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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
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 professions in the health and wellness fields, 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 - New York City Metro Campus offers two Associate in Occupational Studies (A.O.S.) degree programs and three credit-bearing undergraduate Certificate programs. Certificate credits may generally be applied to the A.O.S. degree program if a student chooses to continue his/her education.

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

**REGISTERED DEGREE PROGRAMS**

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

<table>
<thead>
<tr>
<th>TITLE</th>
<th>HEGIS CODE</th>
<th>CIP CODE</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
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<tbody>
<tr>
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<td>51.0801</td>
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<tr>
<td>Massage Therapy</td>
<td>5299</td>
<td>51.3501</td>
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</table>

**Credit-Bearing Certificate Programs**

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<tr>
<th>TITLE</th>
<th>HEGIS CODE</th>
<th>CIP CODE</th>
<th>SEMESTER CREDIT HOURS</th>
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<tr>
<td>Clinical Medical Assistant</td>
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<td>51.0801</td>
<td>45</td>
</tr>
<tr>
<td>Medical Office Assistant</td>
<td>5214</td>
<td>51.0710</td>
<td>39</td>
</tr>
<tr>
<td>Practical Nursing (NYS Licensure Qualifying)</td>
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<td>51.3901</td>
<td>53</td>
</tr>
</tbody>
</table>

The Mildred Elley - New York City Metro Campus, as a branch campus of the Mildred Elley Albany Campus is pleased to offer two additional programs:

- Business Management, Associate in Occupation Studies (65 semester credit hours); and
- Advanced Paralegal Studies, Associate in Academic Studies (65 semester credit hours)

Enrollment in the **Business Management and Advanced Paralegal Studies** programs is subject to the following conditions. Mildred Elley’s New York City Metro Campus is a branch campus of the main campus in Albany, New York, and is approved as such by The Accrediting Council for Independent Colleges and Schools (ACICS) and the United States Department of Education (US DoE). As a branch campus, the New York City Metro Campus does not offer these programs in full, and requires its students to take a portion of coursework in these degree programs at the college’s main campus in Albany; transfer of credit from other accredited institutions; or taking courses through possible cross-registration agreements between Mildred Elley and other institutions of higher education in the New York City area.

Mildred Elley is in the process of obtaining an approval by the Board of Regents of the University of the State of New York, and following that, an approval from ACICS, to offer these programs in full. While the college expects such approvals to be obtained, we are unable to guarantee the New York City Campus students that they will not be required to take some of the coursework through channels identified above, but will make every effort to assure that the students complete their degree on time and in a manner acceptable to all parties involved.

Additionally, the Mildred Elley Albany, New York Campus hosts online Non-Credit Bearing certificate programs. Students interested in exploring our non-credit bearing certificate programs can contact the Online Admissions Department at (518) 429-2618. Course work completed through the non-credit bearing certificate program cannot be transferred or applied to credit bearing programs.
THE HISTORY OF MILDRED ELLEY

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

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

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

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

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

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

The college currently has two divisions: the School of Business and Technology, and the School of Health and Wellness Professions. In addition, the Department of General and Interdisciplinary Studies supports the degree and certificate programs with coursework in written and oral communications, mathematics, natural sciences, humanities, social sciences, and college and career success skills.

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

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

In 2012, Mildred Elley launched its first ever online Non-Credit Bearing Programs providing an educational vehicle for those who want to learn from home. 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 campus.
APPROVALS

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

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

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

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

ACCREDITATION

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

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

AFFILIATION WITH THE MAIN CAMPUS

Mildred Elley—New York City Metro Campus is a branch campus of Mildred Elley—Albany, New York Campus. The main campus is located at 855 Central Avenue, Albany, NY 12206, (518) 786-0855.
PROFESSIONAL AFFILIATIONS

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

- American Association of Allied Health Professionals (AAAHP)
- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- Association for Computing Machinery’s Special Interest Group on Graphics and Interactive Techniques (ACM SIGGRAPH)
- Association of Private Sector Colleges and Universities (APSCU)
- Business and Marketing Educators Association of the Capital District
- Business Teachers Association of New York State
- Council of Practical Nurses Programs of New York state (CPNPNYS)
- International Game Developers Association (IGDA)
- International Nursing Association for Clinical Simulation and Learning (INACSL)
- Manhattan Chamber of Commerce (MCC)
- Metropolitan Music Community
- New York City Employment and Training Coalition
- New York City Metro Campus
- New York Road Runners (NYRR)
- New York State College Learning Skills Association
- New York State Disability Services Council
- New York State Financial Aid Administrators Association (NYSFAA)
- Professional Secretaries International
- Screen Actors Guild-American Federation of Television & Radio Artists (SAG-AFTRA)
- Society for Human Resources Management
- Metropolitan New York Library Council
- National Association for Practical Nurse Education and Service (NAPNES)
- National Association of Student Financial Aid Administrators (NASFAA)
- National Business Education Association (NBEA)
- National College Learning Center Association
- New York City Employment and Training Coalition
- New York State College Learning Skills Association
- New York State Disability Services Council
- New York State Financial Aid Administrators Association (NYSFAA)
- Professional Secretaries International
- Screen Actors Guild-American Federation of Television & Radio Artists (SAG-AFTRA)
ADMISSION TO FULL-TIME STUDY

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

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

Application Procedure

Applicants must submit a completed application, including a non-refundable application fee. Each applicant is required to have a personal interview with an Admissions Representative. An applicant's notarized attestation of high school graduation is acceptable; however, the institution reserves the right to request proof of a High School Diploma or an equivalency certificate, such as a Certificate of High School Equivalency (GED), issued by a recognized State Department of Education. Additionally in New York State, applicants must submit proof of immunizations.

For programs that follow open enrollment practices, the college will notify the applicant of the admissions decision within two weeks of receiving all required information and completing all admissions/application procedures. Admissions and/or wait-list decisions for other programs may take longer. A high school senior will receive tentative acceptance pending an official graduation notice.

Mildred Elley Career Pathways Program

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

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

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

Once enrolled, a student in the Mildred Elley Career Pathways Program has access to academic and career support services which include the Office of Academic Support and Advising, faculty advisor support, instructor support, and career services support. While enrolled in the Mildred Elley Career Pathways Program, a student receives counseling and supportive services at each level designed to foster student academic and career success.
Admissions of International Students
Mildred Elley is approved by the Department of Homeland Security to enroll non-immigrant students in its programs. Applicants to Mildred Elley who will require an F-1 visa from the college must inform their Admissions Representative so a referral can be made to the Designated School Official for International Students for further processing.

Some programs have specific admissions requirements, as noted below.

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

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

Requirements for Admission to the Practical Nursing Programs
Acceptance to the program(s) in Practical Nursing is competitive, and candidates are strongly encouraged to initiate the admissions procedure well before the intended start date. Please note that meeting the minimum requirements for acceptance does not guarantee acceptance. Class sizes are limited and will be offered to the most highly qualified candidates.

Candidates for direct admission into the Practical Nursing program(s) must meet the following requirements:

- Be a high school graduate or hold a General Equivalency Diploma (GED), and
- Be at least 17 years of age as of the first day of scheduled classes, and
- Demonstrate proficiency in mathematics and biology, as demonstrated by:
  - earning a grade of B- or above in Algebra (Math Course A) and Biology (Living Environment) in high school. Biology must be earned at the ninth grade level or higher. Math credits must be earned at the tenth grade level or higher; or
  - receiving the equivalent of a B- in Mathematics and Science on the GED examination, or an equivalent proficiency examination; or
  - earning a grade of B- or above in college-level Mathematics and Biology coursework.
- Achieve a minimum composite score of 68 on the TEAS V exam. Class sizes are limited and will be offered to the most highly qualified candidates.

A student who does not meet the criteria for direct admission to the Practical Nursing program has the option to enroll in another degree program and seek transfer into the Practical Nursing Program when the following conditions are met:
• A grade of B- or better on all preparatory courses,
• Submission of all official high school and college transcripts,
• Achieve a minimum composite score of 68 on the TEAS V exam. Class sizes are limited and will be offered to the most highly qualified candidates.

Transfer into Practical Nursing is highly competitive and only on a seat-available basis. Please note that meeting the minimum requirements for acceptance does not guarantee acceptance. Class sizes are limited and will be offered to the most highly qualified candidates.

TEAS Exam

The TEAS V exam is an entrance exam designed to predict candidate success in the practical nursing program. The TEAS test may be taken once per cohort cycle. The TEAS test is generally offered three times per year, in February, June, and September. The TEAS V exam may only be taken at the Mildred Elley campus.

Application for Re-Entry and Readmission

Former Mildred Elley students who wish to apply for readmission should contact the Admissions Office for a re-entry application. Students who previously attended a Mildred Elley campus, but have not been enrolled in any courses for fewer than six months are considered re-entry students. A primary admission consideration for any re-entry student is the student’s prior academic record while previously enrolled in a Mildred Elley program. Students who apply for readmission will be subject to the requirements of new program standards, regardless of the amount of time while away from college.

There is a re-entry fee for former students wishing to return to Mildred Elley. Returning students are not required to submit duplicate copies of those records already on file with the college. All outstanding account balances must be satisfied, and academic and financial aid clearances must be obtained prior to readmission. If a student previously dropped, or was placed on suspension or academic probation, the student will need permission from the Dean of Academic Affairs for re-entry. The student must resolve one’s academic standing prior to readmission.

ADMISSION TO PART-TIME STUDY

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

ADMISSION AS A NON-MATRICULATED STUDENT

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

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

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

TRANSFER CREDIT

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

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

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

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

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

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

The college determines that a student is maintaining satisfactory academic progress if the student meets or exceeds the quantitative and qualitative standards outlined below, based on the cumulative number of semester credit hours attempted.

<table>
<thead>
<tr>
<th>ATTEMPTED CREDIT HOURS</th>
<th>SATISFACTORY ACADEMIC PROGRESS</th>
<th>Both Quantitative and Qualitative Standards Must Be Met</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Quantitative Standard</td>
<td>AND Qualitative Standard</td>
</tr>
<tr>
<td></td>
<td>(minimum percentage of cumulative credit hours completed)</td>
<td>(minimum cumulative grade point average (CGPA) attained)</td>
</tr>
<tr>
<td>0.1-13.9</td>
<td>50%</td>
<td>0.500</td>
</tr>
<tr>
<td>14.0-27.9</td>
<td>60%</td>
<td>1.500</td>
</tr>
<tr>
<td>28.0-41.9</td>
<td>67%</td>
<td>1.700</td>
</tr>
<tr>
<td>42.0-55.9</td>
<td>67%</td>
<td>2.000</td>
</tr>
<tr>
<td>56.0 and above</td>
<td>67%</td>
<td>2.000</td>
</tr>
</tbody>
</table>

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

The college determines that a student is maintaining satisfactory academic progress if the student meets or exceeds the quantitative and qualitative standards outlined below, based on the cumulative number of semester credit hours attempted.
CATEGORIES OF ACADEMIC PROGRESS

The college classifies a student as maintaining satisfactory academic progress if the student meets or exceeds the minimum standards outlined in the charts above. A student’s status is based on a review of student records performed within two weeks after the last day of the semester’s examination period. The college determines that the student is maintaining satisfactory academic progress in his/her initial semester of enrollment.

Warning

The college places on Warning a student in one’s second term of attendance who fails to meet one or more of the satisfactory academic progress requirements at the conclusion of the first term of attendance. While on Warning, the student may still be eligible for financial aid. The college may require the student to meet regularly with the Academic Probation Advisor during the semester to discuss his/her academic progress, receive referrals to other student services, and create a structure for enabling better student outcomes. If, at the end of one’s warning term, the student has met ALL satisfactory academic progress requirements, the college removes the student from Warning.

The college reviews the student’s satisfactory academic progress following the warning period within two weeks following the last day of the semester’s examination period. The college considers a student meeting the minimum standards of satisfactory academic progress at the time of the review as maintaining satisfactory academic progress. If the student is still failing to meet one or more of the satisfactory academic progress requirements, but has demonstrated improvements in their academic progress, the student may petition to be placed on Probation.

A student’s failure to improve one’s academic progress may result in automatic placement on Financial Aid Suspension, if one is dismissed through required academic withdrawal. If a student is placed on Financial Aid Suspension, the student becomes ineligible to receive federal, state, and institutional scholarship aid. However, denial of financial aid eligibility does not automatically result in withdrawal from classes for which a student has registered. Reinstatement of financial aid eligibility is NOT automatic.

Required Withdrawal

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

The student may appeal being placed on Required Withdrawal by petitioning the Dean of Academic Affairs to be placed on one 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 Dean of Academic Affairs for final approval/denial. When appealing required withdrawal, a student must appear in person.

<table>
<thead>
<tr>
<th>ATTEMPTED CREDIT HOURS</th>
<th>SATISFACTORY ACADEMIC PROGRESS</th>
<th>Both Quantitative and Qualitative Standards Must Be Met</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Quantitative Standard (minimum percentage of cumulative credit hours completed)</td>
<td>AND</td>
</tr>
<tr>
<td>0.1-13.9</td>
<td>50%</td>
<td>0.500</td>
</tr>
<tr>
<td>14.0-27.9</td>
<td>60%</td>
<td>1.500</td>
</tr>
<tr>
<td>28.0 and above</td>
<td>67%</td>
<td>2.000</td>
</tr>
</tbody>
</table>
Probation

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

The Dean of Academic Affairs will review the petition and evidence submitted in support of the petition and rule to (1) deny the petition, or (2) grant the petition, placing the student in the Probation status for a period of one semester. If the petition is granted the college considers the student as making satisfactory academic progress and the student remains eligible for federal financial aid funds during the semester on Probation.

Extended Enrollment

The college withdraws a student who fails to meet the minimum published standards of academic progress after the period of Probation, or after denial of Probation unless the student submits a written petition to the Dean of Academic Affairs to be placed in the Extended Enrollment status.

