours or credit hours. The grading system used is fully explained on the transcript. Transcripts are kept indefinitely, and admissions data and other records are kept for at least five years from the last day of attendance. Financial aid records are maintained according to the guidelines established by the funding source.

For all students admitted under an ability-to-benefit determination, Mildred Elley maintains records of the validated test scores, initial and periodic academic and career advising, and any other factors used to support its admissions
determination. Documentation is maintained to evidence the relationship between test cut-off scores on the tests administered and successful academic or employment outcomes.

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.

LEAVE OF ABSENCE POLICY – COSMETOLOGY PROGRAM ONLY

The institution 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.

A medical leave may be granted at any point in a student’s program of study, subject to approval by the institution’s academic administration. The student must provide documentation from licensed physician or other such qualified agent that indicates the start date and the duration of the leave. A leave may not exceed 180 days.

A student who goes on leave within the first week of a module will receive a non-punitive grade of LOA for all courses that he/she was registered for. Upon return from leave the student will need to register and complete the courses that he/she was in when the student went on leave, or otherwise make up the program requirements.

If a student leaves for a medical or emergency-related reason after the second week of classes, he/she will receive a grade of “F” or grade otherwise earned for all courses that he/she has attended. The student will be expected to repeat the courses upon return, or otherwise make up the program requirements.

Students considering a leave should 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.
MILITARY LEAVE POLICY

In the event of a national emergency, students may have responsibilities that supersede their academic obligations to the campus. 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 OFFENSE 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.

STUDENTS’ RIGHT-TO-KNOW

The Student Right-to-Know Act requires that a school 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 school.
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.
- The class will be taken to the large parking lot that faces the building. 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 school 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)*
ACADEMIC INFORMATION

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

ACADEMIC DISHONESTY

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

1. **Plagiarism:** Using materials or quotations from someone else’s work without acknowledging them or using appropriate paraphrasing, thus representing such work as one’s own. This includes cutting and pasting phrases from internet websites and copying and/or modifying another person’s electronic or paper document for one’s own use without permission and explicitly informing the faculty member of such use;

2. **Cheating:** Using unauthorized materials in closed-books exams, copying work of other students, or using unauthorized devices (such as calculators or mobile phones) where not expressly allowed by the instructor or staff member;

3. **Giving Assistance in Dishonest Acts:** For example, knowingly permitting one’s electronic or paper documents to be copied or modified by another student for their own use, or sharing knowledge of test questions with other students.

4. **Deception:** Providing false information to a faculty or staff member, for example, 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.
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 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.

ACADEMIC CALENDAR
The college operates 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 semester 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.

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 institution have been fulfilled and any delinquent loans have been cleared.

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.

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

For the academic year that ended on June 30, 2014, the institution achieved a retention rate of 73 percent.

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 practical, 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
A student receiving a GPA of at least 3.400 to 3.799 in any module 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:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC</td>
<td>Accounting</td>
</tr>
<tr>
<td>AE</td>
<td>Appearance Enhancement</td>
</tr>
<tr>
<td>BIO</td>
<td>Biological Sciences</td>
</tr>
<tr>
<td>BM</td>
<td>Business Management</td>
</tr>
<tr>
<td>CM</td>
<td>Cosmetology</td>
</tr>
<tr>
<td>DLP</td>
<td>Digital Literacy and Productivity</td>
</tr>
<tr>
<td>ECE</td>
<td>Early Childhood Education</td>
</tr>
<tr>
<td>ENG</td>
<td>English/Oral Communications</td>
</tr>
<tr>
<td>ES</td>
<td>Esthetics</td>
</tr>
<tr>
<td>GS</td>
<td>General/Interdisciplinary Studies</td>
</tr>
<tr>
<td>HEA</td>
<td>Health and Wellness</td>
</tr>
<tr>
<td>IL</td>
<td>Information Literacy</td>
</tr>
<tr>
<td>IT</td>
<td>Information Technology</td>
</tr>
<tr>
<td>LPN</td>
<td>Practical Nurse</td>
</tr>
<tr>
<td>MA</td>
<td>Medical Assisting</td>
</tr>
<tr>
<td>MAT</td>
<td>Mathematics</td>
</tr>
<tr>
<td>NT</td>
<td>Nail Technology</td>
</tr>
<tr>
<td>PHI</td>
<td>Philosophy</td>
</tr>
<tr>
<td>PL</td>
<td>Paralegal Studies</td>
</tr>
<tr>
<td>POM</td>
<td>Professional Office Management</td>
</tr>
<tr>
<td>PSY</td>
<td>Psychology</td>
</tr>
</tbody>
</table>

The curriculum code is followed by a three-digit numerical code. Courses numbered 100-199 are generally introductory and foundational courses. Courses numbered 200-299 are generally courses with advanced subject matter. These courses are open to students who have completed prerequisite(s), if applicable.
**GRADING SYSTEM**

The following is the grading scale used at the institution:

<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.”

**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.

If you are having difficulty submitting assignments in an online course or experiencing communication problems with an online instructor, you must report these issues immediately in writing to the Department Chair or Dean of Academic Affairs of your home campus. Failure to report these issues in writing while an online course is in session may negatively affect any potential final grade appeal.
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 be required 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/clinical opportunities that are accessible by mass transit, and 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 by 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.

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. 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 INSTITUTION

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.

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.

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.

TRANSFER TO ANOTHER COLLEGE

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

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 NURSE (PN) PROGRAM-SPECIFIC ACADEMIC POLICIES
The Practical Nurse (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 Massachusetts. 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. This is also dependent upon cohort progression and no class will be repeated unless necessary for an entire cohort. 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 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.

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.

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 Nurse 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 school;
- 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 school; or separation from the institution.

Student Performance in the Professional Component of the Program

The school 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 Berkshire County, and students are responsible for their own transportation to these sites.
- Clinical experiences are normally scheduled in eight-hour shifts, twice per week. The school 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. 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.

ATI Achieve

Students enrolled in LPN 125 and/or LPN 200A will purchase the ATI Achieve Program for use during their course of study for a Practical Nurse Certificate. The program contains many valuable tools that students will be using and is used throughout the PN curriculum

Students should use these tools to complement their learning. The Faculty and the Academic Advisors will use them to assess student’s ability to be successful in attaining their goals. In addition, these tools also prepare students for the licensure exam.

Students will take ATI examinations as part of their clinical nursing courses. Students can maximize their success with ATI by utilizing the practice exams and Module Review Packages that are associated with the course content before taking the ATI Tests.

All students are required to take the ATI NCLEX Preparation Course at the conclusion of the program.

Standard Course Progression – Practical Nurse Certificate
<table>
<thead>
<tr>
<th>MODULE 1</th>
<th>MODULE 3</th>
<th>MODULE 5</th>
<th>MODULE 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEA 112 (3cr)</td>
<td>BIO 210 (4cr)</td>
<td>LPN 215 (6cr)</td>
<td>LPN 235 (6cr)</td>
</tr>
<tr>
<td>ENG 102 (3 cr)</td>
<td>LPN 200A (2cr)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Students must pass HEA 112 in order to take BIO 110.*

<table>
<thead>
<tr>
<th>MODULE 2</th>
<th>MODULE 4</th>
<th>MODULE 6</th>
<th>MODULE 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 110 (4cr)</td>
<td>LPN 125 (5cr)</td>
<td>LPN 225 (6cr)</td>
<td>LPN 245 (6cr)</td>
</tr>
<tr>
<td>PSY 105 (3cr)</td>
<td>LPN 200B (2cr)</td>
<td></td>
<td>LPN 255 (1cr)</td>
</tr>
</tbody>
</table>

*Students must pass BIO 110 in order to take BIO 210 and must pass all coursework to this point in order to enter the PN proper courses.*
Our curricula are designed to prepare each student for quality job opportunities with career potential as well as to establish a foundation for further higher education, both in Associate in Occupational Studies/Associate of Applied Science degree programs at Mildred Elley’s Albany, New York Campus and other institutions of higher education. Mildred Elley 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 institution’s commitment to providing students with a meaningful quality career 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 – Pittsfield offers credit-bearing certificate programs.

The certificate programs are designed to be completed in three-four semesters, or 48-56 weeks. Some or all of the certificate program credits can generally be transferred to Mildred Elley’s Albany, NY campus or, in some cases, Mildred Elley’s NYC Metro campus, and applied toward an Associate’s degree program offered by that campus.

Most courses are usually offered at least once during the calendar year. The institution 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 can be secured from the Office of the Registrar.

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 further prepare graduates for employment, the institution aims to infuse its programs with an experiential component that takes the form of a required internship and/or practicum (Clinical Medical Assistant Certificate program; Early Childhood Education Certificate program); a required clinical experience (Massage Therapy and Cosmetology Certificate programs), where students gain hands-on skills in an institution’s clinic under supervision of licensed professionals; or an elective internship (all other programs).

The Mildred Elley Albany, New York Campus hosts online Non-Credit Bearing certificate programs. Students interested in exploring the non-credit bearing certificate programs offered can contact the Online Admissions Office at (518) 429-2618. Course work completed in these programs cannot be transferred or applied to credit bearing programs.
DEPARTMENT OF BUSINESS MANAGEMENT

Accounting Systems Specialist Certificate Program

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.

