



**MILDRED ELLEY**

A career college in Albany, NY

**The Power to Change Your Life**

# ACADEMIC CATALOG 2018-2019





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**The Power to Change Your Life**

## 2018-19 Academic Catalog

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Albany, NY 12206  
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[www.mildred-elley.edu](http://www.mildred-elley.edu)



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# MESSAGE FROM THE CHAIRWOMAN OF THE BOARD OF DIRECTORS

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

For over 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 Anna Takes*

Faith A. Takes  
Chairwoman of the Board of Directors

# MESSAGE FROM THE PRESIDENT

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Dear Mildred Elley Community,

I love to come to work every day to interact with students who are committed to intellectually and professionally enhancing their knowledge and have the spirit and determination to positively improve their lives.

At Mildred Elley, we are a community of faculty, administrators and staff with a vision to provide excellent academic instruction and first-rate administrative services to all our students. Our curriculum is designed to provide the theoretical foundation and practical experience for graduates to effectively compete in the marketplace. Our faculty and administrators have a passion to really help students realize their potential towards achieving professional success.

We recognize the competing demands many of our students encounter in trying to balance work and family obligations with the challenge of securing higher education. Mildred Elley has small average class sizes because our faculty want to personally reach out to help every student succeed.

Our academic advisors and tutors are very sensitive to the needs of our students. They directly work with students to help them understand and master course requirements. There is no better feeling than watching our graduates receive their Diploma or Certificate in front of family and friends at our graduation ceremonies.

Our mission 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. We also have a highly dedicated Career Placement Office that assists students in preparing for further higher education and/or professional employment.

We at Mildred Elley are committed to providing excellent education and administrative resources to help our students secure their dreams.

**Courage, passion, determination and creativity are the true hallmarks of champions.**



Very truly yours,

John J. McGrath, Ph.D.  
President

# MILDRED ELLEY MISSION AND INSTITUTIONAL GOALS

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## **MISSION STATEMENT**

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

## **INSTITUTIONAL GOALS**

### **Curricula**

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

### **Faculty**

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

### **Students**

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

### **Resources**

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

# CURRICULUM

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Mildred Elley - Albany Campus offers one Associate in Applied Sciences (A.A.S) degree program, five Associate in Occupational Studies (A.O.S.) degree programs three credit-bearing undergraduate Certificate programs and two non-credit bearing undergraduate Certificate programs. Certificate credits may generally be applied to the A.A.S. and A.O.S. degree programs if a student chooses to continue one's education.

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

## REGISTERED DEGREE PROGRAMS

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

TITLE	HEGIS CODE	CIP CODE	SEMESTER CREDIT HOURS
Advanced Paralegal Studies	5099	22.0302	65

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

TITLE	HEGIS CODE	CIP CODE	Semester CREDIT HOURS
Business Management	5004	52.0201	65
Information Technology	5104	11.0103	65
Massage Therapy	5299	51.3501	72
Medical Assistant	5214	51.0801	60
Office, Project, and Event Management	5005	52.0407	65

### Credit-Bearing Certificate Programs

TITLE	HEGIS CODE	CIP CODE	SEMESTER CREDIT HOURS
Clinical Medical Assistant	5214	51.0801	45
Massage Therapy	5299	51.3501	61
Practical Nursing	5209	51.3901	53

### Non-Credit Bearing Certificate Programs

TITLE	PROGRAM CODE	CIP CODE	CLOCK HOURS
Nurse Aide Training (NYS License Qualifying)	33-1-8-019	51.3902	120

### Non-Credit Bearing Certificate Programs (Offered Online Only)

TITLE	HEGIS CODE	CIP CODE	CONTACT HOURS
Hospital-Based Coding	5213	51.0713	704

# HISTORY OF MILDRED ELLEY

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

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

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

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

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

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

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

In 2008, Mildred Elley moved into its current location at 855 Central Avenue in Albany, thus returning to its city roots.

The college 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 Program in Hospital-Based Coding, providing an educational vehicle for those who want to learn from home.

Mildred Elley also began offering an A.A.S. degree in Paralegal Studies in 2012 on the Albany campus.