The student in the Extended Enrollment status is not eligible for federal financial aid and is responsible for making his/her own tuition payment arrangements with the institution. A student on Extended Enrollment status may restore his/her eligibility for federal financial aid assistance upon meeting the minimum standards of satisfactory academic progress. During this period, all credits attempted are counted towards the quantitative standards of satisfactory academic progress as well as the 150% maximum time frame for completion of the program and all grades are included in the cumulative grade point average.

Appeal Process

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

Submitting an appeal does not guarantee reinstatement of financial aid. If an appeal is granted, the college places the student on Financial Aid Probation. The student’s grades and completion ratio will be reviewed at the end of the probation period to determine if one is meeting ALL satisfactory academic progress requirements for financial aid recipients. The college bases student’s award(s) on funds available at that time.

Re-Establishing Financial Aid Eligibility

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

Other Standards of Satisfactory Academic Progress Applicable to All Programs

In addition to the standards outlined elsewhere in this section of the catalog, the college requires students to complete one’s program of study within a time frame not exceeding one and a half times the normal program length.
Repeating a Course
Students who withdraw from a course or who receive a failing grade in any required course at Mildred Elley will need to repeat that course in order to fulfill the requirements for graduation. All failing/unsatisfactory grade notations will appear on a student’s transcript and will count in the calculation of the standards of satisfactory academic progress.

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

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

For example, grades of I (Incomplete), P (Pass), S (Satisfactory), U ( Unsatisfactory), W (Withdraw), are not calculated in the student’s cumulative grade point average, or in the calculation of percentage of minimum cumulative credit hours attempted; grades of PR (Proficiency), and RW (Requirement Waived) are not included in either the student’s cumulative grade point average or the calculation of percentage of minimum cumulative credit hours attempted. All TC (Transfer Credit) courses are included in the calculation of percentage of minimum cumulative attempted credit hours but are not included in the cumulative grade point average.

For more information about the institution’s grading system and policies, 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)**: $450.00

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

- **Application Fee**: $25.00
  *One-time fee charged to all new and re-entry applicants for admission into the institution.*

- **Audit and Processing Fee**: $100.00
  *One-time fee charged to all new and re-entry students during their first semester.*

- **Lab Fee**: $25.00
  *Per credit hour; for all courses that incorporate or require outside use of institution’s computer labs, software, and other resources.*

- **Registration and Services Fee**: $21.00
  *Per credit hour; all courses.*

**Required Fees (Selected Programs)**

- **American Red Cross CPR/First Aid/AED cards**: $27.00
  *Onetime fee upon registration in HEA121*

- **ATI Comprehensive Assessment and Review Program**: $715.00
  *One-time fee upon registration in LPN130.*

- **ATI Live Review**: $475.00
  *One-time fee upon registration in LPN280A.*

- **Biology Lab Kit**: $35.00
  *All students enrolled in BIO110. Prices may vary.*

- **Clinical Make-up Charge**: $95.00
  *Practical Nursing students only.*

- **Digital Campus Fee**: $20.00
  *One-time fee upon registration in HUM 110 Survey of Film.*

- **Medical Assisting Equipment**: $75.00
  *Medical Assisting students only. Prices may vary.*

- **Massage Table**: $675.00
  *Massage therapy students only. Prices will vary with package selected.*

- **Nursing Kit**: $210.00
  *Practical Nursing students only. Prices may vary.*

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

- **Uniforms**: $60.00
  *Medical Assisting Practical Nursing & Massage Therapy students only. One Set of Scrubs. Estimated: Actual cost will vary by size and quantity.*

**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.

Proficiency Examination Fee ......................................................................................................................................................$75.00
  MCAS Exam and MOS Exam. Per exam.

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

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

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

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

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

Castle Worldwide Registration Fee.......................................................................................................................................... $250.00
  Licensure Examination – Massage Therapy

Laptop Purchase .........................................................................................................................................................................$972.00
  Including 8.875% sales tax. Selected programs only.

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

**Books and Supplies**

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

The college estimates the cost of books to be approximately $1,400 to $2,000 for certificate programs and $1,500 to $4,200 for associate’s degree programs.
REFUND POLICIES

RETURN TO TITLE IV (R2T4) POLICY

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

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

This policy applies to students who:

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

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

The institution has 30 (Thirty) days from the date that it determined that the student is no longer in attendance to perform the calculations necessary in the identification of Title IV eligibility for the period of attendance the student attempted.

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

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

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

Withdrawal before 60%

The institution must perform a R2T4 calculation to determine the amount of earned aid up through the 60% point in each payment period. The institution will use the U.S. Department of Education’s pro-rata schedule to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.
Withdrawal after 60%
For a student who withdraws after the 60% point-in-time, there are no unearned funds. The institution may still disburse funds to the student’s account if the student is eligible for a post-withdrawal disbursement.

Withdrawal after Earned Credits in a Payment Period Term
Students who withdraw after completion of a class and without attempting the scheduled credits in the payment period would be subjected to a reduction in eligibility of awarded FSA Title IV funds prior to the determination of R2T4. Students that complete a course for credit may owe FSA Title IV funds to the respective program once the recalculation is completed.

Withdrawals
A student’s official withdrawal date is determined by using one of the following:

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

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

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

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

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

Return of Funds
If a Return to Title IV [R2T4] calculation is required, the institution has 45 (forty-five) days from the date that the institution determined that the student withdrew to return unearned funds. When a return of Title IV funds is due, the institution and the student may both have a responsibility for returning funds.
In accordance with federal regulations, when Title IV financial aid is involved, return of the Title IV Aid is allocated in the following order:

1. Unsubsidized Federal Direct Stafford Loan
2. Subsidized Federal Direct Stafford Loan
3. Federal Direct PLUS; received on behalf of the student
4. Pell Grant
5. SEOG Program Aid

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

The student’s grace period for loan repayments will begin on the day of the withdrawal from the institution. The student should contact the loan servicer if he/she has question regarding their grace period or repayment status.

INSTITUTIONAL REFUND POLICY

Mildred Elley believes a fair adjustment policy recognizes both the reality that situations occur over which the student has no control and that the college has incurred a continuing cost in faculty, space, and equipment for each enrolled student. The college bills students for tuition and fees for their educational programs on a semester (sixteen-week) basis.

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

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

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

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

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

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

All refund requests must be made to the school in writing, and received by the date(s) indicated above. Refunds will be made in the same manor payment(s) was made. If payment was made by check of any kind, please allow six to eight weeks for your refund to be processed. Credit card refunds will be processed within seven to ten business days.
FINANCIAL AID – FINANCING YOUR EDUCATION

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

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

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

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

About Financial Aid

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

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

Other Financial Resources

There are other potential resources that students should consider for financing their education. Scholarship aid is often available from high school organizations, church groups, and social, civic, and fraternal organizations with which students or their parents may be affiliated. Many companies provide scholarship aid for children of employees, while others directly aid students who work for them while attending school. Students may also apply for scholarship aid from professional organizations and industrial groups that sponsor scholarship programs for students who plan to major in related business or technical fields.

Company Sponsored Tuition Reimbursement

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

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

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

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

FEDERAL FINANCIAL AID AT MILDRED ELLEY
Mildred Elley participates in the following federal financial aid programs:

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

Federal Supplemental Education Opportunity Grant (FSEOG)
The Federal Supplemental Educational Opportunity Grant program provides financial assistance to students who demonstrate exceptional financial need. Students who have earned a bachelor’s degree are not eligible. Grants range from $200 to $1,000 per academic year. The Office of Financial Aid determines eligibility for this grant, based on guidelines provided by the U.S. Department of Education.

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

Federal Direct Stafford Loan
To be eligible for a subsidized and/or unsubsidized Federal Direct Stafford Loan, a student must be enrolled at least half-time (six credits or more) in a semester. The interest on a subsidized loan is paid by the federal government while the student is enrolled and interest accrues on an unsubsidized loan as soon as it is disbursed. The interest is included with the principal when the loan goes into repayment. Repayment begins for subsidized and unsubsidized loans six months after the borrower leaves school.
Federal Direct PLUS Loan
This is an unsubsidized loan that allows a parent to borrow on behalf of dependent undergraduate children who are enrolled at least half-time (six credits or more) in a semester. The borrower is responsible for all interest and principal and repayment can begin as early as 60 days after the disbursement of the loan.

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

Achieving and Maintaining Eligibility for Federal Financial Aid Programs
Students eligible to receive federal financial aid funds must remain in good academic standing and maintain the standards of satisfactory academic progress as outlined in the appropriate section of this catalog.

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

STATE OF NEW YORK FINANCIAL AID PROGRAMS
Eligibility Requirements
Students enrolled in credit-hour based degree and certificate programs at Mildred Elley are eligible to participate in the State of New York Tuition Assistance Program (TAP) and other programs sponsored by the State of New York.

The student generally must:

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

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

Tuition Assistance Program (TAP)
TAP is a New York State grant program that is available to New York State residents for full-time study (twelve or more credit hours per semester) at approved institutions. TAP grants are based on the student’s family’s New York State net taxable income for the prior year. A student’s total TAP award depends upon his/her current financial need. Check with the Office of Financial Aid for the amount of TAP available for the current year, as well as any changes in the TAP award packaging due to legislative changes.
Regents Child of Veteran Awards (CV)
Children of deceased veterans or veterans who have a service-related disability of 50% or more resulting from military service during one of the war periods: 1917-18; 1941-46; 1950-55; and 1961-75 are eligible for this award. The amount of the award is $450.00 per year. These awards are independent of family income or tuition charges, and are in addition to other grants or awards to which the applicant may be entitled.

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

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

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

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

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

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

Standards of Satisfactory Academic Progress for New York State Student Aid Associate Programs for students whose first award was in the 2010-2011 and after:

<table>
<thead>
<tr>
<th>To be eligible for this payment:</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
</tr>
</thead>
<tbody>
<tr>
<td>a student must have accrued at least this many credits,</td>
<td>0</td>
<td>6</td>
<td>15</td>
<td>27</td>
<td>39</td>
<td>51</td>
</tr>
<tr>
<td>with at least this grade point average:</td>
<td>0.0</td>
<td>1.3</td>
<td>1.5</td>
<td>1.8</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>
Standards of Satisfactory Academic Progress for New York State Student Aid Associate Programs for students whose first award was prior to 2010-2011:

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

Special Conditions of TAP Program

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

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

Transfer students from other post-secondary institutions will be positioned in the TAP standards chart to their best advantage. This also applies to students in good academic standing who change programs of study while attending Mildred Elley.
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
- For more information go to www.mildred-elley.edu/scholarships
STUDENT SERVICES AND ACTIVITIES

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

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

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

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

Program-Specific Student Handbooks
Some programs utilize student handbooks which contain additional policies and information specific to the program. These handbooks are distributed to students at the time of new student orientation and are also available from the Department Chair of the program.

OFFICE OF ACADEMIC SUPPORT AND ADVISING
The Office of Academic Support and Advising (OASA) offers advising, tutoring, advocacy, and counseling referrals, to meet individual student needs. The well qualified staff helps students develop skills and strategies to be successful in their higher education experience and life-long learning. The academic support staff works to monitor student progress and advises those in need of academic support.

OFFICE OF THE REGISTRAR
Office of the Registrar staff is responsible for applying and enforcing all college policies, procedures, rules and regulations and for keeping and updating student files and records, scheduling and registration activities, transcript and enrollment verification requests, immunization records, and transfer credit evaluations. The Registrar is the compliance authority for FERPA.

OFFICE OF FINANCIAL AID
The staff of the Office of Financial Aid is responsible for administering financial aid programs, student account clearance, and similar activities.
OFFICE OF LIBRARY SERVICES

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

Campus Library

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

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

http://library.mildred-elle.edu

The library is staffed by professional librarians, and is open from 8:30AM to 10:00PM Monday through Friday, and 8:00AM to 5:00PM on Saturdays. The library staff is also available by appointment. Please inquire with the Office of Library Services staff about additional library services.

OFFICE OF INFORMATION TECHNOLOGY SERVICES

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

Computers in all laboratory classrooms and student services space have broadband internet services capability, as well as run a range of specialized software applications. Students are able to access the Mildred Elley web page, the student home page, and the library home page, as well as do internet research, and send and receive e-mail. Students are also able to use computers in certain labs during open lab hours. Students should consult the open lab schedule posted outside of the library doors. The Mildred Elley web page is located at: http://www.mildred-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 and its job readiness activities. In the seminar, students learn job search techniques, resume writing, mock interviewing 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, for 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, no matter when they graduated, are always welcome to return to the Office of Career Services for job search assistance in the future.
Placement Rates
Mildred Elley is proud of its graduates’ successes in their chosen fields of training and related fields. Mildred Elley’s placement rates are a testament to the institution’s focus on training its students for careers and to the graduates’ unrelenting hard work and determination.

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 website in compliance with USDOE Title IV regulations and must be identified in the Department’s CIP-to-SOC Crosswalk (Standard Occupational Classification, U.S. Department of Labor) with the Classification of Instructional Programs (CIP) code of this program.

OR

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

OR

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

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

For the academic year of July 1, 2012 through June 30, 2013 (most recent data year available at the time of publication of this catalog), 63.56% of all graduates found employment in their professional career fields. The following are the placement rates by program:

<table>
<thead>
<tr>
<th>SCHOOL, DEPARTMENT, ..........................................................</th>
<th>PLACEMENT RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Placement Rate, All programs..................................</td>
<td>61%</td>
</tr>
<tr>
<td>School of Health &amp; Wellness Professions</td>
<td></td>
</tr>
<tr>
<td>Certificate in Practical Nursing......................................</td>
<td>60%</td>
</tr>
<tr>
<td>Clinical Medical Assistant – Certificate................................</td>
<td>100%</td>
</tr>
<tr>
<td>Medical Office Assistant – Certificate..................................</td>
<td>N/A</td>
</tr>
<tr>
<td>Medical Assistant – AOS....................................................</td>
<td>61%</td>
</tr>
<tr>
<td>Massage Therapy – AOS.....................................................</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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

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

http://www.mildred-ELLEY.edu/disclosures
CAMPUS AND BUILDING HOURS

In 2010, the branch campus was established at its current location at 25 Broadway, Floor 16, New York, NY 10004. This modern facility contains computer, medical assisting, and nursing laboratories, lecture classrooms, library space, faculty and staff offices, and student lounges.