The certificate program also provides the foundation courses needed to pursue an Associate’s degree in Business Management at Mildred Elley’s campus in Albany, New York.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>SEMESTER CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Core Requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 110</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 118</td>
<td>Computerized Accounting Applications</td>
<td>3</td>
</tr>
<tr>
<td>ACC 120</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BM 112</td>
<td>Business Organization and Management</td>
<td>3</td>
</tr>
<tr>
<td>DLP 100</td>
<td>Principles of Digital Literacy</td>
<td>1</td>
</tr>
<tr>
<td>DLP 105</td>
<td>Document Processing I</td>
<td>3</td>
</tr>
<tr>
<td>DLP 110</td>
<td>Word Processing and Presentation Applications</td>
<td>3</td>
</tr>
<tr>
<td>DLP 120</td>
<td>Spreadsheet and Database Applications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Restricted Elective(s) (ACC, BM, POM)*</td>
<td>3</td>
</tr>
<tr>
<td>General Education Requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition*</td>
<td>3</td>
</tr>
<tr>
<td>IL 100</td>
<td>Principles of Information Literacy*</td>
<td>1</td>
</tr>
<tr>
<td>Interdisciplinary and Career Studies Requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GS 101</td>
<td>Freshman Seminar</td>
<td>2</td>
</tr>
<tr>
<td>GS 251A</td>
<td>Career Counseling Seminar</td>
<td>1</td>
</tr>
<tr>
<td>General Electives(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elective(s)</td>
<td>7</td>
</tr>
<tr>
<td><strong>TOTAL SEMESTER CREDIT HOURS</strong></td>
<td></td>
<td>39</td>
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</tbody>
</table>

* General Education Course

Restricted electives in this program include all courses in Accounting (ACC), Business Management (BM), 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

39 Semester Credit Hours

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

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.

The certificate program also provides the foundation courses needed to pursue an Associate’s degree in Office, Project, and Event Management at Mildred Elley’s campus in Albany, New York.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>SEMESTER CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POM 110</td>
<td>Introduction to Professional Office Management</td>
<td>3</td>
</tr>
<tr>
<td>POM 114</td>
<td>Professional Office Management Seminar</td>
<td>3</td>
</tr>
<tr>
<td>BM 200</td>
<td>Customer Service and Sales Management</td>
<td>3</td>
</tr>
<tr>
<td>BM 222</td>
<td>Office Information and Management Systems</td>
<td>3</td>
</tr>
<tr>
<td>DLP 100</td>
<td>Principles of Digital Literacy</td>
<td>1</td>
</tr>
<tr>
<td>DLP 105</td>
<td>Document Processing I</td>
<td>3</td>
</tr>
<tr>
<td>DLP 110</td>
<td>Word Processing and Presentation Applications</td>
<td>3</td>
</tr>
<tr>
<td>DLP 120</td>
<td>Spreadsheet and Database Applications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Restricted Elective(s) (ACC, BM, POM)</td>
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<table>
<thead>
<tr>
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<th>COURSE TITLE</th>
<th>SEMESTER CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>English Composition*</td>
<td>3</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>SEMESTER CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS 101</td>
<td>Freshman Seminar</td>
<td>2</td>
</tr>
<tr>
<td>GS 251A</td>
<td>Career Counseling Seminar</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>SEMESTER CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Elective(s)</td>
<td>8</td>
</tr>
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</table>

TOTAL SEMESTER CREDIT HOURS 39

* General Education Course

Restricted electives in this program include all courses in Accounting (ACC), Business Management (BM), 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
Cosmetology Certificate Program

The Cosmetology Certificate program qualifies and prepares its graduates for successful passage of the Commonwealth of Massachusetts Cosmetology licensing examination, administered by the Board of Registration of Cosmetologists, and successful practice in the field of cosmetology and appearance enhancement. The program is equivalent to 1,000 clock hours of instruction. Students are required to complete a minimum of 1,000 hours distributed among fields required by the Board in order to be eligible to register for the Board licensure examination.

Successful graduates will be well prepared for licensure examination and subsequent practice through having acquired training in all areas of cosmetology required by the Board, including manicuring, hair straightening and permanent waving, shampooing, finger waving, marcelling and all iron curls, skin care, facial grooming, wig instruction and scalp treatments, dyes and bleaching, hair cutting, hygiene and sterilization, anatomy, physiology, applied sciences, and business practices. An emphasis is placed on preparing students to work under supervision of experienced cosmetologists, and in the future, for a possible career route as an entrepreneur.

Students are advised that although jobs in the beauty industry are not considered physically demanding, they will find that occupations in the field do require a certain amount of physical stamina. Due to the nature of the fields of cosmetology, prolonged periods of standing, sitting, and bending at the waist will be required. Lifting and periods of manual dexterity will be required in some cases as well.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>SEMESTER / CLOCK</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM 110</td>
<td>Cosmetology and Appearance Enhancement I</td>
<td>3 / 90.00</td>
</tr>
<tr>
<td>CM 120</td>
<td>Cosmetology and Appearance Enhancement II</td>
<td>3 / 90.00</td>
</tr>
<tr>
<td>CM 130</td>
<td>Cosmetology and Appearance Enhancement III</td>
<td>3 / 90.00</td>
</tr>
<tr>
<td>CM 210</td>
<td>Cosmetology Theory, Applications, and Practice I</td>
<td>6 / 180.00</td>
</tr>
<tr>
<td>CM 220</td>
<td>Cosmetology Theory, Applications, and Practice II</td>
<td>6 / 180.00</td>
</tr>
<tr>
<td>CM 230</td>
<td>Cosmetology Theory, Applications, and Practice III</td>
<td>3.33 / 100.00</td>
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<tr>
<td>AE 110</td>
<td>Succeeding in Salon, Spa, and Resort Business</td>
<td>1 / 30.00</td>
</tr>
<tr>
<td>AE 120</td>
<td>Applied Anatomy and Physiology</td>
<td>1 / 30.00</td>
</tr>
<tr>
<td>AE 130</td>
<td>Applied Chemistry and Electricity</td>
<td>1 / 30.00</td>
</tr>
<tr>
<td>ES 110</td>
<td>Esthetics I</td>
<td>2 / 60.00</td>
</tr>
<tr>
<td>ES 120</td>
<td>Esthetics II</td>
<td>2 / 60.00</td>
</tr>
<tr>
<td>NT 110</td>
<td>Nail Technology I</td>
<td>2 / 60.00</td>
</tr>
</tbody>
</table>

TOTAL SEMESTER CREDIT HOURS

33.33 / 1,000.00

Gainful Employment information for this program can be found at www.mildred-elley.edu/disclosures
Mildred Elley—Pittsfield, MA Campus is licensed as a cosmetology school and its program in Cosmetology is approved by the Board of Registration of Cosmetologists, Division of Professional Licensure of the Commonwealth of Massachusetts. The graduates of the Cosmetology program are eligible to apply to the Board for licensure as an Operator – Type 2.

In order to complete the individual courses in the Cosmetology program and earn a passing grade, the students must attend and/or make up all hours associated with the course, thus achieving 100% attendance and fully complying with the requirements prescribed by the Board. The individual course and total program requirements correspond to the hours prescribed by the Board as follows:

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Clock Hrs</th>
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<tbody>
<tr>
<td>AE 110</td>
<td>Succeeding in Salon, Spa, and Resort Business</td>
<td>1.00</td>
<td>30</td>
</tr>
<tr>
<td>AE 120</td>
<td>Applied Anatomy and Physiology</td>
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</tr>
<tr>
<td>AE 130</td>
<td>Applied Chemistry and Electricity</td>
<td>1.00</td>
<td>30</td>
</tr>
<tr>
<td>CM 110</td>
<td>Cosmetology and Appearance Enhancement I</td>
<td>3.00</td>
<td>90</td>
</tr>
<tr>
<td>CM 120</td>
<td>Cosmetology and Appearance Enhancement II</td>
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<td>90</td>
</tr>
<tr>
<td>CM 130</td>
<td>Cosmetology and Appearance Enhancement III</td>
<td>3.00</td>
<td>90</td>
</tr>
<tr>
<td>CM 210</td>
<td>Cosmetology Theory, Applications, and Practice I</td>
<td>6.00</td>
<td>180</td>
</tr>
<tr>
<td>CM 220</td>
<td>Cosmetology Theory, Applications, and Practice II</td>
<td>6.00</td>
<td>180</td>
</tr>
<tr>
<td>CM 230</td>
<td>Cosmetology Theory, Applications, and Practice III</td>
<td>3.33</td>
<td>100</td>
</tr>
<tr>
<td>ES 110</td>
<td>Esthetics I</td>
<td>2.00</td>
<td>60</td>
</tr>
<tr>
<td>ES 120</td>
<td>Esthetics II</td>
<td>2.00</td>
<td>60</td>
</tr>
<tr>
<td>NT 110</td>
<td>Nail Technology I</td>
<td>2.00</td>
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<tr>
<td>Total</td>
<td></td>
<td>33.33</td>
<td>1,000</td>
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</table>

| Area 1: Manicuring (including 12.5 hours of Artificial Nail Techniques) |
| Area 2: Hair Straightening and Permanent Waving |
| Area 3: Shampooing |
| Area 4: Finger Waving |
| Area 5: Marcelling and All Iron Curls |
| Area 6: Skin Care and Facial Grooming |
| Area 7: Wig Instruction and Scalp Treatments |
| Area 8: Dyes and Bleaching (Packs, Tints, Reconditioning) |
| Area 9: Hair Cutting |
| Area 10: Oral, Written, and Practical Tests, Sterilization, Hygiene, and Area 11: Instruction and Lecture on Sanitation |
| Area 12: Ethics, Salesmanship, Courtesy, and Conduct |
| Total |