# APPROVALS, ACCREDITATION, AND PROFESSIONAL AFFILIATIONS

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## APPROVALS

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

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

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

The college is also approved by the Veterans of the Armed Forces and the Office of Vocational & Educational 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 institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES) to award diplomas, certificates, and the Associate in Applied Science (A.A.S.) and the Associate in Occupational Studies (A.O.S.) degree. The Accrediting Bureau of Health Education Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. Inquiries may be directed to:

Accrediting Bureau of Health Education Schools  
7777 Leesburg Pike, Suite 314  
N. Falls Church, VA 22043  
(703) 917-4109  
[www.abhes.org](http://www.abhes.org)

## PROFESSIONAL AFFILIATIONS

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

Academy of Management	American College Personnel Association
Adirondack Health Information Management Association (AdHIMA)	American Federation of Musicians
Adirondack Regional Chamber of Commerce	American Health Information Management Association (AHIMA)
Albany-Colonie Regional Chamber of Commerce	American Institute of Certified Public Accountants
Albany County Bar Association	American Library Association
Albany Holistic Nurses Society	American Massage Therapy Association
Ambassador for the Arts Ambassador Institute	American Medical Technologists
American Association of Allied Health Professionals (AAAHP)	American Public Health Association
American Association of Collegiate Registrars and Admissions Officers (AACRAO)	American School Counselor Association
American Association for Microbiology	Associated Bodywork & Massage Professionals
American Association of Anatomist	Association for Computing Machinery's Special Interest Group on Graphics and Interactive Techniques
American Association of Critical Care Nurses	Association for Healthcare Documentation Integrity (AHDI)
American Association of Neuropathic Physicians (AANP)	Association for Science Teacher Education
American Chiropractic Association	Beta eta Beta – National biological Honor Society

Beta Gamma Sigma  
 Binghamton University Alumni Association  
 Business and Marketing Educators Association of the Capital District  
 Business Teachers Association of New York State  
 Capital Area Physician Assistants Society Capital District  
 Capital District Counseling Association  
 Capital District Library Council (CDLC)  
 Capital District Linking  
 Capital District School Counseling  
 Capital District Women's Bar Association  
 Career Thought Leaders Consortium  
 Careers in Transition Forum  
 Certiport  
 College of Saint Rose Alumni Association  
 Colonie Art League  
 Council of Practical Nurse Educators  
 Delta Epsilon Sigma  
 Delta Mu Delta  
 Eastern Psychological Association  
 Estate Planning Council of Eastern New York, Inc.  
 Habitat for Humanity  
 Health Occupation Students of America  
 Independent Game Developers Association  
 Institute of Management Accountants  
 Interactive Techniques (ACM SIGGRAPH)  
 International Game Developers Association (IGDA)  
 International Nursing Association for Clinical Simulation and Learning  
 International Society for Business Education  
 Justinian Honor Society  
 Kappa Gamma Pi Honor Society  
 Legal Project Panel-Homeowner Foreclosure  
 Legal Project Panel-Victims of Domestic Violence  
 MBA Women International  
 Microsoft IT Academy  
 Microsoft IT Advisory Council  
 National Association for Practical Nurse Education and Service, Inc.  
 National Association for the Education of Young Children  
 National Association of Student Financial Aid Administrators (NASFAA)  
 National Business Education Association (NBEA)  
 National Career Development Association  
 National Certification Board for Therapeutic Massage & Bodywork  
 National College Learning Center Association National League for Nursing  
 New England Regional Computing Program (NERCOMP)  
 New York Academy of Science  
 New York Association of Neuropathic Physicians (NYANP)  
 New York Black Nurses Association  
 New York Council of Massage Therapy Educators  
 New York Library Association  
 New York Medical Group Management Association (NYMGMA)  
 New York State Association of Criminal Defense Lawyers  
 New York State Bar Association  
 New York State College Learning Skills Association  
 New York State Defenders Association  
 New York State Disability Services Council  
 New York Health Occupation Educators of Association  
 New York State United Teachers Association  
 Nurse Practitioner Association of New York State  
 Nextridge, Inc.  
 Phi Kappa Phi  
 Professional Secretaries International  
 Psi Chi – International Psychology Honor Society  
 Rensselaer County Chamber of Commerce  
 Rensselaer County Medical Reserve Corp  
 Rensselaer county Panel – Child Representation  
 Sacandaga Valley Arts Network  
 Schenectady Federation of Teachers Association  
 Science Teachers Association of New York State  
 Sigma Beta Delta  
 Sigma Tau Delta  
 Sigma Xi - State University of New York at Albany Alumni Association  
 Sigma Xi – The National Scientific Research Society  
 TestOut  
 The Science Teachers Association of New York State  
 ToastMaster's International  
 Upstate Artists' Guild  
 Upstate NY Professionals Group  
 Western Turnpike Rescue Squad  
 Wyoming Seminary Preparatory School Alumni Association

# ACADEMIC POLICIES AND PROCEDURES

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

Mildred Elley accepts applications for admission principally from candidates who are high school graduates or recipients of a High School Equivalency Diploma.