When classes are in session, the college is open from 8:00AM to 11:00PM Monday through Friday, and from 8:00AM to 6:00PM on Saturdays. 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 are made available to students. At orientation and through this catalog, students are provided with Campus Security information, and all students and employees are updated annually on the previous year’s crime statistics. These records are housed in the Office of the President. The college has a standing Advisory Committee on Campus Safety and Security, comprised of representatives from the faculty, administration, and students. The Advisory Committee on Campus Safety and Security will provide, upon request, all campus crime statistics as reported to the United States Department of Education. These statistics are also available through the United States Department of Education’s website:


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

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

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

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 and that provision for the final determination of each formal complaint will be made by an impartial party who is not directly involved in the alleged grievance.

The grievance and appeal procedures 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 warranted due to extenuating circumstances.

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

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

Step 1. A student with a grievance should attempt to discuss the matter in an informal manner and reach a resolution with the instructor. The next step, should the matter remain unresolved, is to discuss the matter with the student’s advisor (usually, the Department Chair for the program of enrollment). Students whose complaint concerns a matter not specific to a given course will begin the grievance/appeal process at the student’s advisor level.

Step 2. If the problem cannot be resolved at the student advisor’s level, the student should then submit the matter to the Dean of Academic Affairs in writing. The letter describing the grievance should contain pertinent facts and be signed by the complainant. The Dean will consider the grievance within fifteen (15) business days from the date it was received, and communicate the decision to the complainant in writing within five (5) business days from the date the decision was made.

Step 3. The student may appeal the decision of the Dean of Academic Affairs to the Campus President within ten (10) business days from the date the decision was mailed or communicated to the student. The Campus President will consider the appeal within fifteen (15) business days from the date it was received, and communicate the decision to the complainant in writing within five (5) business days from the date the decision was made. The Campus President’s decision shall be final.

Any student with a grievance that he/she cannot resolve through the college can contact the New York State Education Department, Professional Education Program Review, Education Building, 89 Washington Avenue, 2nd floor, West Wing, Albany, New York 12234, and website: http://www.nysed.gov

Or the Accrediting Council for Independent Colleges and Schools, 750 First Street, N.E., Suite 980, Washington, D.C. 20002-4241, and website: http://www.acics.org

**CODE OF CONDUCT - DISCIPLINARY POLICY AND ACTION PROCESS**

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

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

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

Discrimination and discriminatory-based harassment (sometimes referred to as "Hate Crimes") are unethical and unprofessional, and they are incompatible with The Campus’s commitment to educational equity. Any form of such behavior toward any member of the Campus community (students, staff, faculty, or administrators) will be subject to investigation in accordance with The Campus’ Human Rights Policy and Procedures established in conformity with the Violence Against Women Act and published at http://www.mildred-elley.edu/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 by 6:00AM. Evening school closings are announced by 3:00PM. The links to the website that track college closings are also posted on the Mildred Elley web page. Students may elect to receive text message notification of school closings by updating their cell phone and carrier information through the Student Information System, or 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.
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

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

IMMUNIZATIONS

New York State Public Health Law requires that individuals born after January 1, 1957 provide evidence of immunization against mumps, rubella, two series of measles, and submit documentation demonstrating awareness and compliance with Public Health Law Section 2167 concerning meningococcal disease. Compliance forms are provided with admissions materials and must be provided within time frames established by the New York State Department of Public Health. Additional information about immunizations may be obtained from the Office of Admissions and the Office of the Registrar.

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

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

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.

MAINTENANCE OF PUBLIC ORDER

Pursuant to New York State Education Law Section 6430, the institution prohibits its students, faculty, staff, vendors, visitors, licensees, invitees, and any organizations that operate on campus such as student clubs from creating or contributing to any action or situation which recklessly or intentionally endangers mental or physical health or involves forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. In addition to any penalty pursuant to the penal law or any other law punishing such behavior, the institution will take aggressive action against such violations; including, but not limited to: the immediate ejection of violators from the campus; the imposition of disciplinary sanctions up to and including permanent expulsion of students from the college; the termination of faculty/staff member’s employment; and, the recession of permission for an organization to operate on campus.
STUDENTS WITH DISABILITIES
Mildred Elley is required to provide reasonable accommodations to all students who have a disability as defined by Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990 (the “Acts”). Students requesting reasonable accommodations based on a documented disability should contact the Office of Academic Support and Advising to make arrangements.

LEAVE OF ABSENCE POLICY
The college recognizes that students may encounter emergencies or health-related incidents during their enrollment at the college. These problems may require an interruption in a student’s program of study. Students considering a leave must receive the approval of the Dean of Academic Affairs and a clearance from the Department Chair, the Office of Financial Aid, and the Office of the Registrar. Leaves of absence will be recorded by the Registrar at the conclusion of each term. For a medical leave the student must provide documentation from a licensed physician or other such qualified agent that indicates the start date and the duration of the leave. Students who must take leave due to extenuating family circumstances must submit a letter of request with a date of intention to return. Any student requesting a Leave of Absence for a module(s) must submit paperwork and obtain approval by the end of the add/drop period of the module they are requesting their leave to begin. A non-punitive grade of “LOA” is given to the student for all modules they have requested time off to a maximum of 180 days within a 365 day period. Any attendance or academic activity posted by the student cannot exceed said add/drop period of the module for which the student has made the Leave of Absence request.

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

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

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

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

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

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

**SEXUAL ASSAULT PREVENTION POLICY**

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

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

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

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

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

**BIAS-RELATED CRIMES**

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

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

To this effect, the institution informs all incoming students about bias related crime prevention measures through discussion of this issue at the new student orientation, and includes information about:
• The applicable laws, ordinances, and regulations on bias-related crime, including the provisions and coverage of the Hate Crimes Act of 2000, as codified in article 485 of the New York Penal Law;
• The penalties for commission of bias related crime;
• The procedures in effect at the college for dealing with bias related crime;
• The availability of counseling and other support services for the victims of bias related crime;
• The nature of and common circumstances relating to bias related crime on college campuses; and
• The methods the college employs to advise and to update students about security procedures.

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

STUDENTS’ RIGHT-TO-KNOW

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

INVESTIGATION OF VIOLENT FELONY OFFENSES AND MISSING PERSON REPORTS

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

PROHIBITION ON MARKETING OF CREDIT CARDS ON CAMPUS

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

VOTER REGISTRATION DISSEMINATION PRACTICE

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

COPYRIGHT INFRINGEMENT PREVENTION

Copyright infringement is defined as the unauthorized use of copyrighted material in a manner that violates one of the copyright owner’s exclusive rights, such as the right to reproduce or perform the copyrighted work, or to make derivative works that build upon it. Mildred Elley does not tolerate any form of copyright infringement and regularly performs in-services for faculty on the subject and ensures that all students are educated on the subject in their classrooms. In addition students, faculty, and staff are encouraged to report possible infringements directly to executive management. Further, our Information Technology Services team has blocked the downloading of any and all files from the Internet. Students, faculty, or staff that are found infringing on a copyright are subject to the disciplinary actions described in the School Catalog and Employee Handbook, whichever apply.
STUDENT DIVERSITY

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

FIRE SAFETY PROCEDURE

The following procedure will be followed for a building evacuation:

- In the event of an evacuation building management will sound an alarm, then faculty will escort the class out of the building by following you closely through the hallway to the designated exit.
- Close classroom door.
- Exit with your roster and students out the designated exit. The use of elevators is prohibited during an evacuation.
- The class will be taken to the outside of the front entrance of the building. All faculty, staff and students must proceed to the designated 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 all areas of the campus will be checked by searchers to make sure that they are cleared including (restrooms, handicapped bathroom, etc.).

Mildred Elley conducts quarterly fire drills during the day, evening, and weekend cohorts (if applicable). In addition a routine inspection of fire extinguishers and other fire detection items is performed quarterly. All fire drills and fire incidents are recorded in the Institutional Fire Log maintained by each school manager. There have been no fires reported at any campus in 2014-2015 academic year.

DRUG VIOLATIONS

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

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

The period of ineligibility for financial aid funds depends on whether the conviction was for sale or possession, and whether the student had previous offenses”. (2015-2016 FSA Handbook)
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**: including but not limited to, knowingly permitting one’s electronic or paper documents to be copied or modified by another student for their own use, or sharing knowledge of test questions with other students.

4. **Deception**: providing false information to a faculty or staff member, for example, claiming that work was submitted or providing untrue reasons about missing an assignment deadline;

5. **Other Forms of Academic Dishonesty**: other acts that circumvent or disrupt institutional standards of academic honesty, integrity, and fairness.

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

ACADEMIC PEER TUTORS

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

ADD/DROP PERIOD

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

Students are assigned an Academic Advisor at the beginning of their first module of classes. The 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 college have been fulfilled and any delinquent loans have been cleared.

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

- 6 semester credit hours in English Language Arts (courses in English Composition, English Literature, Speech, Creative Writing, etc.);
- 3 semester credit hours in Natural Science (Biology, Chemistry, Physics, Life Science, Geology, Botany, Zoology);
- 3 semester credit hours in Mathematics (Math, Calculus, Statistics, Business Math, Technical Math);
- 3 semester credit hours in Social Sciences (History, Sociology, Psychology, Economics, Political Science, Labor Studies);
- 3 semester credit hours in Humanities (courses in Literature, Foreign Languages, Art History/Art Appreciation, Music Appreciation, Theatre, Philosophy, Religion); and
- 6 semester credit hours in other courses from within the program requirements.

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

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

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

GRADUATION HONORS
At commencement exercises, the college recognizes and honors credential recipients according to their academic program cumulative GPA as follows: 3.400-3.599, cum laude; 3.600-3.799, magna cum laude; 3.800-4.000, summa cum laude.
STUDENT RETENTION RATE
The most recent data available is for the academic year of July 1, 2013 through June 30, 2014. The college achieved a retention rate of 60% for that year.

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

DEFINITION OF CONTACT HOUR AND METHOD OF DELIVERY FOR ONLINE COURSES AND PROGRAMS

Online Credit Hour/Contact Hour Guidelines
Credit is awarded based on contact hours and evidence of student outcomes. Calculation of credit hours in an online or blended format course is based on the consideration of the following activities:

Activities that may qualify as "direct contact" have the direct oversight or supervision of the course instructor. Examples include: Interaction with posted modules or lessons written or procured by the instructor; Chat room, phone, in-person, email, or video-conference discussions with the instructor and/or other students; Discussion board or wiki posting and Presentations. Activities that may qualify as "hours outside of class" are independently pursued and would include: Reflection and study; Research; Reading; Writing, particularly writing outside of discussion boards; and Individual or group projects.

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

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

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

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

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

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

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

Learning Key
The registrar publishes a list of scheduled course offerings with the format of delivery denoted below.

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

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

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

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

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

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

HONORS AND AWARDS

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

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

- ACC Accounting
- BIO Biological Sciences
- BM Business Management
- DLP Digital Literacy and Productivity
- ECO Economics
- ENG English/Oral Communications
- ESC Environmental Science
- GEO Geography
- GS General/Interdisciplinary Studies
- HEA Health and Wellness
- HUM Humanities
- IL Information Literacy
- LPN Practical Nursing
- MA Medical Assisting
- MAT Mathematics
- MT Massage Therapy
- PHI Philosophy
- PL Paralegal Studies
- PSC Political Science
- POM Professional Office Management
- PSY Psychology
- SOC Sociology

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

GRADING SYSTEM

The following is the grading scale used at the college:

<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 make an appeal of 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. Internships for credit earning programs occur within the geographic region served by the institution. The institution is not responsible to secure an internship site for any student who moves outside of the geographic region served by the institution while enrolled in a program of study. Students must contact their Clinical Coordinator to secure an internship site. Failure to do so may result in not securing an internship for the module in which the student was scheduled. The Medical Assistant internships will reflect the traditional hours of the medical facilities. Students are urged to make the necessary accommodations to be available weekdays, 9am-6pm, sixteen (16) to twenty (20) hours per week, to fulfill their internship requirements. Prior to starting their internship, students enrolled in the Medical Assisting program will need to successfully pass clinical competencies to ensure they are prepared for their internship. In the case of a student who fails their competencies, he/she will not be allowed to proceed with their internship until they successfully show they have mastered their competencies. Practical Nursing students will be assigned to clinical sites by the clinical coordinator, and need to be available to attend clinical based on hours required, and available, by the clinical site. Generally, day students must be available Monday – Friday, 8am – 5pm; evening students Monday – Friday 5pm -11pm and Saturday and Sunday 8am to 6pm.

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

**INCOMPLETE GRADE**

An Incomplete grade (“I”) is given to a student experiencing extenuating circumstances that make one unable to complete the course’s work by the end of the module. The course instructor recommends the incomplete grade, which must be approved by the Dean of Academic Affairs. The college gives a student thirty days from the end of the module to complete the required work. If the student does not complete the required work, the instructor will award the otherwise earned grade the student should receive, including a failing grade (“F” or “U”), if applicable. A grade of “F” will be included in the student’s cumulative grade point average.
REPEATING A COURSE
Students who withdraw from a course or who receive a failing grade in any required course at Mildred Elley will need to repeat that course in order to fulfill the requirements for graduation.

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

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

WITHDRAWAL FROM THE COLLEGE
A student who plans to withdraw from the college must meet with his/her Department Chair and the Dean of Academic Affairs to complete a Withdrawal Form that outlines further steps to be taken. The last date to withdraw and receive a “W” grade is the end of the add/drop period. Please see the appropriate section of this catalog for the college’s tuition refund policy.