50 25 50 45 80 50 150 125 125 25 25 1,000
DEPARTMENT OF EDUCATION

Early Childhood Education Certificate Program

The certificate program in Early Childhood Education prepares students to work with young children in schools and childcare agencies as teacher’s aides, teaching assistants, and preschool teachers, and with acquisition of additional experience, as lead preschool teachers. Program graduates will be prepared to utilize a variety of instructional strategies and assessment methods in order to meet the learning goals and needs of all students. The program provides a strong academic foundation in early childhood education (including a variety of experiences in the classroom, community, and educational settings) and liberal arts, while focusing on developmentally appropriate practice as defined by Massachusetts Department of Early Education and Care and the National Association for Education of Young Children (NAEYC) guidelines for early childhood learning. Upon completion of 9 months of work experience, graduates are qualified to apply for the Level 1 Teacher, Infant-Toddler and/or Preschool Certification, as established by the Massachusetts Department of Early Education and Care. Upon completion of 18 months of work experience, graduates are qualified and may apply for the Level 2 Lead Teacher, Infant-Toddler and/or Preschool Certification.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>SEMESTER CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DLP 100</td>
<td>Principles of Digital Literacy</td>
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<tr>
<td>ECE 100</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 110</td>
<td>Partnerships with Families</td>
<td>3</td>
</tr>
<tr>
<td>ECE 130</td>
<td>Children with Disabilities and Exceptionalities</td>
<td>3</td>
</tr>
<tr>
<td>ECE 140</td>
<td>Development, Care, and Planning for Infants and Toddlers</td>
<td>3</td>
</tr>
<tr>
<td>ECE 200</td>
<td>Foundations of Classroom Management</td>
<td>3</td>
</tr>
<tr>
<td>ECE 221</td>
<td>Curriculum Development B – Kindergarten</td>
<td>3</td>
</tr>
<tr>
<td>ECE 261</td>
<td>Practicum B – 2 years, 9 months</td>
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<tr>
<td>ECE 262</td>
<td>Practicum 2 years, 9 months – Kindergarten</td>
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<tr>
<td>ECE 290MA</td>
<td>Transition to Professional Practice</td>
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<tr>
<td>HEA 100</td>
<td>Principles of First Aid, CPR, and AED</td>
<td>1</td>
</tr>
<tr>
<td>PSY 211</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition*</td>
<td>3</td>
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<tr>
<td>IL 100</td>
<td>Principles of Information Literacy</td>
<td>1</td>
</tr>
<tr>
<td>PSY 105</td>
<td>Introduction to Psychology*</td>
<td>3</td>
</tr>
<tr>
<td>GS 101</td>
<td>Freshman Seminar</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL SEMESTER CREDIT HOURS 39

* General Education Course

Gainful Employment information for this program can be found at www.mildred-elley.edu/disclosures
Network Administration and Computer Security Certificate

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.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>SEMESTER CREDITS</th>
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</thead>
<tbody>
<tr>
<td>DLP 100</td>
<td>Principles of Digital Literacy</td>
<td>1</td>
</tr>
<tr>
<td>IL 100</td>
<td>Principles of Information Literacy*</td>
<td>1</td>
</tr>
<tr>
<td>IT 110</td>
<td>Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>IT 120</td>
<td>The Internet and Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>IT 123</td>
<td>Microcomputer Hardware</td>
<td>3</td>
</tr>
<tr>
<td>IT 222</td>
<td>Networking I</td>
<td>3</td>
</tr>
<tr>
<td>IT 223</td>
<td>Microcomputer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>IT 224</td>
<td>Networking II</td>
<td>3</td>
</tr>
<tr>
<td>IT 226</td>
<td>Client Operating Systems</td>
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</tr>
<tr>
<td>IT 232</td>
<td>Computer Security</td>
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<td>Restricted Elective(s)*</td>
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<tr>
<td>ENG 102</td>
<td>English Composition*</td>
<td>3</td>
</tr>
<tr>
<td>GS 101</td>
<td>Freshman Seminar</td>
<td>2</td>
</tr>
<tr>
<td>GS 251A</td>
<td>Career Counseling Seminar</td>
<td>1</td>
</tr>
<tr>
<td>MAT 130</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 150</td>
<td>Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>DLP 120</td>
<td>Spreadsheet and Database Applications</td>
<td>3</td>
</tr>
<tr>
<td>IT 230</td>
<td>Help Desk Management and User Support</td>
<td>3</td>
</tr>
<tr>
<td>BM 201</td>
<td>Customer Service</td>
<td>1</td>
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<tr>
<td>BM 202</td>
<td>Sales Management</td>
<td>1</td>
</tr>
<tr>
<td>BM 231</td>
<td>Introduction to Project Management</td>
<td>1</td>
</tr>
</tbody>
</table>

TOTAL SEMESTER CREDIT HOURS 39

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

Massage Therapy Certificate Program

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 licensure in Massachusetts and will be prepared to sit for the national certification exam offered by the National Certification Board for Therapeutic Massage and Bodywork. Successfully licensed graduates will be prepared for employment in a variety of settings, including medical, therapeutic, spa, and recreational, or may opt for solo practice.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>SEMESTER CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 110</td>
<td>Anatomy &amp; Physiology I</td>
<td>4.00</td>
</tr>
<tr>
<td>BIO 210</td>
<td>Anatomy &amp; Physiology II</td>
<td>4.00</td>
</tr>
<tr>
<td>HEA 100</td>
<td>Principles of First Aid, CPR, and AED</td>
<td>1.00</td>
</tr>
<tr>
<td>HEA 112</td>
<td>Medical Terminology</td>
<td>3.00</td>
</tr>
<tr>
<td>MTM 100</td>
<td>Massage Therapy in Massachusetts</td>
<td>4.00</td>
</tr>
<tr>
<td>MTM 101</td>
<td>Western Massage Techniques I</td>
<td>3.50</td>
</tr>
<tr>
<td>MTM 103</td>
<td>Western Massage Techniques II</td>
<td>3.50</td>
</tr>
<tr>
<td>MTM 140</td>
<td>Principles of Human Myology &amp; Kinesiology</td>
<td>3.50</td>
</tr>
<tr>
<td>MTM 150</td>
<td>Principles of Human Pathophysiology</td>
<td>3.00</td>
</tr>
<tr>
<td>MTM 160</td>
<td>Injury Prevention for Massage Therapists</td>
<td>3.50</td>
</tr>
<tr>
<td>MTM 171</td>
<td>Sports Massage</td>
<td>3.50</td>
</tr>
<tr>
<td>MTM 205</td>
<td>Integrative Massage Techniques</td>
<td>3.50</td>
</tr>
<tr>
<td>MTM 261A</td>
<td>Clinic I</td>
<td>0.50</td>
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<tr>
<td>MTM 261B</td>
<td>Clinic II</td>
<td>0.50</td>
</tr>
<tr>
<td>MTM 261C</td>
<td>Clinic III</td>
<td>0.50</td>
</tr>
<tr>
<td>MTM 261D</td>
<td>Clinic IV</td>
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<tr>
<td>MTM 261E</td>
<td>Special Techniques Clinic</td>
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</tr>
<tr>
<td>MTM 290</td>
<td>Transition to Professional Practice</td>
<td>1.00</td>
</tr>
<tr>
<td>GS 251A</td>
<td>Career Counseling Seminar</td>
<td>1.00</td>
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</tbody>
</table>

TOTAL SEMESTER CREDIT HOURS 44.50

Gainful Employment information for this program can be found at www.mildred-elley.edu/disclosures
Completion of the Certificate Program in Massage Therapy meets or exceeds the education requirement for licensing by the Board of Massage Therapy.