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](http://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.

International Applicants will be required to take the TOEFL Test.

International Applicants who achieve a TOEFL Test score of 79 (IBT) or above qualify for admission to the institution. International Applicants who achieve a TOEFL Test score between 69 and 78 (IBT) may be admitted to the institution upon the successful completion of a structured interview conducted by a designated academic dean or department chair.

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 High School Equivalency Diploma, **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 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.

Students who wish to enter into the MT program under a NYS deficiency letter must obtain permission of the Department Chair and may enter as a non-matriculated student.

### **Requirements for Admission to the Nurse Aide Training Programs**

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

- Be at least 17 years of age as of the first day of scheduled classes, **and**
- Be a high school graduate or hold a High School Equivalency Diploma, **or successfully pass the ACCUPLACER test with minimum scores of Reading (40) Arithmetic (30), and**
- Ability to pass a physical exam (lift 50 lbs). Completed physical exam must be submitted prior to first day of the scheduled clinical portion of the program.

### **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.

#### Direct Entry Options

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

#### Direct Entry Option 1

- Be a high school graduate from a recognized school providing secondary education within the United States or hold a High School Equivalency Diploma (HSE), **and**
- Be at least 17 years of age as of the first day of scheduled classes, **and**
- Achieve a minimum composite score of 50 on the TEAS VI exam, **and**
- Demonstrate proficiency in mathematics and natural (biological) sciences, as demonstrated by:

- Earning a grade of “C” or above in Math A (or Algebra) and Biology (or comparable natural science course) in high school. Biology (or comparable natural science course) must be earned at the ninth grade level or higher. Math credits must be earned at the tenth grade level or higher; **or**
- receiving passing scores in Mathematics and Science on a High School Equivalency 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.

### Direct Entry Option 2

- Be a high school graduate from a recognized school providing secondary education within the United States or hold a High School Equivalency Diploma (HSE), **and**
- Be at least 17 years of age as of the first day of scheduled classes, **and**
- Successfully complete and graduate from the Mildred Elley Medical Assistant, AOS, or Clinical Medical Assistant, Certificate program with a cumulative grade point average of 3.0 or higher or Achieve a minimum composite score of 50 on the TEAS VI exam.

### Transfer Entry Options

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.

To be eligible to transfer consideration, a student must take the Pre-Nursing Accuplacer exam, at the time of admission to the college, and achieve minimum scores of Reading 63, Sentence Skills 72, and Arithmetic 45, (**or** achieve a TEAS VI composite score between 37 to 49). A student who does not achieve the required minimum scores, at the time of admission to the college, on the Pre-Nursing Accuplacer exam is not eligible for the transfer entry option but may qualify for Direct Entry Option 2.

### Transfer Entry Option 1

- Be a high school graduate or hold a High School Equivalency Diploma (HSE), **and**
- Be at least 17 years of age as of the first day of scheduled classes, **and**
- Achieve minimum scores of Reading 63, Sentence Skills 72, and Arithmetic 45 Pre-Nursing Accuplacer exam, (**or** achieve a TEAS VI composite score between 37 to 49), **and**
- Transfer from the Medical Assisting AOS program into Practical Nursing Program once the following criteria are demonstrated:
  - Achieve a grade of at least a “B-“in each of HEA 112 / BIO 112, GS 102, BIO 110, BIO 210, and ENG 102. (A student is permitted to retake only one of these courses to attain a “B-“ grade.), **and**
  - Achieve passing grades in each of MA 100, PSY 105 and DLP 105, **and**
  - Achieve a minimum composite score of 50 on the TEAS VI exam.

### Transfer Entry Option 2

- Be a high school graduate or hold a High School Equivalency Diploma (HSE), **and**
- Be at least 17 years of age as of the first day of scheduled classes, **and**
- Achieve minimum scores of Reading 63, Sentence Skills 72, and Arithmetic 45 Pre-Nursing Accuplacer exam, (**or** achieve a TEAS VI composite score between 37 to 49), **and**
- Transfer from the Clinical Medical Assistant Certificate program into Practical Nursing Program once the following criteria are demonstrated:
  - Achieve a grade of at least a “B-“ in each of HEA 112 / BIO 112, GS 102, BIO 110, BIO 210, ENG 102, and PSY 105. (A student is permitted to retake only one of these courses to attain a “B-“ grade.), **and**
  - Achieve passing grades in each of MA 100 and DLP 105, **and**
  - Achieve a minimum composite score of 50 on the TEAS VI exam.