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 AND CAREER PREREQUISITES

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

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

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

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

MASSAGE THERAPY PROGRAM-SPECIFIC ACADEMIC POLICIES

Passing Grades

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

Statement of Behaviors

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

PRACTICAL NURSING (PN) PROGRAM-SPECIFIC ACADEMIC POLICIES

The Practical Nursing (PN) Certificate program is a full-time program. Its graduates are eligible to sit for the licensure exam as a Licensed Practical Nurse in the State of New York. The PN program starts students on a steadily rotating basis. This rotation means that each course taught in the program will be repeated every third module. Students and applicants are reminded that their ultimate career goal is dependent upon their ability to pass the state licensure examination. The institution established its policies for the program in order to help its graduates meet this goal.

The PN program consists of two components:

- A preparatory component (3 academic terms, or approximately six (6) months), in which students take coursework in human biology, medical terminology, English, psychology, and other foundational courses; and
- A professional component (5 academic terms, or approximately ten (10) to twelve (12) months), in which students take practical nursing theory, lab, and clinical rotations at various healthcare agencies.
Passing Grades

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

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

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

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

Student Performance in the Preparatory Component and Progression to the Professional Stage

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

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

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

Student Performance in the Professional Component of the Program

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.

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

- Be available for, and attend all scheduled lectures, labs, and clinical experiences. Clinical rotations are scheduled at a variety of locations in the New York City area, and students are responsible for their own transportation to these sites.
- Clinical experiences are normally scheduled in eight-hour shifts, twice or three times per week. The college will make an effort to accommodate student needs; however, scheduling of clinical experiences is driven by the health care agency needs, availability of instructors, and the need to maintain high educational quality of the program and, as such, cannot be guaranteed for certain days or times. Clinical experiences are scheduled: Monday – Friday 8am-5pm; evening/weekend, Monday – Friday 5pm- 11pm and Saturday/Sunday 8am- 6pm. Days and time are subject to change.
based on faculty availability, and clinical facility scheduling and availability. Attendance at the clinical experience may be required on a scheduled holiday.

- Students who enter into the day/evening division enters into a sixteen (16) month program that each student must complete in twenty-two (22) months or less. The period of six months is given to accommodate any unforeseen personal circumstances that may befall any student wherein the student may require a leave of absence of up to six (6) months

### Standard Course Progression - Practical Nursing

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

*Students must pass HEA112 in order to take BIO110.

<table>
<thead>
<tr>
<th>MODULE 2</th>
<th>MODULE 4</th>
<th>MODULE 6</th>
<th>MODULE 8</th>
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<tr>
<td>BIO110 (4cr)</td>
<td>LPN122 (1cr)</td>
<td>LPN230 (6cr)</td>
<td>LPN220 (5cr)</td>
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<tr>
<td>ENG102 (3cr)</td>
<td>LPN130 (4cr)</td>
<td>GS251A (1cr)</td>
<td>LPN280A (1cr)</td>
</tr>
</tbody>
</table>

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

*Students must pass all courses above in order to enter clinical rotations.
Mildred Elley’s Associate’s degree and undergraduate Certificate programs are designed to prepare each student for quality job opportunities with career potential. The college tailors each program to meet the student’s goals and provides the support necessary for success.

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

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

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

As a branch campus of Mildred Elley Albany, the New York City – Metro campus offers two additional programs: Business Management and Advanced Paralegal Studies. Please note that:

Enrollment in the Business Management and Advanced Paralegal Studies programs is subject to the following conditions. Mildred Elley’s New York City Metro Campus is a branch campus of the main campus in Albany, New York, and is approved as such by The Accrediting Council for Independent Colleges and Schools (ACICS) and the United States Department of Education (US DoE). As a branch campus, the New York City Metro Campus does not offer this program in full, and requires its students to take a portion of coursework in this degree programs at the college’s main campus in Albany; transfer of credit from other accredited institutions; or taking courses through possible cross-registration agreements between Mildred Elley and other institutions of higher education in the New York City area.

Mildred Elley is in the process of obtaining an approval by the Board of Regents of the University of the State of New York, and following that, an approval from ACICS, to offer these programs in full. While the college expects such approvals to be obtained, we are unable to guarantee the New York City Campus students that they will not be required to take some of the coursework through channels identified above, but will make every effort to assure that the students complete their degree on time and in a manner acceptable to all parties involved.

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

The undergraduate Certificate programs are designed to be completed in three semesters, or 48 weeks. The Practical Nursing certificate program normal length of study is four semesters, or 64 weeks.

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

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

HEGIS Code 5004
65 Semester Credit Hours

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

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>SEMESTER CREDITS</th>
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<tr>
<td>Major Core Requirements</td>
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<tr>
<td>ACC 110</td>
<td>Principles of Financial Accounting</td>
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<td>ACC 118</td>
<td>Computerized Accounting Applications</td>
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<td>ACC 120</td>
<td>Principles of Managerial Accounting</td>
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<td>ACC 225</td>
<td>Payroll Accounting</td>
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<td>BM 112</td>
<td>Business Organization and Management</td>
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<td>BM 200</td>
<td>Customer Service and Sales Management</td>
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<td>BM 213</td>
<td>Human Resource Management</td>
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<td>BM 217</td>
<td>Marketing</td>
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<td>BM 263</td>
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<td>PL 116</td>
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<td></td>
<td>Restricted Elective(s)</td>
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General Education Requirements

ENG 102        | English Composition*                              | 3                |
ENG 103        | Oral Communications*                              | 3                |
PSY 105        | Introduction to Psychology*                       | 3                |

Interdisciplinary and Career Studies Requirements

GS 102        | Freshman Seminar                                  | 3                |
GS 251A       | Career Counseling Seminar                         | 1                |

General Elective(s)

Elective(s)                                               | 9                |

TOTAL SEMESTER CREDIT HOURS                               | 65               |

* General Education Course
◆ Restricted electives in this program include all courses in Accounting (ACC), Business Management (BM), Economics (ECO), Digital Literacy and Productivity (DLP), 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 A.A.S. program in Advanced Paralegal Studies prepares individuals for paraprofessional careers in legal services and related fields as corporate and litigation paralegals, legal assistants, and law office managers. The A.A.S. program builds on the Albany, NY Campus’ existing program at the Certificate level, and aims to create a dual-track set of outcomes emphasizing both occupational objectives of paralegal training and advancement to four-year degree programs for its graduates.

<table>
<thead>
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<th>COURSE NUMBER</th>
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<td>Word Processing and Presentation Applications</td>
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<td>PL 105</td>
<td>Introduction to Paralegal Studies and Civil Litigation</td>
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<td>Business Law</td>
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<td>PL 118</td>
<td>Real Estate Law</td>
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<td>PL 120</td>
<td>Legal Research &amp; Writing I</td>
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<tr>
<td>PL 220</td>
<td>Legal Research &amp; Writing II</td>
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<td>POM 110</td>
<td>Introduction to Professional Office Management</td>
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<td>PSC 210</td>
<td>Constitutional Law*</td>
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<tr>
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<td>Natural Sciences Elective*</td>
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<tr>
<td>LAS</td>
<td>Other Liberal Arts and Sciences Elective*</td>
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<tr>
<td>GS 102</td>
<td>Freshman Seminar</td>
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</tr>
<tr>
<td>GS 251A</td>
<td>Career Counseling Seminar</td>
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<tr>
<td>General Elective(s)</td>
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<td>6</td>
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</table>

**Total Semester Credit Hours**: 65

* General Education Course

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

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

Massage Therapy A.O.S. Degree Program

HEGIS Code 5299

The Massage Therapy Associate degree program offers students the education, practice, and skills necessary to satisfy the academic requirements to qualify for the New York State Massage Therapy Licensure Examination. After successfully obtaining New York State licensure, graduates will possess the depth of knowledge and practical experience from their studies to successfully practice massage therapy.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>SEMESTER CREDITS</th>
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<tr>
<td>ENG 103</td>
<td>Oral Communications</td>
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<tr>
<td>HEA 121</td>
<td>First Aid, CPR &amp; AED</td>
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<tr>
<td>HEA 112</td>
<td>Medical Terminology</td>
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<td>IL 100</td>
<td>Principles of Information Literacy</td>
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<tr>
<td>MT 101</td>
<td>Western Massage I</td>
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<td>MT 103</td>
<td>Western Massage II</td>
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<tr>
<td>MT 111</td>
<td>Professional Development and Ethics I</td>
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<td>Professional Development and Ethics II</td>
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<tr>
<td>MT 121</td>
<td>Myology and Kinesiology I</td>
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<td>MT 123</td>
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<td>MT 125</td>
<td>Myology and Kinesiology III</td>
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<td>MT 127</td>
<td>Myology and Kinesiology: Palpation and Muscle Testing Lab</td>
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<td>MT 171</td>
<td>Sports Massage</td>
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<td>MT 173</td>
<td>Neuromuscular Therapy</td>
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<td>MT 175</td>
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<td>MT 211</td>
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<td>MT 221</td>
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<td>MT 237</td>
<td>Craniosacral Therapy</td>
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<tr>
<td>MT 251</td>
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<tr>
<td>MT 253</td>
<td>Clinic II</td>
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<td>MT 290</td>
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<td>BIO 110</td>
<td>Anatomy &amp; Physiology I</td>
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<td>BIO 210</td>
<td>Anatomy &amp; Physiology II</td>
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<td>ENG 102</td>
<td>English Composition</td>
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<td>PSY 105</td>
<td>Introduction to Psychology</td>
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<td>MT 177</td>
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<td>Medical Massage</td>
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<td>MT 233</td>
<td>Polarity Therapy</td>
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<tr>
<td>MT 235</td>
<td>Thai Massage</td>
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</tbody>
</table>

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

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

Medical Assistant A.O.S. Degree Program

HEGIS Code 5214

60 Semester Credit Hours

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

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>SEMESTER CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Core Requirements</td>
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<tr>
<td>BIO 110</td>
<td>Anatomy &amp; Physiology I</td>
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<td>BIO 210</td>
<td>Anatomy &amp; Physiology II</td>
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<tr>
<td>BIO 211</td>
<td>Pharmacology</td>
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<tr>
<td>HEA 110</td>
<td>Medical Law and Ethics</td>
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<tr>
<td>HEA 112</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MA 100</td>
<td>Introduction to Patient Care</td>
<td>3</td>
</tr>
<tr>
<td>MA 114</td>
<td>Medical Insurance</td>
<td>3</td>
</tr>
<tr>
<td>MA 118</td>
<td>Medical Office Management</td>
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<tr>
<td>MA 200</td>
<td>Hematology and Phlebotomy Procedures</td>
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</tr>
<tr>
<td>MA 205</td>
<td>Cardiovascular Care and Procedures</td>
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</tr>
<tr>
<td>MA 210</td>
<td>Specialized Procedures</td>
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<tr>
<td>MA 264</td>
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<tr>
<td>ENG 102</td>
<td>English Composition*</td>
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</tr>
<tr>
<td>ENG 103</td>
<td>Oral Communications*</td>
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</tr>
<tr>
<td>PSY 105</td>
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<tr>
<td>GS 102</td>
<td>Freshman Seminar</td>
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<tr>
<td>GS 251A</td>
<td>Career Counseling Seminar</td>
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<tr>
<td>General Elective(s)</td>
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<tr>
<td>TOTAL SEMESTER CREDIT HOURS</td>
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</table>

* General Education Course

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

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

HEGIS Code 5214

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

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

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
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<th>SEMESTER CREDITS</th>
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</thead>
<tbody>
<tr>
<td>BIO 110</td>
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<td>BIO 210</td>
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<tr>
<td>DLP 105</td>
<td>Document Processing</td>
<td>3</td>
</tr>
<tr>
<td>HEA 110</td>
<td>Medical Law and Ethics</td>
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<tr>
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<tr>
<td>ENG 102</td>
<td>English Composition*</td>
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<tr>
<td>GS 102</td>
<td>Freshman Seminar</td>
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TOTAL SEMESTER CREDIT HOURS 45

* General Education Course

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

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

HEGIS Code 5214

39 Semester Credit Hours

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

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

<table>
<thead>
<tr>
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<td>Principles of Digital Literacy</td>
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<td>MA 118</td>
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<td>GS 251A</td>
<td>Career Counseling Seminar</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
DEPARTMENT OF NURSING

Practical Nursing Certificate Program

HEGIS Code 5209.20

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

The program also provides students with the educational foundation for preparing to take the NCLEX-PN examination, the passing of which enables the student to obtain NYS licensure as LPNs, and subsequent employment in the field, as well as for future advancement to two-year professional nursing degrees and four-year baccalaureate programs in nursing, health sciences, and related fields.

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

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* General Education Course

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

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 222  Intermediate Managerial Accounting  3 semester credits  3/0/0
In today's highly competitive market, there is an added emphasis on the ability of managers to use information to make sound business decisions. Accounting, going beyond its traditional role of collecting and creating information, is now also sharing information with the management team and sharing in the decision-making process. This course provides the background accounting information and tools necessary to make decisions that are based on accurate and effective information. The emphasis is on the analysis and interpretation of information, rather than on its preparation. Prerequisite(s): ACC 120, Principles of Managerial Accounting.

ACC 225  Payroll Accounting  3 semester credits  3/0/0
Payroll accounting has become a major component in today's workplace. This course allows the student to develop an understanding of the personnel and payroll records that provide the information required under the numerous laws affecting the operations of a payroll system. Students are exposed to tax rules, tax rates, and the tax reports that form the core of a payroll accountant's responsibilities. Prerequisite(s): ACC 110, Principles of Financial Accounting, and ACC 120, Principles of Managerial Accounting.

ACC 235  Principles of Finance  3 semester credits  3/0/0
The aim of this course is to introduce students to the concepts of both corporate and managerial finance, with an emphasis on business planning and data analysis and manipulation. Students learn to prepare and analyze data necessary for decision making in the business world. Prerequisite(s): ACC 110, Principles of Financial Accounting, and ACC 120, Principles of Managerial Accounting; or permission of the Department Chair.
BIO: Biological Sciences

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

BIO 210  Anatomy and Physiology II 4 semester credits  3/1/0
Preceded by an overview of principles of basic chemistry, cellular biology, bio-organization and body systems, this course concentrates on examination of the gross and microscopic structure and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Basic Laboratory techniques and microscopy are taught to further enhance lecture material. Prerequisite(s): BIO 110 Anatomy and Physiology I.