<table>
<thead>
<tr>
<th>Mildred Elley Curriculum Requirements</th>
<th>Massachusetts Board of Registration of Massage Therapy Education Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course No.</strong></td>
<td><strong>Course Name</strong></td>
</tr>
<tr>
<td>BIO 110</td>
<td>Anatomy &amp; Physiology I</td>
</tr>
<tr>
<td>BIO 210</td>
<td>Anatomy &amp; Physiology II</td>
</tr>
<tr>
<td>GS 251A</td>
<td>Career Counseling Seminar</td>
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<tr>
<td>HEA 100</td>
<td>Principles of First Aid, CPR, and AED</td>
</tr>
<tr>
<td>HEA 112</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>MTM 100</td>
<td>Massage Therapy in Massachusetts</td>
</tr>
<tr>
<td>MTM 101</td>
<td>Western Massage Techniques I</td>
</tr>
<tr>
<td>MTM 103</td>
<td>Western Massage Techniques II</td>
</tr>
<tr>
<td>MTM 140</td>
<td>Principles of Human Myology &amp; Kinesiology</td>
</tr>
<tr>
<td>MTM 150</td>
<td>Principles of Human Pathophysiology</td>
</tr>
<tr>
<td>MTM 160</td>
<td>Injury Prevention for Massage Therapists</td>
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<tr>
<td>MTM 171</td>
<td>Sports Massage</td>
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<td>Integrative Massage Techniques</td>
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<tr>
<td>MTM 261A</td>
<td>Clinic I</td>
</tr>
<tr>
<td>MTM 261B</td>
<td>Clinic II</td>
</tr>
<tr>
<td>MTM 261C</td>
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<td>MTM 261D</td>
<td>Clinic IV</td>
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<td>MTM 261E</td>
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<td>MTM 290</td>
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<td><strong>Subtotal, Major Courses</strong></td>
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<td><strong>Subtotal, Other Courses</strong></td>
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<tr>
<td><strong>Total, All Program Courses</strong></td>
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Mildred Elley – Pittsfield, MA Campus  
Department of Massage Therapy | 56  
Academic Catalog 2015-2016
DEPARTMENT OF MEDICAL ASSISTING

Clinical Medical Assistant Certificate Program

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. Graduates of this program are prepared for entry-level positions in medical clinics, laboratories, private physician’s offices, pharmacies and hospitals.

The certificate program also provides the foundation courses needed to pursue an Associate’s degree in Medical Assistant at Mildred Elley’s campus in Albany, New York.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
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<tr>
<td>DLP 105</td>
<td>Document Processing</td>
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<tr>
<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>
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<tr>
<td>MA 114</td>
<td>Medical Insurance</td>
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<td>MA 200</td>
<td>Hematology and Phlebotomy Procedures</td>
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<td>MA 205</td>
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<td>MA 210</td>
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<td>MA 264</td>
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<tr>
<td>ENG 102</td>
<td>English Composition*</td>
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<tr>
<td>IL 100</td>
<td>Principles of Information Literacy*</td>
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</tr>
<tr>
<td>GS 101</td>
<td>Freshman Seminar</td>
<td>2</td>
</tr>
<tr>
<td>GS 251A</td>
<td>Career Counseling Seminar</td>
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<tr>
<td>Elective(s)</td>
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</table>

TOTAL SEMESTER CREDIT HOURS 45

* General Education Course
** Requires Permission of Department Chair
* 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

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. This 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. Graduates of this program are prepared for entry level positions as medical secretaries and receptionists, billing specialists, medical records clerks, medical transcriptionists, admitting clerks, and administrative medical assistants.

The certificate program also provides the foundation courses needed to pursue an Associate’s degree in Medical Assistant at Mildred Elley’s campus in Albany, New York.

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<td>Document Processing I</td>
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<td>DLP 110</td>
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<td>HEA 100</td>
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<tr>
<th>Major Core Requirements</th>
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<tr>
<td>ENG 102 English Composition*</td>
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<tr>
<td>IL 100 Principles of Information Literacy*</td>
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<tr>
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<td>GS 251A Career Counseling Seminar</td>
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<tr>
<th>Interdisciplinary and Career Studies Requirements</th>
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<tr>
<td>Elective(s)</td>
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* General Education Course

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

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.

The Paralegal Studies certificate program prepares students with the skills necessary to seek entry-level positions in law offices, title/abstract companies, insurance companies, legal divisions of corporations, banks, and legal services companies.

The certificate program also provides the foundation courses needed to pursue an A.A.S. degree in Advanced Paralegal Studies at Mildred Elley’s campus in Albany, New York.

<table>
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<tr>
<th>COURSE NUMBER</th>
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<tbody>
<tr>
<td>PL 105</td>
<td>Introduction to Paralegal Studies and Civil Litigation</td>
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<td>PL 114</td>
<td>Family Law</td>
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<td>PL 116</td>
<td>Business Law</td>
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<td>PL 120</td>
<td>Legal Research &amp; Writing I</td>
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<td>Torts</td>
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<td></td>
<td>Restricted Elective(s) (PL, ACC, BM, CJ, POM)*</td>
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**General Education Requirements**

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**Interdisciplinary and Career Studies Requirements**

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</table>

**General Elective(s)**

Elective(s) 4

**TOTAL SEMESTER CREDIT HOURS**

39

* General Education Course

** Restricted electives in this program include all courses in Paralegal Studies (PL), Accounting (ACC), Business Management (BM), 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 Practical Nurse program is a credit-bearing program that prepares its graduates for licensure as a practical nurse (PN) issued by the Board of Registration in Nursing (Board) in the state of Massachusetts and subsequent practice of the profession of practical nursing as defined in M.G.L. c. 112, § 80B and 244 CMR 9.02.

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

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<td>LPN 125</td>
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<td>LPN 200 A</td>
<td>Pharmacology and Dosage Calculation for Nursing</td>
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<td>LPN 200 B</td>
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<td>LPN 215</td>
<td>Fundamentals of Nursing Care II</td>
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<tr>
<td>LPN 225</td>
<td>Maternity, Pediatric and Mental Health Nursing</td>
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<tr>
<td>LPN 235</td>
<td>Nursing Care of the Adult</td>
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<tr>
<td>LPN 245</td>
<td>Nursing Care of the Older Adult</td>
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<td>ENG 102</td>
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<tr>
<td>PSY 105</td>
<td>Introduction to Psychology*</td>
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TOTAL SEMESTER CREDIT HOURS 51

*General Education Course

Gainful Employment information for this program can be found at www.mildred-elley.edu/disclosures
HOW TO READ A COURSE DESCRIPTION

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 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.

AE: Appearance Enhancement

AE 110  Succeeding in Salon, Spa, and Resort Business  1 semester credit
In this course, students will explore issues critical for future personal and business success in the salon, spa, and resort industry. Topics covered in this course include: career paths; ethics; study skills; communications skills; personal grooming, hygiene, and posture; building relationships with clients and colleagues; customer service management; entrepreneurship; and foundational knowledge in accounting, human resource, and personal/business financial planning. Some field trips and/or guest speaker visits will be scheduled. Prerequisite(s): Matriculation in the Cosmetology program.

AE 120  Applied Anatomy and Physiology  1 semester credit
Students will examine the essentials of applied anatomy and physiology, with an emphasis on acquisition of relevant terminology and recognition of issues affecting daily functions of an appearance enhancement professional. Topics covered in this course generally include: cellular structures; tissues; organs and body systems; and other issues specific to skin, hair, and nails, with review of some disorders and diseases. Prerequisite(s): Matriculation in the Cosmetology program.
AE 130 Applied Chemistry and Electricity 1 semester credit
In this course, students will engage in exploration of chemical and electrical processes and procedures that appearance enhancement professionals encounter in their daily activities. Topics covered in this course generally include organic and inorganic chemistry; matter; potential hydrogen (pH); electricity; electrical equipment safety; electrotherapy; light therapy; and other issues. Prerequisite(s): Matriculation in the Cosmetology program.

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.

BM: Business Management

BM 112 Business Organization and Management 3 semester credits 3/0/0
This course introduces the student to the management functions of planning, organizing, leading, staffing, and controlling. Students learn the skills necessary to manage effectively in complex organizations and study such challenges as globalization and changing technologies confronting organizations today. Topics include: business ownership and organization; managerial skills; learning and motivation; group and team behavior; leadership development; and decision-making. The student will thus come to understand both the structure of business today, as well as the behavior found among its diverse elements. 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 201 Customer Service 1 semester credit 1/0/0
This course examines the component of outstanding customer service. Students will explore strategies for success for customer focused organizations, understanding customer needs, dealing with difficult customers and building customer loyalty. Prerequisite(s): None.

BM 202 Sales Management 1 semester credit 1/0/0
This course examines the component of sales management. 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 and utilization of technology. 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 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 reflects current management thinking in office systems, information management, technology, communications, and administrative procedures. Beginning with traditional management practices and theory, this course develops into virtual office assistance and management, concentrating on the Internet as a useful research and administrative tool, and an e-mail client application as electronic communication devices. Special emphasis is placed on e-mail client application proficiency for the office professional. Prerequisite(s): None.
**Prerequisite(s):** Matriculation in the Cosmetology program.

This course aims to orient students to the cosmetology and appearance enhancement professions and to begin teaching basic practical skills needed to practice the in the professions. Topics covered in this course include skills critical for success both in professional education and careers; regulatory and licensing requirements for appearance enhancement professions in the Commonwealth of Massachusetts and other jurisdictions; best practices in hygiene and safety in a salon and spa environment; client needs assessment; and essential techniques in shampooing, treatments, hairstyling, and hair cutting for both female and male clients. Students will apply demonstrated techniques to a manikin, concentrating on acquisition of manual dexterity and correctness of technique. **Prerequisite(s):** Matriculation in the Cosmetology program.