## **TEAS Exam**

The TEAS VI 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 VI exam may be taken at an approved ATI Testing Center.

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

## **Enrollment of Ability-to-Benefit Students**

Applicants without a high school diploma or the equivalent may be admitted as an Ability-to-Benefit student provided:

- An individual is beyond the age of compulsory school attendance in the state in which the institution is located and demonstrates the ability to benefit from the training offered, and
- An individual achieves a minimum *ACCUPLACER* score of Reading Comprehension (55), Sentence Skills (60), and Arithmetic (34).
- An individual participates in pre-admission academic advising.

*ACCUPLACER ATB Retest Policy* - Within any three-month period, ATB candidates are permitted an initial test and one retest. There must be a two-week waiting period between the initial test and the retest. Students should be encouraged to use the two-week waiting period for study and review of test content areas in which they did not obtain a passing score.

As of July 1, 2012, eligibility for federal financial aid funding is not available to first-time students who do not possess a high school diploma or the equivalent.

## **Application for Re-Entry and Readmission**

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

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

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

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

## **ADMISSION TO THE HOSPITAL-BASED CODING NON-CREDIT BEARING CERTIFICATE PROGRAM**

Candidates for admission to the Hospital-Based Coding Non-Credit Bearing Certificate Program must meet the following requirements:

- Be a high school graduate, hold a General Equivalency Diploma, or have evidence of prior college enrollment, **and**
- Pass prerequisite testing with a score of 80% or higher in:
  - Basic Computer Knowledge

## ENROLLMENT 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, including if taken at Mildred Elley.
- 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

If a student has earned an associate or bachelor's degree at another institution of higher education, the student has demonstrated an appropriate level of proficiency to receive credit for GS 102 – Freshman Seminar.

A student must successfully complete a minimum of 50 percent of the total program length at the institution to earn a degree or certificate from Mildred Elley. If the program is measured in semester credit hours, the student must complete a minimum of 50 percent of the total program semester credit hours at Mildred Elley. If the program is measured in clock hours, then the student must complete a minimum of 50 percent of the total program clock hours at Mildred Elley.

A student anticipating receiving transfer credit that has not yet provided an official transcript will be registered for courses in a manner that is consistent with the suggested course sequence and required prerequisites as outlined in this catalog.

If an official transcript to receive transfer credit is provided for a course that a student is currently enrolled in after the published add/drop period or after a course has concluded, no transfer credit will be recorded for that course.

## NON-CREDIT BEARING CERTIFICATE PROGRAM: ACCEPTANCE OF COURSES FOR TRANSFER

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

## INFORMATION LITERACY

Information literacy encompasses more than good information-seeking behavior. It incorporates the abilities to find, evaluate, and synthesize information effectively and persuasively through various media, including electronic, human, or print sources. It is important to us as an institution that our students be able to achieve information literacy. Students will work on attaining this goal by successfully completing either GS102-Freshman Seminar or IL100-Information Literacy.

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

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

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

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

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

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

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



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

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.

ATTEMPTED CREDIT HOURS	SATISFACTORY ACADEMIC PROGRESS	
	<i>Both Quantitative and Qualitative Standards Must Be Met</i>	
	<i>Quantitative Standard (minimum percentage of cumulative credit hours completed)</i>	<i>Qualitative Standard (minimum cumulative grade point average (CGPA) attained)</i>
0.1-13.9	50%	0.500
14.0-27.9	60%	1.500
28.0 and above	67%	2.000

### Progression of Satisfactory/Unsatisfactory Academic Progress

#### Academic Warning

- Students who have not met cumulative SAP qualitative and quantitative requirements at the end of a completed semester (2 consecutive modules) will be placed on academic warning.
- Students in this standing will be sent a letter informing them of their status for the next semester. The letter states that they are required to meet with the director of academic support and that they are expected to meet biweekly for advisement thereafter.

Depending on a student's progress during their semester on academic warning they will then be placed into one of two categories:

#### 1. Return to **good standing**

- If a student has met both quantitative and qualitative requirements after their term(s) on academic probation, then they will have returned to good standing and met SAP requirements. They will receive a letter congratulating them of this.

#### 2. **Academic Probation**

- Students who have not met cumulative SAP qualitative and quantitative requirements at the end of a completed semester (2 modules) will be placed on academic probation.
- Students in this standing will be sent a letter informing them of their status for the next semester. The letter states that they are required to meet with the director of academic support and that they are expected to meet biweekly for advisement thereafter.