BIO 211  Pharmacology 3 semester credits  3/0/0
This course introduces the student to the essentials of pharmaceuticals. Drug calculations, drug classifications, mechanisms of action, therapeutic effects, and adverse reactions of drugs commonly used in the medical office today, are the focus of instruction. Prerequisite(s): HEA 112, Medical Terminology.

BIO 281-6  Special Topics in Biological Sciences 1-6 semester credits  0/0/1-6
In this course, topics of special interest in biological sciences will be explored in depth. Topics chosen may not be covered fully in regularly scheduled coursework, and the choice of topics will depend on trends and developments in the field. This course may be taught as lecture only or a combination of lecture and lab; instructors may be chosen from resident faculty, visiting faculty, and experts who work in the field. Some field trips may be involved in this course. The last digit of the course code indicates credit hours awarded for the course. Prerequisite(s): Permission of the Department Chair.

BM: Business Management

BM 112  Business Organization and Management 3 semester credits  3/0/0
This course is a rigorous overview of business management principles, functions, and challenges. Students explore topics such as managerial functions; globalization and its effect on the business environment; ethical behavior; business ownership forms; organizational structures; human resource management; marketing; fundamentals of financial decision-making; and topics of current interest in the field. Prerequisite(s): None.

BM 116  Organizational Behavior 3 semester credits  3/0/0
In this course, students develop an understanding of the behavioral aspects of management within an organization setting. Students learn about individual and group behaviors and the effects they have within an organization. Prerequisite(s): None.

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

BM 200  Customer Service and Sales Management 3 semester credits  3/0/0
This course examines two topics that are crucial to any business’s success or failure: gaining customers through sales and retaining them through outstanding customer service. Strategies for success for customer-focused organizations and tactics of action for managers and front-level employees are explored, with a concentration on best practices in sales management, service culture, verbal and non-verbal communications, utilization of technology, understanding customer needs, dealing with difficult customers, and building customer loyalty. Prerequisite(s): None. This course is offered on the Mildred Elley, Albany, NY main campus located at 855 Central Avenue, Albany, NY

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

BM 215  Business Research 3 semester credits  3/0/0
In this course, students receive a comprehensive introduction to the different methods of research. Students learn to identify primary, secondary, and tertiary sources and will learn how to properly cite research sources. Students are required to produce a substantive research project at the completion of the course. Prerequisite(s): None.
BM 217  Marketing  
3 semester credits  3/0/0
Students receive an introduction to the scope and significance of marketing in the American economy. The structure, functions, and behavior of distribution systems are analyzed, including relationships in marketing networks among manufacturers, middlemen, retailers, consumers, specialized marketing firms, and governmental agencies. By using several simulations, students incorporate original research in determining product, price, place, and promotion strategies for both product and service-based companies. Prerequisite(s): None.

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

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

BM 240  Entrepreneurship  
3 semester credits  3/0/0
Students learn the essential elements needed to successfully plan for and start a small business. The course focuses on the start-up activities of a small business including entrepreneurship, the planning process, record keeping, forecasting and budgeting, market strategies, start-up costs, and securing capital. As part of the course, the student develops a new business plan. Prerequisite(s): None.

BM 261-6  Internship  
1-6 semester credits  0/0/1-6
Enrollment in an internship course provides students with an opportunity to integrate theoretical knowledge and applied skills with practical in-field experience at an internship site. Under direction of an internship site supervisor, students will engage in a variety of tasks representative of duties of the regular employees, or complete a special project relevant to their field of studies. Students may earn up to six hours of academic credit in this course by completing 45 clock hours of internship assignments per credit hour earned. The last digit of the course code indicates credit hours awarded for the course. Internships for credit earning programs occur within the geographic region served by the institution. The institution is not responsible to secure an internship site for any student who moves outside of the geographic region served by the institution while enrolled in a program of study. Prerequisite(s): Completion of required program courses and Permission of the Department Chair.

BM 281-6  Special Topics in Business Management  
1-6 semester credits  1-6/1-6/0
In this course, topics of special interest in business management will be explored in depth. Topics chosen may not be covered fully in regularly scheduled coursework, and the choice of topics will depend on trends and developments in the field. This course may be taught as lecture only or a combination of lecture and lab; instructors may be chosen from resident faculty, visiting faculty, and experts who work in the field. Some field trips may be involved in this course. The last digit of the course code indicates credit hours awarded for the course. Prerequisite(s): Permission of the Department Chair.

DLP: Digital Literacy and Productivity

DLP 100  Principles of Digital Literacy  
1 semester credit  1/0/0
This course provides a comprehensive introduction to digital literacy and productivity in higher education and in the workplace. Students will explore a variety of topics in computing, such as: fundamentals of computer hardware and software; finding credible information on the Web; digital communications; productivity software; computer security and privacy; and emerging digital technologies and applications. A special emphasis is placed on helping students develop critical thinking and problem solving skills in the use of technology. Prerequisite(s): None.

DLP 105  Document Processing  
3 semester credits  2/1/0
While using interactive software to develop the skill of touch typing, students learn to create standard office documents with Microsoft Word. Proper formatting of letters, reports, tables, memos, and other types of personal and business communications are studied. The development of keyboarding speed and accuracy and the review of language arts are major components of this course. Prerequisite(s): None.

DLP 110  Word Processing and Presentation Applications  
3 semester credits  2/1/0
In this comprehensive course, students receive instruction in the use of word processing and presentation graphics software applications. Topics generally covered in the word processing component of the course include preparation of memos, letters, tables, charts, reports, mail merges, and templates. The presentation graphics component of the course emphasizes use of presentation graphics software in the business world; preparation of multimedia presentations using graphics, tables, clip art, and slides; some advanced presentation customization options; and an overview of presentation skills. Prerequisite(s): None.
DLP 120  Spreadsheets and Database Applications  
This course covers usage of both spreadsheets and database applications. Topics generally covered in the spreadsheets component of the course include: creation and formatting of a worksheet, formulas and functions for doing calculations, moving and copying data, graphing of the results, use of command buttons for automation, and other advanced spreadsheet functions. The database applications component of the course emphasizes both general principles of database organization and practical skills for creating and modifying tables and queries, building customized reports and forms, structure of tables, use of primary keys and foreign keys, and maintenance of referential integrity. **Prerequisite(s): None.**

ECO: Economics

ECO 110  Survey of Economics*  
This course introduces students to the discipline of economics, a social science that examines the decision-making processes of individuals, households, firms, and the society at large, and the corresponding allocation of limited resources to a variety of uses. An emphasis is placed on teaching students to think like an economist – that is, analyze choices in terms of alternatives; evaluate both visible and hidden costs and benefits of choices; and critically examine interrelated consequences of decisions using a variety of visual tools and logical models. Topics covered in this course are drawn from both micro- and macroeconomics, and generally include: efficiency, specialization, and opportunity costs; markets as allocation mechanisms; supply and demand; behaviors of consumers, firms, and industries; the role of government; economic growth, employment, and inflation; monetary and fiscal policy; and international trade. **Prerequisite(s): None.**

ENG: English Communications

ENG 102  English Composition*  
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*  
In this course, students explore the elements of communications. Through a series of interpersonal exercises and oral presentations, students experience a variety of roles including those of speaker, listener, public speaker, and group member. Techniques for counteracting stage fright and methods of preparation help the student develop confidence and an awareness of the demands of oral presentations. Listening to and discussing the diverse ideas and opinions presented provide opportunities to enhance sensitivity to and appreciation for the ideas and cultures of others. **Prerequisite(s): None.**

ENG 281-6  Special Topics in English Communications*  
In this course, topics of special interest in English communications will be explored in depth. Topics chosen may not be covered fully in regularly scheduled coursework, and the choice of topics will depend on trends and developments in the field. This course may be taught as lecture only or a combination of lecture and lab; instructors may be chosen from resident faculty, visiting faculty, and experts who work in the field. Some field trips may be involved in this course. The last digit of the course code indicates credit hours awarded for the course. **Prerequisite(s): Permission of the Department Chair.**

ESC: Environmental Science

ESC 100  Introduction to Environmental Science*  
Environmental science is an interdisciplinary field of study that helps us understand how the natural world functions and develops scientifically sound solutions to environmental problems. This course focuses on the insights developed by ecologists, atmospheric scientists, environmental chemists, geologists, geographers, and even economists to understand, predict, and prevent environmental problems, and to follow sustainable, efficient, and ethical environmental practices. **Prerequisite(s): None.**

GS: General Studies

GS 101  Freshman Seminar  
This course gives students the opportunity to enhance skills necessary for success in the academic world and in the job market, and introduces them to the variety of institutional resources available. Students will conduct self-evaluations of their mastery of time management, practice basic writing skills, and work to enhance their interpersonal communication skills, such as working cooperatively, demonstrating professional work attitudes, and communicating effectively with peers and supervisors. Goal setting and achievement of goals also will be emphasized throughout the course. Students will also be introduced to the institution's distance learning platform. **Prerequisite(s): None.**
GS 102  Freshman Seminar  3 semester credits  3/0/0
This course provides a comprehensive overview of the best practices in college level study skills and workplace professionalism. Soft skills, such as emotional intelligence and conflict management are presented alongside hard skills like Word formatting and research organization. This course strives to provide the most basic skills needed to succeed in today’s campuses and workplaces. Prerequisite(s): None.

GS 251A  Career Counseling Seminar  1 semester credit  1/0/0
This course is designed to help students successfully transition from classes to career. The course focuses on building a career and discovering specific job opportunities. The refinement of “soft” skills and development of job search skills (resume writing, correspondence, interviewing, and networking) are stressed. Students obtain and present up-to-date material regarding job search strategies and opportunities. The student is better prepared to enter the job market and achieve his/her career goals. Prerequisite(s): None.

GEO: Geography

GEO 110  World Geography*  3 semester credits  3/0/0
In this course, students will learn to examine the world through the eyes of a geographer, concentrating on broad geographic regions, their unique characteristics, and interrelationships. Students will examine a range of historical, economic, political, cultural, and physical issues that make regions and countries unique, engage in hands-on exercises, and write and present short papers demonstrating mastery of concepts covered. Some field trips may be scheduled. Prerequisite(s): None.

HEA: Health and Wellness

HEA 100  Principles of First Aid, CPR, and AED  1 semester credit  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 bloodborne and airborne pathogen transmission. Prerequisite(s): None. This course is offered on the Mildred Elley, Albany, NY main campus located at 855 Central Avenue, Albany, NY

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 credits  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.

HEA 121  First Aid, CPR, and AED  3 semester credits  3/0/0
This course provides students with a comprehensive set of practical skills and theoretical knowledge necessary to successfully pass a national first aid and cardio-pulmonary resuscitation (CPR) certification examination; prevent transmission of bloodborne and airborne pathogens; prevent occurrence of emergency situations; apply first aid and triage skills in a variety of emergency situations; utilize an automatic external defibrillator (AED); and critically assess situations requiring intervention. Prerequisite(s): None.

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.
LPN: Practical Nursing

LPN 120 Practical Nursing in New York State 1 semester credit 1/0/0
This course introduces students to the role of practical nursing within the healthcare delivery system, the history of nursing, and ethical and legal aspects of nursing in New York State and other jurisdictions in the United States. Students explore practical nurses’ legal responsibilities and scope of practice, as regulated by the state, and discuss practical nurses’ interaction and communications with other members of the healthcare delivery team. In this course, students are also introduced to the nursing process as a tool to develop safe, effective and holistic care for their clients. Prerequisite(s): Matriculation in the Practical Nursing Program.

LPN 122 Mathematics for Nursing 1 semester credit 1/0/0
This course introduces the student to the applications of mathematics in nursing and health sciences. Topics covered in this course include: review of mathematical concepts commonly applied in the field (fractions, decimals, ratios, proportions, percents, and simple equations); conversions among various systems of measurement; interpretation of physician’s orders, medication records, and drug labels; the skills and techniques for calculation of correct drug dosages; and other topics as appropriate. Prerequisite(s): Matriculation in the Practical Nursing Program; HEA 112, Medical Terminology; BIO 211, Pharmacology.

LPN 130 Introduction to Practical Nursing 4 semester credits 3/1/0
This course is a rigorous introduction to practical nursing, covering both theoretical concepts of nursing science (basic human needs, self-care deficits, essentials of nutrition, microbiology and prevention of infection transmission, communications skills, and other topics) and application of such skills to nursing practice in a structured on-campus laboratory. Prerequisite(s): Matriculation in the Practical Nursing Program; BIO 110, Anatomy and Physiology I; and BIO 210, Anatomy and Physiology II. Co-requisite(s): LPN 122 Mathematics for Nursing.

LPN 210 Practical Nursing I 5 semester credits 2/5/2.5
This course concentrates on utilizing the nursing process to develop safe, effective, and holistic care for geriatric and mental health clients; introduces the concepts of therapeutic nutrition; accentuates issues important in provision of care for clients with culturally diverse backgrounds; and continues the development of clinical skills in the on-campus laboratory setting and clinical experiences in acute and long-term healthcare settings. Prerequisite(s): Matriculation in the Practical Nursing Program; LPN 120, Practical Nursing in New York State; LPN 130, Introduction to Practical Nursing; and LPN 122 Mathematics for Nursing.

LPN 220 Practical Nursing II 5 semester credits 2/5/2.5
Through this course, students will utilize the nursing process to focus on the special needs of clients across the continuum of the pediatric, adolescent, and maternal clients in the context of growth and development and from the perspective of the family unit. Students are also introduced to the client with mental health and/or problems with substance abuse or addiction. Students advance in development of their clinical skills in the on-campus laboratory setting and off-campus clinical experiences. Prerequisite(s): Matriculation in the Practical Nursing Program; LPN 240, Practical Nursing IV.