**CM: Cosmetology**

**CM 110 Cosmetology and Appearance Enhancement I**

This course aims to orient students to the cosmetology and appearance enhancement professions and to begin teaching basic practical skills needed to practice the in the professions. Topics covered in this course include skills critical for success both in professional education and careers; regulatory and licensing requirements for appearance enhancement professions in the Commonwealth of Massachusetts and other jurisdictions; best practices in hygiene and safety in a salon and spa environment; client needs assessment; and essential techniques in shampooing, treatments, hairstyling, and hair cutting for both female and male clients. Students will apply demonstrated techniques to a manikin, concentrating on acquisition of manual dexterity and correctness of technique. **Prerequisite(s):** Matriculation in the Cosmetology program.

**CM 120 Cosmetology and Appearance Enhancement II**

In this course, students continue to learn and refine techniques in shampooing, treatments, hairstyling, and haircuttering; expand their repertoire of cuts and styles; and are introduced to essentials of dyes, color, bleaching, chemical texture services, and other treatments. Students will apply demonstrated techniques to a manikin, concentrating on both accuracy and speed. Students may be granted limited clinic floor privileges upon reaching 250 cumulative hours of instruction in the program by permission of the Department Chair. **Prerequisite(s):** Matriculation in the Cosmetology program; CM 110, Cosmetology & Appearance Enhancement I.

**CM 130 Cosmetology and Appearance Enhancement III**

In this course, students continue to learn and refine techniques in shampooing, treatments, hairstyling, haircutting, hair color, and chemical treatments; expand their repertoire of cuts and styles; and are introduced to advanced techniques in these fields (e.g., permanents, etc.). Students may be granted limited clinic floor privileges upon reaching 250 cumulative hours of instruction in the program with the approval of the Department Chair; and full privileges upon reaching 400 cumulative hours of instruction in the program with the approval of the Department Chair. **Prerequisite(s):** Matriculation in the Cosmetology program; CM 120, Cosmetology & Appearance Enhancement II.

**CM 210 Cosmetology Theory, Applications, and Practice I**

Students continue learning the theories and techniques of cosmetology in classroom and lab environments, and apply such knowledge on the clinic floor. An emphasis is placed on refining technique, communicating to clients and colleagues, engaging in wide variety of salon and spa employee duties, and developing a portfolio of work for future employment and clientele. Students will take their first pre-practical exam at the end of this course, identifying areas of strength and areas requiring improvement. **Prerequisite(s):** Matriculation in the Cosmetology program; CM 130, Cosmetology & Appearance Enhancement III; NT 110, Nail Technology I; and ES 110, Esthetics I.

**CM 220 Cosmetology Theory, Applications, and Practice II**

Students continue learning the theories and techniques of cosmetology in classroom and lab environments, and apply such knowledge on the clinic floor. An emphasis is placed on refining technique, communicating to clients and colleagues, engaging in wide variety of salon and spa employee duties, and developing a portfolio of work for future employment and clientele. Students will take their second pre-practical exam at the end of this course, identifying areas of strength and areas requiring improvement. **Prerequisite(s):** Matriculation in the Cosmetology program; CM 210, Cosmetology Theory, Applications, and Practice I.

**CM 230 Cosmetology Theory, Applications, and Practice III**

Students continue learning the theories and techniques of cosmetology in classroom and lab environments, and apply such knowledge on the clinic floor. An emphasis is placed on refining technique, communicating to clients and colleagues, engaging in wide variety of salon and spa employee duties, and developing a portfolio of work for future employment and clientele. Students will take their exit examination, simulating a Commonwealth of Massachusetts licensure exam, at the end this course as a graduation requirement. This course is designed to complete the requirements for the Commonwealth of Massachusetts licensure and enable students to register for the licensure examination with the state upon completion of the required 1,000 hours in the program. **Prerequisite(s):** Matriculation in the Cosmetology program; CM 220, Cosmetology Theory, Applications, and Practice II.
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. Prerequisites: 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.

ECE: Early Childhood Education

ECE 100 Introduction to Early Childhood Education 3 semester credits 3/0/0
This course is an introduction to the field of early childhood education, designed to familiarize students with developmentally appropriate theory and practice in the early childhood classroom. Students will compare current research in early childhood education with common practice. During this course, students will begin their professional portfolio. Prerequisite(s): Matriculation in Early Childhood Education Program.

ECE 110 Partnerships with Families 3 semester credits 3/0/0
This course is designed to familiarize students with a variety of strategies to create partnerships with families in the early childhood classroom community. Students will develop skills in communicating with families through written and oral responses to case-studies involving family dynamics and development. Students will work independently and as a team member to develop a family connection project using current research and understanding of community relationships. Prerequisite(s): Matriculation in Early Childhood Education Program and ECE 100 Introduction to Early Childhood Education.

ECE 130 Children with Disabilities and Exceptionalities 3 semester credits 3/0/0
This course provides an overview of exceptionalities and how to support the needs of all learners within the early childhood classroom community. Students will examine relationships throughout the learning community, their impact on learning and development of all children, and develop practical strategies for working with young children with exceptionalities. Prerequisite(s): Matriculation in Early Childhood Education Program and ECE 100 Introduction to Early Childhood Education.

ECE 140 Development, Care, and Planning for Infants and Toddlers 3 semester credits 3/0/0
This course provides an overview of developmental stages, as well as appropriate curriculum, for children from birth through age three. Students will examine all domains/stages of development, including cognitive, physical, and social, with an emphasis on the importance of developing emotional attachments. Students will learn how to plan and implement developmentally appropriate curriculum, learning guidelines and instructional practice through a nurturing learning environment. Students will learn about the importance of family and community involvement in the development of infants and toddlers. State and national guidelines will also be addressed. Prerequisite(s): Matriculation in Early Childhood Education Program and ECE 100 Introduction to Early Childhood Education.

ECE 200 Foundations of Classroom Management 3 semester credits 3/0/0
This course provides an overview of the foundations and theories behind developing an effective, developmentally appropriate, early childhood classroom management model. Students will research and respond to a variety of classroom management models and current trends in classroom management. Prerequisite(s): Matriculation in Early Childhood Education Program and ECE 100 Introduction to Early Childhood Education.
ECE 221  Curriculum Development B-Kindergarten  3 semester credits  3/0/0
This course is designed to provide students with the opportunity to build a developmentally appropriate meaningful curriculum for children from birth through Kindergarten. Students will construct a developmentally appropriate thematic unit containing lesson plans aligned with appropriate standards. Prerequisite(s): ECE 100, Introduction to Early Childhood Education.

ECE 261  Practicum B – 2 years, 9 months  3 semester credits  1/0/2
Enrollment in an internship practicum course provides students with an opportunity to integrate theoretical knowledge and applied skills with practical in-field experience at an early childhood site, working with children aged birth through 2 years, 9 months. Students will complete a daily log and developmentally appropriate lesson plans to be taught at their practicum site, under the direction of an internship site supervisor for inclusion in their professional portfolio. Additionally, students will attend a seminar component meant to provide extra support during their internship. Prerequisite(s): Matriculation in Early Childhood Education Program and ECE 221, Curriculum Development B-K.

ECE 262  Practicum 2 years, 9 months – Kindergarten  3 semester credits  1/0/2
Enrollment in an internship practicum course provides students with an opportunity to integrate theoretical knowledge and applied skills with practical in-field experience at an early childhood site, working with children aged 2 years, 9 months through Kindergarten. Students will complete a daily log and developmentally appropriate lesson plans to be taught at their practicum site, under the direction of an internship site supervisor for inclusion in their professional portfolio. Additionally, students will attend a seminar component meant to provide extra support during their internship. Prerequisite(s): Matriculation in Early Childhood Education Program and ECE 221, Curriculum Development B-K.

ECE 290MA  Transition to Professional Practice  1 semester credit  1/0/0
This course is designed to help students transition from the college classroom to occupational practice, providing an overview of the state certification process along with an overview of licensing requirements, regulations, and assessments. There will be an emphasis on professional development requirements for the State of Massachusetts. This course will cover state-mandated child abuse reporting requirements and students will finalize their professional portfolios and reflect on the importance of ethics and professionalism in their careers. Prerequisite(s): Permission of the Department Chair.

ENG: English

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.

ES: Esthetics

ES 110  Esthetics I  2 semester credits
In this course, students are introduced to esthetics – the art and science of skin care. Students will explore a wide range of esthetics applications (including facial treatments, hair removal, body wraps, facial make-up, and other topics, as appropriate); relevant theory (skin disorders and diseases and color theory); set-up and procedures; equipment and products; and best practices in hygiene and sanitation. Students will practice techniques learned on manikins and each other. Prerequisite(s): Matriculation in the Cosmetology program.