LPN 230 Practical Nursing III 6 semester credits 3/0/3
The focus of this course is on care of the client with common health problems. Students will refine critical thinking skills in applying theoretical concepts and technical skills to care of the client in the acute care setting. Students will further develop their understanding and use of the nursing process in clinical practice in caring for patients with medical-surgical health problems. Prerequisite(s): Matriculation in the Practical Nursing Program; LPN 210, Practical Nursing I.
MA 122  Multiculturalism in the Healthcare Environment 3 semester credits 3/0/0
This course provides a theoretical framework of a transcultural communication plan that will enable students to apply multicultural health care communication skills to their professional practice. An awareness of cultural influence on the biological, psychological, sociological, intellectual, and spiritual dimensions of the individual is developed and specific health care values and practices of different cultural groups are identified. Students will utilize case studies to illustrate possible obstacles to care and learn specific strategies to address the problems encountered among patients and health care professionals while remaining culturally sensitive. Prerequisite(s): Permission of the Department Chair.

MA 200  Hematology and Phlebotomy Procedures 3 semester credits 2/1/0
The didactic part of this course concentrates on hematology, a study of blood, blood-forming organs, and blood diseases. The clinical part of the course concentrates on helping students develop and perfect their skills in phlebotomy, the practice of drawing blood for clinical specimen collection, as well as usage of a microscope in the clinical environment. Prerequisite(s): BIO 210, Anatomy and Physiology II; MA 100, Introduction to Patient Care.

MA 205  Cardiovascular Care and Procedures 3 semester credit hours 2/1/0
The didactic part of this course reviews the anatomy and physiology of the human cardiovascular system and the scope of practice of medical assistants in assisting health care practitioners in performing cardiovascular care-related tasks. In the clinical part of the course, students practice use of an electrocardiograph machine, prepare electrocardiograms for analysis by health care practitioners, and engage in supporting tasks for other cardiovascular emergencies and skills in medical assistant tasks in minor surgery and wound care. Prerequisite(s): MA 200, Hematology and Phlebotomy Procedures; MA 205 Cardiovascular Care and Procedures.

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

MA 222  Diagnostic and Procedural Coding 3 semester credits 3/0/0
This advanced course in medical coding instructs students in the proper ICD-10-CM (diagnostic) coding and CPT-4 (procedural) coding techniques. Students develop the ability to abstract pertinent information from patient records in order to code accurately. Prerequisite(s): MA 114, Medical Insurance.
MA 281-6  Special Topics in Medical Studies  1-6 semester credits  1-6/1-6/0
In this course, topics of special interest in medical studies will be explored in depth. Topics chosen may not be covered fully in regularly scheduled coursework, and the choice of topics will depend on trends and developments in the field. This course may be taught as lecture only or a combination of lecture and lab; instructors may be chosen from resident faculty, visiting faculty, and experts who work in the field. Some field trips may be involved in this course. The last digit of the course code indicates credit hours awarded for the course. Prerequisite(s): Permission of the Department Chair.

MA 264  Internship  1-6 semester credits  0/0/1-6
Enrollment in an internship course provides students with an opportunity to integrate theoretical knowledge and applied skills with practical in-field experience at an internship externship 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. Internships for credit earning programs occur within the geographic region served by the institution. The institution is not responsible to secure an internship site for any student who moves outside of the geographic region served by the institution while enrolled in a program of study. Prerequisite(s): MA 210, Specialized Procedures, and 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

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

MAT 170  College Algebra  3 semester credits  3/0/0
Topics include concepts of functions, numeric, algebraic, and graphic techniques as applied to the following functions: polynomial, rational, radical, exponential, and logarithmic; complex numbers; applications; and systems of equations. The textbook used in this course utilizes Connect Math (hosted by ALEKS Corporation). Connect Math is an online service that is available to students enrolled in this course. As students complete problems, Connect Math assesses student strength/weakness and will modify its approach to ensure success. Connect Math is included with textbook purchase. Prerequisite(s): None

MAT 180  Introductory Statistics  3 semester credits  3/0/0
This course introduces the basic concepts of statistical analysis, with a focus on both univariate (single-variable) and bivariate (two-variable) data. The course offers an introduction to statistical terms and organization/display of data. Analysis of univariate data by way of measures of central tendency, dispersion, and asymmetry is examined, with an introduction to probability theory. Prerequisite(s): None

MAT 281-6  Special Topics in Mathematics*  1-6 semester credits  1-6/1-6/0
In this course, topics of special interest in mathematics will be explored in depth. Topics chosen may not be covered fully in regularly scheduled coursework, and the choice of topics will depend on trends and developments in the field. This course may be taught as lecture only or a combination of lecture and lab; instructors may be chosen from resident faculty, visiting faculty, and experts who work in the field. Some field trips may be involved in this course. The last digit of the course code indicates credit hours awarded for the course. Prerequisite(s): None

MT: Massage Therapy

MT 101  Western Massage I  3 semester credits  2.5/.5/0
The course begins with an overview of the history and evolution of massage therapy. The course centers on Swedish massage, including effleurage, petrissage, friction, tapotement, and vibration. These will serve as a foundation for the development of students' sensitivity and perception. Students will practice the demonstrated techniques, body mechanics, self-care, and hand exercises. Students are also instructed in communication skills, draping, and positioning techniques. The course will introduce students to the benefits, contraindications, and modifications of massage therapy. Prerequisite(s): Matriculation in a Massage Therapy program.
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT 103</td>
<td>Western Massage II</td>
<td>3</td>
<td>Matriculation in a Massage Therapy program; MT 101, Western Massage I</td>
</tr>
<tr>
<td>MT 111</td>
<td>Professional Development and Ethics I</td>
<td>2</td>
<td>Matriculation in a Massage Therapy program; MT 111, Professional Development and Ethics I</td>
</tr>
<tr>
<td>MT 113</td>
<td>Professional Development and Ethics II</td>
<td>2</td>
<td>Matriculation in a Massage Therapy program; MT 111, Professional Development and Ethics I</td>
</tr>
<tr>
<td>MT 121</td>
<td>Myology and Kinesiology I</td>
<td>3</td>
<td>Matriculation in a Massage Therapy program; MT 111, Professional Development and Ethics I</td>
</tr>
<tr>
<td>MT 123</td>
<td>Myology and Kinesiology II</td>
<td>3</td>
<td>Matriculation in a Massage Therapy program; MT 121, Myology and Kinesiology I</td>
</tr>
<tr>
<td>MT 125</td>
<td>Myology and Kinesiology III</td>
<td>3</td>
<td>Matriculation in a Massage Therapy program; MT 121, Myology and Kinesiology I</td>
</tr>
<tr>
<td>MT 127</td>
<td>Myology and Kinesiology: Palpation and Muscle Testing Lab</td>
<td>1</td>
<td>Matriculation in a Massage Therapy program; MT 121, Myology and Kinesiology I</td>
</tr>
<tr>
<td>MT 171</td>
<td>Sports Massage</td>
<td>3</td>
<td>Matriculation in a Massage Therapy program; MT 101, Western Massage I</td>
</tr>
<tr>
<td>MT 173</td>
<td>Neuromuscular Therapy</td>
<td>2</td>
<td>Matriculation in a Massage Therapy program; MT 103, Western Massage II</td>
</tr>
<tr>
<td>MT 175</td>
<td>Reflexology</td>
<td>1</td>
<td>Matriculation in a Massage Therapy program; MT 101, Western Massage I</td>
</tr>
<tr>
<td>MT 177</td>
<td>Massage in a Healthcare Environment</td>
<td>1</td>
<td>Matriculation in a Massage Therapy program; MT 101, Western Massage I</td>
</tr>
</tbody>
</table>

The course builds upon the skills learned in Western I. Swedish massage techniques are reviewed and students are introduced to Swedish gymnastics, hands free techniques, hydrotherapy, use of essential oils, and chair massage. The client intake, health history, assessment, confidentiality, consent forms, documentation and clinical applications are discussed and practiced. Prerequisite(s): Matriculation in a Massage Therapy program; MT 101, Western Massage I.

The course begins with an overview of Massage Therapy as a career. Students will be introduced to the myriad of professional opportunities and what to expect as a practicing massage therapist. This course will aim to develop skills necessary for self-employment or job opportunities. Consideration will be given to the advantages and disadvantages of being an independent contractor versus an employee, working with other therapists, legal, safety, confidentiality, and hygiene issues. Students will work on a business plan, marketing, and a professional image. Prerequisite(s): Matriculation in a Massage Therapy program.

The course continues with an overview of Massage Therapy as a career. Students will be introduced to the myriad of professional opportunities and what to expect as a practicing massage therapist. This course will aim to develop skills necessary for self-employment or job opportunities. The course outlines basic business operations, maintaining accurate business and clients records, local and state taxes, and labor laws. Students will design a brochure, complete a resume, and register for the New York State licensing exam, liability insurance, and/or a professional association. Burnout prevention techniques and professional growth opportunities will be discussed. Prerequisite(s): Matriculation in a Massage Therapy program; MT 111, Professional Development and Ethics I.

This course continues to provide a detailed exploration of the human muscular and skeletal systems. This course will focus on the origins, insertions, and actions of the upper extremities. Prerequisite(s): Matriculation in a Massage Therapy program.

This course continues to provide a detailed exploration of the human muscular and skeletal systems. This course will focus on the origins, insertions, and actions of the upper extremities as well as the lower extremity. Prerequisite(s): Matriculation in a Massage Therapy program; MT 121, Myology and Kinesiology I. This course will focus on the origins, insertions, and actions of the upper extremities. Prerequisite(s): Matriculation in a Massage Therapy program; MT 121, Myology and Kinesiology II. This course continues to provide a detailed exploration of the upper extremities, as well as the lower extremity. Prerequisite(s): Matriculation in a Massage Therapy program; MT 123, Myology and Kinesiology II. This course continues to provide a detailed exploration of the human muscular and skeletal systems begun in Myology and Kinesiology I. This course will focus on the origins, insertions, and actions of the upper extremities as well as the lower extremity. Prerequisite(s): Matriculation in a Massage Therapy program; MT 123, Myology and Kinesiology II.

This laboratory is a complement to Myology and Kinesiology. It is designed to provide students with a detailed hands-on exploration of the human muscular and skeletal systems. Palpation exercises are used to stimulate sensitivity in the hands, as well as focus on the origins, insertions, and actions of the muscles, ligaments, and bones studied in Western science classes. The course will also cover muscle testing and innervations of muscles relevant in assessing common musculoskeletal dysfunction. Prerequisite(s): Matriculation in a Massage Therapy program; MT 123, Myology and Kinesiology II.

This course builds upon the skills learned in Western I. Swedish massage techniques are reviewed and students are introduced to Swedish gymnastics, hands free techniques, hydrotherapy, use of essential oils, and chair massage. The client intake, health history, assessment, confidentiality, consent forms, documentation and clinical applications are discussed and practiced. Prerequisite(s): Matriculation in a Massage Therapy program; MT 101, Western Massage I.

This course covers the essential concepts and techniques of sports massage, including pre-event, post-event, restorative, rehabilitative, and preventative maintenance massage, and elementary screening skills for assessing athletes at sporting events. Mechanisms of injury and tissue repair, pain-spasm-ischemia cycle, principles of therapeutic and proprioceptive neuromuscular facilitation techniques will be studied. Prerequisite(s): Matriculation in a Massage Therapy program; MT 101, Western Massage I.

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This course continues to provide a detailed exploration of the human muscular and skeletal systems begun in Myology and Kinesiology I. This course will focus on the origins, insertions, and actions of the upper extremities. Prerequisite(s): Matriculation in a Massage Therapy program; MT 123, Myology and Kinesiology II.

This course provides a detailed exploration of the human muscular and skeletal systems. Attention is given to movement, posture, and action terminology. Bones of the axial and appendicular skeleton, their significant landmarks and functions, structural and functional aspects of joints, as well as their motions and locations in the body will be covered. This course will focus on the origins, insertions, and actions of the upper extremities. Prerequisite(s): Matriculation in a Massage Therapy program.

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This course continues to provide a detailed exploration of the human muscular and skeletal systems. This course will focus on the origins, insertions, and actions of the muscles of the axial skeleton: head, neck, trunk, vertebral column, as well as muscles of respiration. Prerequisite(s): Matriculation in a Massage Therapy program; MT 123, Myology and Kinesiology II.

This course covers the essential concepts and techniques of neuromuscular therapy, including St. John method of neuromuscular therapy, trigger point therapy, and muscle energy techniques. The relationship between the nervous and the muscular systems and how they work to create reflex responses will be examined. Prerequisite(s): Matriculation in a Massage Therapy program; MT 101, Western Massage I.