ES 120  Esthetics II  2 semester credits
Students will continue learning applications of esthetics, refining their knowledge of esthetics and acquiring additional practice in facial treatments, hair removal, body wraps, facial make-up, and client evaluation. The role of an esthetician within the spa industry is explored, with an emphasis on career opportunities in the personal pampering industry and development of a personal portfolio. Students will practice techniques learned on manikins and each other. Prerequisite(s): Matriculation in the Cosmetology program; ES 110, Esthetics I.
**GS: General Studies**

**GS 101 Freshman Seminar**  
2 semester credits  
2/0/0  
This class allows students the opportunity to enhance skills necessary for success in the academic world and in the job market. Students will conduct self-evaluations of their mastery of time management and critical thinking skills. Additionally, students will complete exercises to improve their “soft skills,” such as working cooperatively, demonstrating positive work attitudes, and communicating effectively with peers and supervisors. Goal-setting and achievement of short-term and long-term goals will be emphasized throughout the course. 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 credits  
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.

**HEA: Health and Wellness**

**HEA 100 Principles of First Aid, CPR, and AED**  
1 semester credit  
1/0/0  
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 blood borne and airborne pathogen transmission. Prerequisite(s): None.

**HEA 105 Introduction to Human Nutrition**  
3 semester credits  
3/0/0  
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  
2/0/0  
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  
3/0/0  
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.

**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.

**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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>IT 110</td>
<td>Computer Concepts</td>
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<tr>
<td>IT 120</td>
<td>The Internet and Web Page Design</td>
<td>3</td>
<td>2/0</td>
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<td>IT 123</td>
<td>Microcomputer Hardware</td>
<td>3</td>
<td>2/0</td>
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<tr>
<td>IT 222</td>
<td>Networking I</td>
<td>3</td>
<td>2/0</td>
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<tr>
<td>IT 223</td>
<td>Microcomputer Operating Systems</td>
<td>3</td>
<td>2/0</td>
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<tr>
<td>IT 224</td>
<td>Networking II</td>
<td>3</td>
<td>2/0</td>
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<tr>
<td>IT 226</td>
<td>Client Operating Systems</td>
<td>3</td>
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<td>IT 230</td>
<td>Help Desk Management and User Support</td>
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<td>IT 232</td>
<td>Computer Security</td>
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### LPN: Practical Nurse

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<tbody>
<tr>
<td>LPN 125</td>
<td>Fundamentals of Nursing Care I</td>
<td>5</td>
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</table>

This course introduces basic nursing theory, principles, techniques, and interventions and focuses on the beginning use of the nursing process to legally, safely, and competently meet the needs of clients. Therapeutic communication skills, cultural and spiritual aspects of care, documentation, and pharmacotherapeutics are integrated throughout the course. The Massachusetts Board of Registration in Nursing, regulation of nursing practice, the practical nurse scope of practice, personal and professional
accountability, and the Massachusetts Determination of Good Moral Character are presented. The course will include an emphasis on patient education and the initial development of concept mapping. Best practices and evidence-based practices will be incorporated. Critical thinking is introduced as a requirement for safe and effective nursing care. The supervised structured clinical nursing laboratory and supervised selected clinical experiences in various health care settings are provided concurrently. Simulation activities and case studies will be incorporated. Prerequisite(s): Matriculation in PN program; ENG 102, English Composition; HEA 112, Medical Terminology; PSY 105, Introduction to Psychology; BIO 110, Anatomy & Physiology I, or BIO 210, Anatomy & Physiology II. Corequisite(s): LPN 200 A, Pharmacology and Dosage Calculation for Nursing; and LPN 200 B, Pharmacology and Dosage Calculation for Nursing.

LPN 200 A Pharmacology and Dosage Calculation for Nursing 2 credit hours 1.5/.5/0
This course focuses on beginning basic pharmacologic aspects of nursing care and related therapeutics. The course provides the beginning of a sound basis for safe medication administration throughout the practical nursing curriculum. Principles of action, uses, side effects, adverse effects, and interactions related to drug classifications are emphasized. Specific drug information for commonly prescribed medications is discussed in relation to nursing assessment, nursing diagnosis, medication administration, client monitoring, nursing interventions, client education, evaluation of safe and effective drug therapy, and documentation. Accurate drug dosage calculation is emphasized. Legal aspects of pharmacology for both prescribed and over-the-counter medications are introduced. Supervised simulated medication administration is practiced and evaluated in the laboratory setting. Prerequisite(s): Matriculation in PN program; BIO 110, Anatomy & Physiology I, or BIO 210, Anatomy & Physiology II.

LPN 200 B Pharmacology and Dosage Calculation for Nursing 2 credit hours 1.5/.5/0
This course continues to build on previously acquired skills and introduces more advanced nursing theory, principles, techniques, interventions, and evaluation. It continues a rigorous focus on the use of the nursing process to safely meet the needs of clients with more complex nursing care problems including pain control. Critical thinking skills are developed beyond the basics. Therapeutic communication, cultural and spiritual aspects of care, nutrition, documentation, and pharmacotherapeutics are integrated throughout the course. Best practices and evidence-based practices are incorporated. Social issues that impact the health care system and delivery (e.g., homelessness, private and public insurance) and the role of and collaboration with social service agencies is introduced. Care of the dying client and his/her family will be introduced. Supervised structured clinical nursing laboratory and supervised selected clinical experiences in various health care settings are provided concurrently. Simulation activities and case studies are incorporated. Prerequisite(s): Matriculation in the PN program; LPN 125, Fundamentals of Nursing Care I.

LPN 215 Fundamentals of Nursing Care II 6 credit hours 2.5/.5/3
This course continues to build on previously acquired skills and introduces more advanced nursing theory, principles, techniques, interventions, and evaluation. It continues a rigorous focus on the use of the nursing process to safely meet the needs of clients with more complex nursing care problems including pain control. Critical thinking skills are developed beyond the basics. Therapeutic communication, cultural and spiritual aspects of care, nutrition, documentation, and pharmacotherapeutics are integrated throughout the course. Best practices and evidence-based practices are incorporated. Social issues that impact the health care system and delivery (e.g., homelessness, private and public insurance) and the role of and collaboration with social service agencies is introduced. Care of the dying client and his/her family will be introduced. Supervised structured clinical nursing laboratory and supervised selected clinical experiences in various health care settings are provided concurrently. Simulation activities and case studies are incorporated. Prerequisite(s): Matriculation in the PN program; LPN 125, Fundamentals of Nursing Care I.

LPN 225 Maternity, Pediatric, and Mental Health Nursing 6 credit hours 2/2/2
This course transfers student skills to the care of the client in more complex settings including and beyond the supervised structured clinical laboratory setting. Integrated throughout the course are concepts of therapeutic communication, nutrition, ethical practice, cultural diversity, spirituality, documentation, and pharmacotherapeutics. Special concentration is on nursing care of the young family, including maternity, neonatal, and pediatric clients with emphasis on growth and development. Best practices and evidence-based practices are incorporated. Social issues such as domestic abuse will be discussed. Care of clients of any age with mental health problems is also introduced. Critical thinking skills continue to be honed in various settings with varying clients. The supervised structured clinical nursing laboratory and supervised selected clinical experiences in various health care settings are provided concurrently. Beginning principles of delegation and supervision are introduced, and related skills are practiced. Simulation activities and case studies are incorporated. Prerequisite(s): Matriculation in the PN program; LPN 125, Fundamentals of Nursing Care I; LPN 215, Fundamentals of Nursing Care II.

LPN 235 Nursing Care of the Adult 6 credit hours 2.5/.5/3
This course continues to build on learned skills which are integrated at a more complex level. Students are expected to demonstrate the expansion of their skills in various medical and surgical clinical settings, including acute care settings. Integrated throughout the course are concepts of therapeutic communication, nutrition, ethical practice, cultural diversity, spirituality, documentation, and pharmacotherapeutics. Concept mapping and nursing care planning will reflect enhanced critical thinking and care provision. Best practices and evidence-based practices are incorporated. Students will develop enhanced organizational and supervisory skills through the care of multiple clients. Emphasis is on the care of adult clients with more complex acute nursing care needs. Simulation activities and case studies are incorporated. Prerequisite(s): Matriculation in the PN Program; LPN 200 A, Pharmacology and Dosage Calculation for Nursing; LPN 200 B, Pharmacology and Dosage Calculation for Nursing; LPN 125, Fundamentals of Nursing Care I; LPN 215, Fundamentals of Nursing Care II.