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The course builds upon the skills learned in Western I. Swedish massage techniques are reviewed and students are introduced to Swedish gymnastics, hands free techniques, hydrotherapy, use of essential oils, and chair massage. The client intake, health history, assessment, confidentiality, consent forms, documentation and clinical applications are discussed and practiced. Prerequisite(s): Matriculation in a Massage Therapy program; MT 101, Western Massage I.
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<tbody>
<tr>
<td>MT 178</td>
<td>Medical Massage</td>
<td>1</td>
<td>This course is designed to give students a practical understanding of the relationship between specific massage techniques and human pathologies. Students will learn how to employ their technical skills in an effort to accommodate common health conditions. This class will stress the importance of working within a therapist's scope of practice. It will review contraindications and situations where it is appropriate to refer a client out to other health practitioners. The therapeutic benefits and precautions concerning hydrotherapy applications will also be covered. Prerequisite(s): Matriculation in a Massage Therapy program; MT 103, Western Massage II.</td>
</tr>
<tr>
<td>MT 201</td>
<td>Oriental Massage I</td>
<td>3</td>
<td>The course opens with the history and theoretical basis for eastern bodywork. Students are introduced to concepts of the Tao, Yin and Yang, Five Element theory, and Qi (Chi), as well as the pathways of the 12 meridians and the Governing and Conception vessels. Students will begin to expand the strength and flexibility necessary to perform Shiatsu, as well as cultivate Qi with exercise. This course prepares students to perform a basic Shiatsu sequence working two of the five meridians. For each element studied, basic associations, patterns of disharmony, and the relationships within the generations and control cycles, which form the foundation of Five Element theory, will be discussed. Prerequisite(s): Matriculation in a Massage Therapy program; MT 101, Western Massage I.</td>
</tr>
<tr>
<td>MT 203</td>
<td>Oriental Massage II</td>
<td>3</td>
<td>The course continues the study of Shiatsu and the Five Element theory. The students will perform a basic Shiatsu sequence working all of the five meridians (Earth, Metal, Water, Fire, and Wood). For each element studied, basic associations, patterns of disharmony, and the relationships within the generations and control cycles, which form the foundation of Five Element theory, will be discussed. Students will become familiar with the evaluation areas of the Hara and the Mu and Shu points. Students will continue to further develop skills in body mechanics, placement, stretches, and Qi cultivation. Prerequisite(s): Matriculation in a Massage Therapy program; MT 201, Oriental Massage I.</td>
</tr>
<tr>
<td>MT 211</td>
<td>Pathology I</td>
<td>3</td>
<td>This course provides an overview of certain pathologies seen in massage and their particular indications and contraindications for massage therapy. This course will provide tools for the massage therapist on how to target the therapy session based upon the needs of his/her individual client and will reinforce knowledge of disease awareness and infection control. Students will use the client intake and health assessment forms to provide an appropriate session taking into consideration pharmacological agents. The course will examine dermatological, musculoskeletal, endocrine, cardiovascular, and lymphatic pathologies. Prerequisite(s): Matriculation in a Massage Therapy program; BIO 110, Anatomy and Physiology I; MT 101, Western Massage I.</td>
</tr>
<tr>
<td>MT 213</td>
<td>Pathology II</td>
<td>3</td>
<td>This course provides an overview of certain pathologies seen in massage and their particular indications and contraindications for massage therapy. This course will provide tools for the massage therapist on how to target the therapy session based upon the needs of his/her individual client. Students will use client intake and health assessment forms to tailor the massage session taking into consideration lifestyle habits in helping to maintain health. The course will examine respiratory, gastrointestinal, urinary, reproductive, and immune pathologies, as well as cancer. Prerequisite(s): Matriculation in a Massage Therapy program; MT 211, Pathology I.</td>
</tr>
<tr>
<td>MT 221</td>
<td>Neurology</td>
<td>3</td>
<td>This course analyzes the basic kinds of cells that comprise nerve tissue, the physiology of the nerve impulse, and the role of neurotransmitters. Significant structures, divisions, and functions of the spinal cord, spinal nerves, meninges, nerveplexuses, nerve pathways, and potential points of entrapment will be discussed. The brain will be studied, including cranial nerves, sensory processing, pain, and proprioception. How the autonomic nervous system maintains homeostasis, kinesthetic awareness, and the special senses will be covered. Prerequisite(s): Matriculation in a Massage Therapy program; BIO 110, Anatomy and Physiology I.</td>
</tr>
<tr>
<td>MT 231</td>
<td>Myofascial Release Therapy</td>
<td>1</td>
<td>The course introduces myofascial release therapy and techniques that manipulate fascia (connective tissue), which runs throughout the body’s musculature in three dimensions. Restrictions, adhesions, and build-up of fascia are discussed with respect to fascia’s thixotropic character and techniques that take advantage of this quality to change the nature of restricted tissues. Emphasis will be placed on palpation, “end feel,” ROM, and stretch. Prerequisite(s): Matriculation in a Massage Therapy program; MT 103, Western Massage II.</td>
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<tr>
<td>MT 233</td>
<td>Polarity Therapy</td>
<td>1</td>
<td>This course serves as an introduction to Polarity therapy. Students will be taught the fundamental principles of natural healing by focusing on the organization of energy fields around the human body. Prerequisite(s): Matriculation in a Massage Therapy program; MT 101, Western Massage I.</td>
</tr>
<tr>
<td>MT 235</td>
<td>Thai Massage</td>
<td>1</td>
<td>This course covers the basic theories of Thai massage and compares and contrasts it with the theories of Shiatsu. Students are introduced to the basic body mechanics and positioning, as well as some stretches and transitions with the clients both lying and seated positions. Prerequisite(s): Matriculation in a Massage Therapy program; MT 203, Oriental Massage II.</td>
</tr>
<tr>
<td>MT 237</td>
<td>Craniosacral Therapy</td>
<td>1</td>
<td>The course focuses on the deepest fascial layer - the craniosacral system. Students will develop skills to palpate and enhance the circulation of the cerebrospinal fluid by alleviating restrictions in the meninges and dural tube that enclose the brain and spinal cord. The will also learn to perform a basic ten-step protocol. Prerequisite(s): Matriculation in a Massage Therapy program; MT 103, Western Massage II.</td>
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</tbody>
</table>
MT 251 Clinic I 1 semester credit 0/0/1
Students, under supervision, perform one-hour massage sessions in the school’s clinic. Students gain practical experience by working directly with clients, strengthening their interview skills, keeping accurate records, researching medical literature, assessing the client, creating a treatment plan, and communicating with the client in a functional way. Prerequisite(s): Matriculation in a Massage Therapy program; MT 103, Western Massage II; successful completion of a Department practical exam.

MT 253 Clinic II 1 semester credit 0/0/1
Students, under the direct supervision of a licensed massage therapist, gain practical experience by performing chair massage and one and one and a half-hour massage sessions in the school’s clinic. Prerequisite(s): Matriculation in a Massage Therapy program; MT 251, Clinic I.

MT 281-6 Special Topics in Massage Therapy 1-6 semester credits 1-6/1-6/0
In this course, topics of special interest in the field of massage therapy and related fields will be explored in depth. Topics chosen may not be covered fully in regularly scheduled coursework, and the choice of topics will depend on trends and developments in the industry. Possible topics may include massage therapy theory and techniques for special populations and conditions, new and emerging techniques in the field, and related interdisciplinary topics. This course may be taught as lecture only or a combination of lecture and lab; instructors may be chosen from resident faculty, visiting faculty, and experts who work in the field. Some field trips may be involved in this course. This course may be repeated for credit multiple times, if different topics are covered each time. The last digit of the course code indicates credit hours awarded for the course. Prerequisite(s): Matriculation in a Massage Therapy program; MT 281-6, Special Topics in Massage Therapy; Permission of the Department Chair.

MT 290 Massage Therapy Capstone Course 1 semester credit 1/0/0
This course prepares massage therapy students to make the transition from student to the role of confident licensed professionals upon graduation. They will demonstrate, create and present a portfolio that demonstrates their expertise in massage therapy. The portfolio will demonstrate professionalism along with critical thinking as they develop and implement a plan of care for clients within their scope of practice. Pre-requisite(s): Matriculation in the Massage Therapy program; Permission of the Department Chair; this course is normally taken in the last semester of program enrollment. Co-requisite(s): MT251, MT253

PHI: Philosophy

PHI 100 Ethics, Morality, and Values* 3 semester credits 3/0/0
In this course, students will be introduced to the study of ethics, a branch of philosophy that examines various human activities and dilemmas, attempts to distinguish right actions from the wrong actions, and helps us determine how to live our lives. Students will both examine theoretical foundations of ethics (such as perspectives on ethics advanced by Aristotle, Kant, Mill, and others) and analyze various ethical dilemmas faced by our society. Prerequisite(s): None.

PHI 213 Bioethics* 3 semester credits 3/0/0
In this course, students will be introduced to the philosophical foundations of ethics and human value development, and explore in detail ethical controversies brought about by advances in biology and medicine. Prerequisite(s): None.

PL: Paralegal Studies

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

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

PL 114 Family Law 3 semester credits 3/0/0
In this course, students learn family law with an emphasis on state 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. Prerequisite(s): None.
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<td>This course examines the legal environment of business in the United States. Topics covered in this course include: structure of the US legal system; types and sources of law; law of agency; law of contracts; commercial contracts and UCC; forms of business organization; and other topics of current interest in the field.</td>
<td>3/0/0</td>
<td>None.</td>
</tr>
<tr>
<td>PL 118</td>
<td>Real Estate Law</td>
<td>3</td>
<td>PL 105, Introduction to Paralegal Studies and Civil Litigation.</td>
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<td>This course provides an overview of the real property law with an emphasis on estates in land, incidents of ownership, landlord/tenant relationships, evictions, easements, and adverse possession, real estate transactions, and other topics of current interest in the field. Students review procedures and legal documents used in transactions, such as contracts, mortgages, and deeds; recording and title searches; and closing documents.</td>
<td>3/0/0</td>
<td>None.</td>
</tr>
<tr>
<td>PL 120</td>
<td>Legal Research and Writing I</td>
<td>3</td>
<td>PL 105, Introduction to Paralegal Studies and Civil Litigation.</td>
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<td></td>
<td>This course introduces students to legal research and writing skills. Students become familiar with state and federal source materials, including statutes, case law, legal encyclopedias, digests, Shepard’s, and online research materials. Students will utilize resources available at both the institution’s library and law libraries in the area.</td>
<td>3/0/0</td>
<td>None.</td>
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<tr>
<td>PL 202</td>
<td>Hospitality Law</td>
<td>3</td>
<td>PL 105, Introduction to Paralegal Studies and Civil Litigation.</td>
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<td>This course examines the legal aspects of the hospitality industry. Some of the topics covered in this course are: history of hospitality law; contracts; business types, their advantages, and disadvantages; property management; federal, state, and local regulations; insurance; employment law; employee management; responsibilities and liabilities in general, to guests, and guests’ property; food preparation and service; tour operators; and safety and security issues.</td>
<td>3/0/0</td>
<td>None.</td>
</tr>
<tr>
<td>PL 207</td>
<td>Evidence</td>
<td>3</td>
<td>PL 105, Introduction to Paralegal Studies and Civil Litigation.</td>
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<td></td>
<td>This course covers both federal and state statutes governing collection, retention, analysis, and presentation of evidence. A special emphasis is placed on the issues and processes that impact the role and the scope of practice of a paralegal professional; practical application of the rules of evidence; and ethical considerations and dilemmas.</td>
<td>3/0/0</td>
<td>None.</td>
</tr>
<tr>
<td>PL 211A</td>
<td>Wills, Estates, and Trusts</td>
<td>3</td>
<td>PL 105, Introduction to Paralegal Studies and Civil Litigation.</td>
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<td>This course provides students with an in-depth examination of law dealing with wills, estates, and trusts, and topics such as: execution and revocation of wills; organization, jurisdiction, and the scope of powers of surrogate courts; and issues in administration and planning of estates. These topics are explored through the perspective of a paralegal professional, concentrating on issues, tasks, and documents likely to be encountered in future practice.</td>
<td>3/0/0</td>
<td>None.</td>
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<tr>
<td>PL 212</td>
<td>Torts</td>
<td>3</td>
<td>PL 105, Introduction to Paralegal Studies and Civil Litigation.</td>
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<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.</td>
<td>3/0/0</td>
<td>None.</td>
</tr>
<tr>
<td>PL 213</td>
<td>Criminal Law and Procedures</td>
<td>3</td>
<td>PL 105, Introduction to Paralegal Studies and Civil Litigation.</td>
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<td>Designed to acquaint students with both federal and state issues and processes in criminal law, this course investigates theories and purposes of punishment, definitions of criminal intent, and criminal defenses. Students explore the Model Penal Code’s Definition of Crimes and Analysis of Fault, as well as the Constitutional protections afforded to all citizens under the Fourth, Fifth, Sixth, and Eighth Amendments of the United States Constitution.</td>
<td>3/0/0</td>
<td>None.</td>
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<tr>
<td>PL 216</td>
<td>Corporate Law</td>
<td>3</td>
<td>PL 105, Introduction to Paralegal Studies and Civil Litigation.</td>
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<td>This course examines the legal foundations, issues, and processes in formation, operation, and liability and risk management of business organizations (sole proprietorships, general and limited partnerships, corporations, and limited liability companies). The issues are examined through a dual perspective of business management and paralegalism.</td>
<td>3/0/0</td>
<td>None.</td>
</tr>
<tr>
<td>PL 220</td>
<td>Legal Research and Writing II</td>
<td>3</td>
<td>PL 105, Introduction to Paralegal Studies and Civil Litigation.</td>
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<td></td>
<td>Designed to build upon and refine legal research and writing skills acquired in pre-requisite coursework, this course provides the student with the opportunity to research and write several legal memoranda. The course’s practical application of learned skills further complements other areas of the law as the research topics are culled from other substantive paralegal studies courses at the institution.</td>
<td>3/0/0</td>
<td>None.</td>
</tr>
<tr>
<td>PL 281-6</td>
<td>Special Topics in Paralegal Studies</td>
<td>1-6</td>
<td>PL 105, Introduction to Paralegal Studies and Civil Litigation.</td>
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<td>In this course, topics of special interest in paralegal studies will be explored in depth. Topics chosen may not be covered fully in regularly scheduled coursework, and the choice of topics will depend on trends and developments in the field. This course may be taught as lecture only or a combination of lecture and lab; instructors may be chosen from resident faculty, visiting faculty, and experts who work in the field. Some field trips may be involved in this course. The last digit of the course code indicates credit hours awarded for the course.</td>
<td>1-6/1-6/0</td>
<td>None.</td>
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<tr>
<td>PL 263</td>
<td>Internship</td>
<td>1-6</td>
<td>PL 105, Introduction to Paralegal Studies and Civil Litigation.</td>
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<tr>
<td></td>
<td>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. Internships for credit earning programs occur within the geographic region served by the institution. The institution is not responsible to secure an internship site for any student who moves outside of the geographic region served by the institution while enrolled in a program of study.</td>
<td>1-6/0/1-6</td>
<td>None.</td>
</tr>
</tbody>
</table>
### PSC: Political Science

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Credit Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSC 110</td>
<td>American Government and Politics*</td>
<td>3</td>
<td>0/0</td>
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<tr>
<td>PSC 210</td>
<td>Constitutional Law*</td>
<td>3</td>
<td>0/0</td>
</tr>
</tbody>
</table>

This course provides a comprehensive overview of the essential principles and history of constitutional law, with discussion of federal and state court decisions that have interpreted the U.S. Constitution. Topics covered in this course include: federal system of government, separation of powers, fundamental rights, due process and equal protection, discrimination, and the Bill of Rights. **Prerequisite(s): None.**

### POM: Professional Office Management

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Credit Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>POM 110</td>
<td>Introduction to Professional Office Management</td>
<td>3</td>
<td>0/0</td>
</tr>
<tr>
<td>POM 114</td>
<td>Professional Office Management Seminar</td>
<td>3</td>
<td>2/1</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Credit Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 105</td>
<td>Introduction to Psychology*</td>
<td>3</td>
<td>0/0</td>
</tr>
<tr>
<td>PSY 210</td>
<td>Psychology of Child and Adolescent Development*</td>
<td>3</td>
<td>0/0</td>
</tr>
<tr>
<td>PSY 281-6</td>
<td>Special Topics in Psychology*</td>
<td>1-6</td>
<td>1-6/1-6/0</td>
</tr>
</tbody>
</table>

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

### SOC: Sociology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Credit Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 210</td>
<td>Media and Society</td>
<td>3</td>
<td>0/0</td>
</tr>
</tbody>
</table>

This course examines the phenomenon of media in a modern society through a sociological perspective, with coverage of both traditional (books, newspapers, and magazines) and electronic mass media (television, movies, video games, radio, podcasts, social networking, blogs and wikis, and many others). Students will discuss historical development and evolution of media; develop an understanding of media’s influence on individuals, society, and culture; and debate current dilemmas about media freedom, regulation, and ethical responsibilities. **Prerequisite(s): None.**
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
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Mary Ellen Duffy
Vice President, Financial Aid & Compliance

Albert Sacco
Director of Student Records and Senior Registrar

Stephen Quick
Executive Director, Information Technology Services

Vanessa Leonardo
Director, Online Education

Mary Morris
Associate Director, Online Education

Office of the Campus President
David L. B. Smith
Campus President

Lhakpa Dolkar
Human Resources Generalist

Office of Academic Affairs
Chris Schnupp
Dean, Academic Affairs

Nichole Arvin, L.M.T.
Department Chair, Massage Therapy & Assistant Professor, Full-time
A.O.S., Swedish Institute;
B.A., Hunter College-City University of New York;
M.F.A., Pratt Institute

Pamela Aurelien, Esq.
Department Chair, Paralegal Studies and Associate Professor, full-time
A.A., Borough of Manhattan Community College - City University of New York;
B.M., Five Town College;
J.D., Albany Law School

Constantine Hatzis, M.D.
Department Chair, General Studies and Associate Professor, Full-time
M.D., Monash University (Australia)

Vesselka Ivanova, M.D.
Department Chair, Medical Assisting and Professor, Full-time
M.D., Medical University of Varna (Bulgaria)

Lynn Soderquist, R.N., M.S.N.
Department Chair, Nursing and Professor, Full-time
B.S., Pace University
M.S., Mercy College
Office of Academic Support and Advising
Paula McIntosh
Director, Academic Support and Advising

John Daniel
Director, Student Retention & Re-Entry

Brandy Haughton
Student Advisor

Saysha Cabodevilla
Student Services Support Specialist

Office of Career Services
Felix Sanchez
Director, Career Services

Ramesh Jainarain
Career Service Coordinator

Office of Library Services
Jacqueline Simone
Director, Library Services

Office of the Registrar
Elizabeth Munoz
Assistant Registrar

Office of Admissions
Joanne Araujo
Admissions Representative

Yolanda Cordero
Admissions Representative

Horace Douglas
Director of Admissions

Harold English
Community Outreach Representative

Arnaldo Lopez
Admissions Representative

Stephanie Marine
Student care Representative

Milagros Moctezuma
Community Outreach Representative

Desiree Montanez
Admissions Representative

Jefferson Renfro
Admissions Representative

Phillip Roman
Admissions Representative

Camille Rosetti
Admissions Representative

Laura Ryan
Admissions Representative

Veronica Watson
Community Outreach Representative

Office of Information Technology Services
Headley Duncan
IT and Facilities Manager

Office of Financial Aid
William Bridges
Financial Aid Representative

Wendy Delgado
Financial Aid Representative

Yenny Guillen
Financial Aid Representative

Angela Kishone
Financial Aid Representative

Joanna Kuilan
Financial Aid Representative

Monica Mikolajczyk
Financial Aid Representative

Kim O’Brien
Associate Director of Financial Aid

Victor Tavarez
Financial Aid Manager
FACULTY

Hany Abdelsayed, M.D.
Assistant Professor General Studies, Part-time
M.D., Ain Shams University (Egypt)

Tania Afroz, M.D.
Associate Professor Medical Assisting, Part-time
M.D., University of Dhaka (Bangladesh)

Mohammad Ahsan, M.D.
Associate Professor Medical Assisting, Part-time
M.D., University of Dhaka (Bangladesh); Ph.D., Miyazaki Medical College (Japan)

Konstadinos Alevriadis
Assistant Professor General Studies, Part-time
B.A., Queens College; M.S, New York Institute of Technology

Geetawatie Ali
Assistant Professor Business Management, Full-time
B.S., York College - City University of New York
M.S., Queens College - City University of New York

Rolinda Ambal, R.N.
Assistant Professor Nursing, Part-time
B.S., Perpetual Help University (Philippines); M.S., Long Island University

Nichole Arvin, L.M.T.
Department Chair, Massage Therapy & Assistant Professor, Full-time
A.O.S., Swedish Institute; B.A., Hunter College-City University of New York; M.F.A., Pratt Institute

Julia Attenborough, R.N.
Clinical Instructor Nursing, Part-time
A.A.S., College of Staten Island—City University of New York; B.S., College of Staten Island—City University of New York; M.S., Downstate Medical Center—State University of New York

Pamela Aurelien, Esq.
Department Chair, Paralegal Studies and Associate Professor, full-time
A.A., Borough of Manhattan Community College - City University of New York; B.M., Five Town College; J.D., Albany Law School

William Bailey, M.D.
Assistant Professor General Studies, Part-time
B.S., SUNY College; M.D., New York College of Osteopathic Medicine

Taslina Begum, M.D.
Assistant Professor Medical Assisting, Part-time
M.D., University of Chittagong (Bangladesh)

Sharon Carrio
Associate Professor General Studies, Part-time
B.P.S., Metropolitan College of New York; M.B.A., Dowling College

Kathy Cunningham, R.N., BSN, MSN, MPH, CNM
Assistant Professor Nursing, Part-time
BS, Hunter College
MPH, Hunter College
MSN, SUNY Downstate
CNM, SUNY Downstate

Raisa Evans, R.N.
Clinical Coordinator Nursing, Full-time
A.S., Kiev Medical Technicum (Ukraine); B.S., St. Joseph's College

John Farrington, R.N., D.P.M.
Associate Professor General Studies, Part-time
A.A.S., Nassau Community College; D.P.M., New York College of Podiatric Medicine

Betty Garcia
Assistant Professor General Studies, Part-time
B.A., Hunter College – City University of New York; M.A., The New School

Alvaro Genao, M.D.
Clinical Coordinator and Associate Professor Medical Assisting, Full-time
B.A., Harvard University; M.D., New York University School of Medicine

Melissa Grubb, LMT
Assistant Professor Massage Therapy, Part-time
A.O.S., New York College of Health Professions; B.S., Long Island University

Emad Aziz Habashy, M.D.
Associate Professor Medical Assisting, Part-time
M.D., Assiut University (Egypt)

Constantine Hatzis, M.D.
Department Chair, General Studies and Associate Professor, Full-time
M.D., Monash University (Australia)
Gene Haynes  
*Associate Professor General Studies, Part-time*  
B.S., Dowling College;  
M.B.A., University of Phoenix

Louis Herrera  
*Assistant Professor General Studies, Part-time*  
B.A., California State University;  
M.A., California State University

Syed Husain, M.D.  
*Assistant Professor General Studies, Part-time*  
M.D., Aligarh Muslim University (India)

Vladana Ilic  
*Assistant Professor General Studies, Part-time*  
B.A, Belgrade University – Faculty of Philology (Serbia);  
M.A, The New School

Wakil Irfan, M.D.  
*Assistant Professor General Studies, Part-time*  
M.D., Herat University (Afghanistan);  
M.A., Columbia University

Vesselka Ivanova, M.D.  
*Department Chair, Medical Assisting and Professor, Full-time*  
M.D., Medical University of Varna (Bulgaria)

Md. Mizanur R. Jamali, M.D.  
*Associate Professor Massage Therapy, Part-time*  
M.D., University of Dhaka (Bangladesh)

Janita Jarrett, R.N.  
*Assistant Professor Nursing, Part-time*  
A.A.S., Monroe College  
B.B.A., Monroe College  
B.S., Long Island University;  
M.S., Long Island University;

Remberto Jimenez  
*Associate Professor General Studies, Part-time*  
B.A., New Jersey State University;  
M.A., New York University

Danielle Jones  
*Senior Instructor General Studies, Part-time*  
B.A., Columbia University;  
B.S., Columbia University;  
M.S., University of Oxford

Sameh Kelada, M.D.  
*Associate Professor Medical Assisting, Part-time*  
M.D., Alexandria University (Egypt)

Susan Lee  
*Senior Instructor General Studies, Part-time*  
B.A., University of Michigan;  
M.S., Columbia University

Gail Lewis  
*Assistant Professor General Studies, Part-time*  
B.A., Hofstra University;  
M.A., Baruch College - City University of New York

Daniel Lukowski, L.M.T.  
*Assistant Professor Massage Therapy, Part-time*  
B.A., Hofstra University;  
Diploma, The New York College for Health Professions

Charity Maglasang, M.D.  
*Associate Professor Medical Assisting, Part-time*  
M.D., Southwestern University (Philippines)

Haney Mansour, M.D.  
*Associate Professor General Studies, Full-time*  
M.D., Benha University (Egypt)

Anita Ernell McClennon  
*Instructor General Studies, Part-time*  
B.A., George Washington University;  
M.A., City University of New York

Kirk Mclean  
*Associate Professor General Studies, Part-time*  
B.S., University of West Indies (West Indies);  
M.S., Brooklyn College-City University of New York;  
M.A., City College of New York

Stephen Mills  
*Senior Instructor General Studies, Part-time*  
B.A., Hanover College;  
M.F.A., Florida State University

Michael Morgan, M.D.  
*Associate Professor Medical Assisting, Part-time*  
M.D., Cairo University (Egypt)

Philip Okoro  
*Associate Professor General Studies, Full-time*  
B.S., Chicago State University;  
M.S., Chicago State University

Simone Parris  
*Senior Instructor General Studies, Full time*  
A.S., Borough of Manhattan Community College- City University of New York;  
B.A., Lehman College - City University of New York;  
M.S., Troy University
Jenny Picardo  
Senior Instructor General Studies, Part-time  
B.A., Columbia University;  
M.F.A., School of Visual Arts

Md. Mahbubur Rahman, M.D.  
Assistant Professor General Studies, Part-time  
M.D., University of Dhaka (Bangladesh)

Timothy Reed, M.D.  
Associate Professor General Studies, Part-time  
B.A., University of Colorado;  
M.D., Ross University (Dominica)

Michael Sabry-Daniel, M.D.  
Assistant Professor General Studies, Part-time  
M.D., Benha University (Egypt);

Jennifer Schneider  
Assistant Professor General Studies, Full-time  
B.A., University of Iowa;  
M.F.A., University of Wyoming

Javier Seymore, Esq.  
Associate Professor Paralegal Studies, Part-time  
B.S., Iowa State University;  
J.D., The University of Tulsa College of Law

Lynn Soderquist, R.N., M.S.N.  
Department Chair, Nursing and Professor, Full-time  
B.S., Pace University  
M.S., Mercy College

Mamdouh Sorial, M.D.  
Associate Professor Medical Assisting, Part-time  
M.D., Alexandria University (Egypt)

Lyubov Tavuzhnyskaya  
Associate Professor General Studies, Full-time  
Computer Programming Diploma, Cope Institute;  
MVS COBOL Diploma, ASA Institute of Business and Computer Technology;  
B.S., Odessa State University (Ukraine); M.S., Odessa State University (Ukraine)

Hany Zekry, M.D.  
Assistant Professor General Studies, Part-time  
M.D., Ain Shams University (Egypt)
### ACADEMIC CALENDAR, 2015-2016

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

**Note:** Calendar is subject to change without further notice.

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

* Inclement weather make-up day(s) will run according the schedule of the day originally missed. If there were no inclement weather days declared by the institution for the term, students will receive the day(s) off.
NON-DISCRIMINATORY POLICIES

Mildred Elley does not discriminate on the basis of race, color, creed, sex, age, handicap, sexual preference, or national or ethnic origin as defined by law, and is in compliance with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973. The compliance officer for Title IX and Section 504 is the college’s Campus President, who is generally available Monday–Friday by appointment, at the address below.

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.

CONTACT INFORMATION
Mildred Elley—New York City Metro Campus
25 Broadway, Floor 16
New York, NY 10004
(212) 380-9004

The New York City Metro Campus is a branch campus of:

Mildred Elley—Albany, New York Campus
855 Central Avenue
Albany, NY 12206
(518) 786-0855

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

Main (518) 786-0855
Admissions (518) 786-3171
Toll Free (800) 622-6327

Faith Ann Takes
President
GLOSSARY

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

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

**Contact Hours**
The number of hours a class meets per week.

**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 of the catalog.

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

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

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

**Financial Aid/Assistance**
Money available from various sources to help students pay for college. Students must establish eligibility.

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

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

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

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

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

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

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

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

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

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

**Transfer Credits**
Guidelines regarding these Transfer Credits are outlined in the Catalog under the Transfer Credit Policy section.

**Tuition**
The amount of money that colleges charge for coursework and other instruction. Tuition does not cover fees, cost of books, and other materials.

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

**Withdrawal**
Guidelines regarding Withdrawal are outlined in the Catalog under the Withdrawal section.
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NYC Metro Campus Approvals & Accreditation:

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

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

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