LPN 245 Nursing Care of the Older Adult 6 credit hours 2.5/.5/3
In this course, students expand their theoretical and clinical foci and refine their understanding and use of the nursing process. Integrated throughout the course are concepts of nutrition, ethical practice, cultural diversity, spirituality, documentation, and pharmacotherapeutics. Special concentration will be on care of geriatric clients in acute inpatient, long term care, and community settings. Addressing the needs of community-dwelling independent and well older adults is included. Best practices and evidence-based practices are incorporated. Simulation activities and case studies are incorporated. Prerequisite(s): Matriculation in the PN Program; LPN 125, Fundamentals of Nursing Care I; LPN 215, Fundamentals of Nursing Care II.
### LPN 255  Transition to the Profession of Practical Nursing  1 credit hour  1/0/0
This course prepares the student to make the transition from student to the role of the practical nurse as a member of the health care delivery system, the team and the discipline of nursing. Trends in health care delivery and nursing education will be discussed. Rules and regulations specific to the Commonwealth of Massachusetts are presented in depth with emphasis on lifelong learning expectations, standards of nursing practice, competency, and accountability in the role following initial licensure. The Massachusetts Determination of Good Moral Character is reviewed. Leadership skills and team building are emphasized. Best practices and evidence-based practices are incorporated. Simulation activities and case studies are incorporated. Students explore skills involving job searches, resume and cover letter development, and interviewing skills. Preparation for the NCLEX-PN is included. Prerequisite(s): Matriculation in the PN Program; Permission of the Department Chair; LPN 200 A, Pharmacology and Dosage Calculation for Nursing; LPN 200 B, Pharmacology and Dosage Calculation for Nursing; LPN 125, Fundamentals of Nursing Care I; LPN 215, Fundamentals of Nursing Care II; LPN 225, Maternity, Pediatric, and Mental Health Nursing; LPN 235, Nursing Care of the Adult. Corequisite(s): LPN 245, Nursing Care for the Older Adult.

### MA: Medical Assisting

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Hours Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 100</td>
<td>Introduction to Patient Care</td>
<td>3</td>
<td>2/1/0</td>
</tr>
<tr>
<td>MA 114</td>
<td>Medical Insurance</td>
<td>3</td>
<td>3/0/0</td>
</tr>
<tr>
<td>MA 118</td>
<td>Medical Office Management</td>
<td>3</td>
<td>3/0/0</td>
</tr>
<tr>
<td>MA 200</td>
<td>Hematology and Phlebotomy Procedures</td>
<td>3</td>
<td>2/1/0</td>
</tr>
<tr>
<td>MA 205</td>
<td>Cardiovascular Care and Procedures</td>
<td>3</td>
<td>2/1/0</td>
</tr>
<tr>
<td>MA 210</td>
<td>Specialized Procedures</td>
<td>3</td>
<td>2/1/0</td>
</tr>
<tr>
<td>MA 261-6</td>
<td>Internship</td>
<td>1-6</td>
<td>1-6/1-6/0</td>
</tr>
</tbody>
</table>

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.

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.

This 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; and MA 100, Introduction to Patient Care.

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; and MA 100, Introduction to Patient Care.

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.

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.
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. Prerequisite(s): 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. Prerequisite(s): None

MTM: Massage Therapy

MTM 100  Massage Therapy in Massachusetts  4 semester credit  4/0/0
This course concentrates on the issues of ethics, professionalism, business practices, and effective interpersonal and written communications in a massage therapy career. Students begin developing their professional portfolio; research licensure and certification requirements on the local, state, and national levels; and review regulations that govern the practice of massage therapy. Prerequisite(s): Matriculation in the Massage Therapy program.

MTM 101  Western Massage Techniques I  3.5 semester credits  3/.5/0
This course serves as one of the foundation courses in massage therapy, and covers history and evolution of the Western therapeutic massage tradition; principles of evidence-based practice, including scientific foundations, benefits, contraindications, and modifications of techniques; client communication and assessment; self-care; and overview of major Western techniques and best practices. The lab section of the course will concentrate on the application of techniques based in Swedish therapeutic massage, including effleurage, petrissage, friction, tapotement, and vibration as a foundation for the development of sensitivity, perception, and dexterity, and client care techniques, such as draping and positioning. Prerequisite(s): Matriculation in the Massage Therapy program.

MTM 103  Western Massage Techniques II  3.5 semester credits  3/.5/0
This course builds upon the skills acquired and developed in Western Massage Techniques I. After reviewing the principles of client assessment and basic Swedish massage elements, strokes, and gymnastics, students will explore advanced techniques, such as: the use of forearms, elbows, myofascial release, and trigger point therapy; subjective objective assessment planning (SOAP) for the evaluation and treatment of therapeutic modalities; appropriate use of essential oils; thermo-, cryo-, and hydrotherapy; and adaptive, seated, and pregnancy massage techniques. Prerequisite(s): Matriculation in the Massage Therapy program; MTM 101, Western Massage Techniques I.

MTM 140  Principles of Human Myology and Kinesiology  3.5 semester credits  3/.5/0
This course provides a detailed exploration of the human muscular and skeletal systems and how they relate to the profession of massage therapy. Students will explore the location, identification, and palpation of the bellies and attachments of the major muscles of external movement of the body, as well as the bones, bony landmarks, and joints of the axial and appendicular skeleton. Prerequisite(s): Matriculation in the Massage Therapy program; BIO 210, Anatomy and Physiology II.

MTM 150  Principles of Human Pathophysiology  3 semester credits  3/0/0
This course provides an overview of the common pathologies encountered in the practice of massage therapy and how they impact the application of massage, specific indications, contraindications and precautions. It will also examine dermatological, musculoskeletal, endocrine, cardiovascular, and lymphatic pathologies. Students will explore the location, identification, and palpation of the bellies and attachments of the major muscles of external movement of the body, as well as the bones and bony landmarks to formulate a plan to address specific pathological conditions as it pertains to massage. Prerequisite(s): Matriculation in the Massage Therapy program; BIO 110, Anatomy and Physiology I; MTM 101, Western Massage Techniques I.

MTM 160  Injury Prevention for Massage Therapists  3.5 semester credits  3/.5/0
This course is designed to give students a practical understanding of the relationship between applying massage techniques and how to prevent injuries due to the physical nature of massage therapy. Students will learn how to develop good body mechanics while applying technique to reduce effort and stress to their bodies. They will also learn to recognize warning signs, neutral postures, static loading, wrist posture and grip strength, scapular stabilization, engaging with the lower body, common injury sites and safe hand tools to help create a more holistic approach to prevent injuries in their career. Prerequisite(s): Matriculation in the Massage Therapy program; MTM 103, Western Massage Techniques II.

MTM 171  Sports Massage  3.5 semester credits  3/.5/0
The course covers the essential concepts and techniques of sports massage, including pre-event, post-event, restorative, rehabilitative, and preventative maintenance massage, and elementary screening skills for assessing athletes at sporting events. Mechanisms of injury and tissue repair, pain-spasm-ischemia cycle, principles of therapeutic and proprioceptive neuromuscular facilitation techniques will be studied. Prerequisite(s): MTM 101, Western Massage Techniques I.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Prerequisites</th>
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<tr>
<td>MTM 205</td>
<td>Integrative Massage Techniques</td>
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<td>Matriculation in the Massage Therapy program; MTM 101, Western Massage Techniques I.</td>
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<td>MTM 216A</td>
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<td>MTM 216B</td>
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<td>MTM 216C</td>
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<td>MTM 216D</td>
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<td>MTM 216F</td>
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<td>Matriculation in the Massage Therapy program; permission of the Department Chair; this course is normally taken in the last semester of program enrollment.</td>
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<td>NT 110</td>
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<td>PHI 213</td>
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<td>PL 105</td>
<td>Introduction to Paralegal Studies and Civil Litigation</td>
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<tr>
<td></td>
<td>This course provides students with a comprehensive introduction to paralegal studies, focusing on the role and scope of paralegal professionals in civil litigation and practice. The structure and jurisdiction of all state courts and 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. <strong>Prerequisite(s): None.</strong></td>
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</tr>
<tr>
<td>PL 107</td>
<td>Evidence</td>
<td>3</td>
<td>None.</td>
</tr>
<tr>
<td></td>
<td>In this course, the student will become familiar with the Federal Rules of Evidence as well as the Massachusetts rules of evidence. Specific emphasis is placed on the role of the paralegal in the collection, retention, analysis, and presentation of evidence. <strong>Prerequisite(s): PL 105, Introduction to Paralegal Studies and Civil Litigation.</strong></td>
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<tr>
<td></td>
<td>In this course, students learn the interrelationship between law and medicine as it affects rights and liabilities of both providers of medical services and the recipients of services. Students also learn how to assist in various phases of support litigation including opening, managing, and closing case files, preparing various pleadings and discovery and disclosure demands, and responding to them. Students also become familiar with all applicable elements of a successful medical malpractice suit. <strong>Prerequisite(s): PL 105, Introduction to Paralegal Studies and Civil Litigation.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PL 111</td>
<td>Family Law</td>
<td>3</td>
<td>None.</td>
</tr>
<tr>
<td></td>
<td>In this course, students learn family law with an emphasis on Massachusetts rules. The course covers relations before marriage, marriage formalities, separations, divorce, support, equitable distribution, custody, visitation, paternity, foster care, and termination of parental rights, as well as emerging issues in family law. <strong>Prerequisite(s): None.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PL 112</td>
<td>introductory business law</td>
<td>3</td>
<td>None.</td>
</tr>
<tr>
<td></td>
<td>This course introduces paralegals to legal research and writing skills. Students become familiar with Massachusetts and Federal source materials including statutes, case law, legal encyclopedias, digests, Shepard’s, and CALR (Computer Assisted Legal Research). Students practice their legal research skills through practical simulations utilizing resources available at the institution and the District Court Law Library. <strong>Prerequisite(s): PL 105, Introduction to Paralegal Studies and Civil Litigation.</strong></td>
<td></td>
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<tr>
<td></td>
<td>An examination of the law of agency, and how it interrelates with other areas of the law, with an emphasis on its relationship to the law of contracts. Students study the law of contracts and become familiar with contractual formation, performance, discharge, and defenses to enforcement, as well as void and voidable contracts. Students also learn about the application of Article 2 of the Uniform Commercial Code as it relates to commercial contracts. <strong>Prerequisite(s): None.</strong></td>
<td></td>
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</tr>
<tr>
<td>PL 118</td>
<td>Real Estate Law</td>
<td>3</td>
<td>None.</td>
</tr>
<tr>
<td></td>
<td>After receiving an overview of Massachusetts Real Property law that includes estates in land, incidents of ownership, landlord/tenant relationships, evictions, easements, and adverse possession, students learn to assist in all aspects of Real Estate transactions. Topics addressed are preparation of contracts, mortgages and deeds; fieldwork in recording and title searches; and coordination and preparation of closing documents. <strong>Prerequisite(s): None.</strong></td>
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<tr>
<td>PL 120</td>
<td>Legal Research and Writing I</td>
<td>3</td>
<td>PL 120, Legal Research and Writing I.</td>
</tr>
<tr>
<td></td>
<td>This course introduces paralegals to legal research and writing skills. Students become familiar with Massachusetts and Federal source materials including statutes, case law, legal encyclopedias, digests, Shepard’s, and CALR (Computer Assisted Legal Research). Students practice their legal research skills through practical simulations utilizing resources available at the institution and the District Court Law Library. <strong>Prerequisite(s): PL 105, Introduction to Paralegal Studies and Civil Litigation.</strong></td>
<td></td>
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</tr>
<tr>
<td>PL 121A</td>
<td>Wills, Estates, and Trusts</td>
<td>3</td>
<td>PL 121A, Wills, Estates, and Trusts.</td>
</tr>
<tr>
<td></td>
<td>Students are given an in-depth examination of the Massachusetts laws dealing with wills, trusts, and estates. This course considers the laws of testament and intestate succession, will creation and execution, probate, trust creation (including both inter vivos and testamentary trusts), fiduciary duties, and collateral issues in estate planning. <strong>Prerequisite(s): None.</strong></td>
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<tr>
<td>PL 212</td>
<td>Torts</td>
<td>3</td>
<td>None.</td>
</tr>
<tr>
<td></td>
<td>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. <strong>Prerequisite(s): PL 105, Introduction to Paralegal Studies and Civil Litigation.</strong></td>
<td></td>
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<tr>
<td>PL 213</td>
<td>Criminal Law and Procedures</td>
<td>3</td>
<td>None.</td>
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<tr>
<td></td>
<td>Designed to acquaint students with both the common law of crimes and the specific Massachusetts statutory compilation of crimes, this course investigates theories and purposes of punishment, definitions of criminal intent, and criminal defenses. Students become familiar with the Model Penal Code’s Definition of Crimes and Analysis of Fault. Students also explore the Constitutional protections afforded to all citizens under the fourth, fifth, sixth, and eighth amendments of the United States Constitution. <strong>Prerequisite(s): None.</strong></td>
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<tr>
<td>PL 216</td>
<td>Corporate Law</td>
<td>3</td>
<td>None.</td>
</tr>
<tr>
<td></td>
<td>The possible structure of modern business organizations in the Commonwealth of Massachusetts is examined in this course, including the formation, operation and legal liability of organizations choosing the partnership, corporations and limited liability business forms. This course also considers Massachusetts statutory rules and regulations relating to these specific business entities. <strong>Prerequisite(s): PL 116, Business Law.</strong></td>
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</tr>
<tr>
<td>PL 220</td>
<td>Legal Research and Writing II</td>
<td>3</td>
<td>PL 220, Legal Research and Writing II.</td>
</tr>
<tr>
<td></td>
<td>Designed to build upon and refine legal research and writing skills acquired in Legal Research and Writing I, 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 legal courses offered. <strong>Prerequisite(s): PL 120, Legal Research and Writing I.</strong></td>
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</tbody>
</table>
PL 222  Law Office Management  3 semester credits  3/0/0
The role of the paralegal in litigation support is the focus of this class. Class lectures address topics involved in the pretrial phase of litigation including witness interviews, preparation of pleadings, and discovery and motion practice. The course allows students the opportunity to apply classroom lectures in a “hands on” simulation of a lawsuit. Prerequisite(s): PL 105, Introduction to Paralegal Studies and Civil Litigation; and PL 120, Legal Research and Writing I.

PL 261-6  Internship  1-6 semester credits  1-6/1-6/0
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.

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.

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 211  Child Growth and 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.
Campus Administration

System Administration
Faith A. Takes
President

Michelle Constantine
Chief Executive Officer

Kenneth J Clough, Ph.D.
Chief Academic Officer

Carrianna Eurillo, Esq.
Regional Director, Operations

Maria Neal
Vice President, Marketing & Communications

Danielle Cullen
Upstate Regional Director of Admissions

Bernard Price
Downstate Regional Director of Admissions

Joe Moltzen
Vice President, Special Projects

Kathy Wooley
Vice President, Human Resources

Mary Ellen Duffy
Vice President, Financial Aid & Compliance

Albert Sacco
Director of Student Records and Senior Registrar

Stephen Quick
Executive Director of Information Technology Services

Vanessa Leonardo
Director, Online Education

Mary Morris
Associate Director of Online Education

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Neol Rosamilio
Campus President

Office of Academic Affairs
Carrie Swain
Associate Academic Dean

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M.S. The College of Saint Rose

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M.S. Cambridge College
M.S. University of Phoenix
D.H.A. University of Phoenix

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B.A. Massachusetts College of Liberal Arts

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Department Chair, Cosmetology

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Student Advisor
Office of Career Services
Rachel Snyder
Director, Office of Career Services

Danielle Giardina
Assistant Director of Career Services

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Donna Sakaske
Assistant Librarian

Office of the Registrar
Donna Sakaske
Associate Registrar

Office of Admissions
Jennifer Bushika
Director of Admissions

Matthew Martin
Community Outreach Representative

Information Technology
Jared Schworm
Information Technology Specialist

Office of Financial Aid
Peggy Harrington
Senior Financial Aid Representative
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M.S., Rensselaer Polytechnic Institute

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M.D. Temple University

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Per. Licensed Cosmetology Instructor, Commonwealth of Massachusetts

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M.A. New York University

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J.D. Suffolk University Law School

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B.S. Southern Massachusetts University

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M.S. Cambridge College  
M.S. University of Phoenix  
D.H.A. University of Phoenix

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M.B.A. Baker College Center for Graduate Studies

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M.B.A. Western New England College

Kaja Wright
Jr. Instructor Cosmetology, Part-time
Licensed Cosmetologist, Commonwealth of Massachusetts
Licensed Jr. Cosmetology Instructor, Commonwealth of Massachusetts
<table>
<thead>
<tr>
<th>ACADEMIC TERM</th>
<th>IMPORTANT DATES</th>
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☼ Holiday: Monday, October 12, 2015 (Columbus Day)  
Last Day of Classes: Sunday, November 15, 2015 |
☼ 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 |
☼ Holiday: Monday, February 15, 2016 (Presidents’ Day)  
Last Day of Classes: Sunday, March 20, 2015 |
☼ Holiday: Sunday, March 27, 2016 (Easter)  
☼ Holiday: Monday, May 30, 2016 (Memorial Day)  
☼ Holiday: Monday, July 4, 2016 (Independence Day)  
Last Day of Classes: Sunday July 17, 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.*

*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 Campus President.

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

Online Division 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**
Please refer to the Add/Drop section on page 37.

**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 Description section on page 61.

**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 Financial Aid.

**FERPA**
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**
Please refer to the Financial Aid section on page 21.

**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 Leave of Absence section on page 18.

**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 all 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.

**Transfer Credits**
Please refer to the Transfer Credit section on page 10.

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

**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**
Please refer to the Withdrawal sections on pages 17 and 43.
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Department of Business Management

Department of Cosmetology

Department of Education

Department of Information Technology

Department of Massage Therapy

Department of Medical Assisting

Department of Paralegal Studies

Department of Nursing

100 West Street
Pittsfield, MA 01201
(413) 499-8618
mildred-elley.edu

Pittsfield Campus Approvals & Accreditation:

Licensed by the Commonwealth of Massachusetts, Office of Private Occupational School Education, Division of Professional Licensure.

Licensed to operate as a Cosmetology school and the Cosmetology program is approved by the Board of Registration of Cosmetologists of the Commonwealth of Massachusetts.

Approved for the training of the Veterans of the Armed Forces and JPTA participants.

Accredited by the Accrediting Council for the Independent Colleges and Schools (ACICS) to award certificates and diplomas.

Other Campus Locations:

Albany, NY
855 Central Avenue
Albany, NY 12206

New York City Metro
25 Broadway, Floor 16
New York, NY 10004