Depending on a student's progress during their semester on academic probation they will then be placed into one of two categories:

#### 1. Return to **good standing**

- If a student has met both quantitative and qualitative requirements after their term(s) on academic probation, then they will have returned to good standing and met SAP requirements. They will receive a letter congratulating them of this.

#### 2. **Unsatisfactory Academic Progress**

- Students who have not met cumulative SAP qualitative and quantitative requirements at the end of a completed semester on academic probation are determined to be making Unsatisfactory Academic Progress. Students in this category will be sent a letter informing them of their status for the next semester. The letter advises them of their status and offers the opportunity to appeal the determination if the student believes that special circumstances in his/her situation should be taken into consideration. The student must present a written appeal stating the circumstances and conditions affecting his/her academic performance to the Director of Academic Support and Advising within ten days of receiving the Unsatisfactory Academic progress notice.

- **Continued Academic Probation** – The Student will be granted this status upon approval of the Appeal. If a student has shown improvement and has demonstrated their ability to be successful and the appeal is warranted, then the student will be placed on continued academic probation for another semester (2 modules) in order to be given a chance to return to good standing.
  - Students in this standing will be sent a letter informing them of their status for the next semester.
  - Students will continue to meet with the Director of Academic Support.
- **Required Withdrawal from the institution** - Will result for failure to Appeal or Denial of the Appeal.
  - Students will be sent a letter to make them aware of their situation. They have the option to appeal this decision but this appeal is determined by the academic dean and is only approved for extreme mitigating circumstances.
  - Students in this status will have the option to appeal for **extended enrollment**. A student on Extended Enrollment is not eligible for financial aid and is responsible for making all tuition/expenses arrangements with the college prior to starting classes.

## 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. If a course must be repeated, you will be charged the appropriate tuition rate for the credits/hours of that course. 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.

Students who receive a passing grade or the published required grade in a course, may repeat the course to obtain a higher grade but must submit a written request to repeat the course to the Dean of Academic Affairs.

### **Multiple Course Repeat Policy**

A student may enroll for a class up to a maximum of three times. Any student needing to take a class for the third time will be required to meet with a member of the Academic Support team prior to being registered for the course. The student and Academic Support personnel will develop a Plan for Academic Success (PAS) to support the student's efforts for success. If the student is not successful on their third attempt, the student must submit a written appeal to the Dean of Academic Affairs and receive approval for a fourth course attempt.

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

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

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

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

### **Returning Students**

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

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

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

# TUITION, FEES, AND EXPENSES

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

## **Tuition Charges (All Matriculated and Non-Matriculated Students, except Massage Therapy, Practical Nursing and Nurse Aide Training Program)**

Tuition (*per credit hour*).....\$482.00

## **Tuition Charges (Practical Nursing Students)**

Tuition (*per credit hour*).....\$414.00

## **Tuition Charges (Massage Therapy Students)**

Tuition (*per credit hour*).....\$271.00

## **Tuition Charges (Nurse Aide Training Students)**

Tuition.....\$950.00

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

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

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

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

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

## **Required Fees (Selected Programs)**

American Heart Association CPR/First Aid Cards.....\$20.00  
*One-time fee upon registration in HEA100*

American Heart Association CPR Cards.....\$27.00  
*One-time fee upon registration in HEA 121*

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 LPN 280A.*

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

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

Clinical Medical Assistant Certification (CCMA) Fee.....\$155.00  
*One-time fee upon registration in MA210.*

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

EKG Technician Certification (CET) Fee.....\$117.00  
*One-time fee upon registration in MA 205*

Massage Table.....\$675.00  
*Massage Therapy students only. Including 8.00% sales tax. Actual cost may vary by package selected.*

Medical Assisting Equipment.....	\$75.00
<i>MA students only. Prices may vary.</i>	
Nurse Aide Training Program Equipment (Blood Pressure Kit).....	\$36.99
<i>Nurse Aide Training Program students only. Prices may vary.</i>	
Nurse Aide Training Program Equipment (Stethoscope) .....	\$77.86
<i>Nurse Aide Training Program students only. Prices may vary.</i>	
Nursing Kit .....	\$210.00
<i>Practical Nursing students only. Prices may vary.</i>	
Phlebotomy Technician Certification (CPT) Fee .....	\$117.00
<i>One-time fee upon registration in MA 200</i>	
Practical Nursing Fee.....	\$75.00
<i>Per credit hour; for all courses with PN prefix.</i>	
Uniforms.....	\$75.00
<i>Practical Nursing - One set of scrubs: Estimated: Actual cost will vary by size and quantity.</i>	
Uniforms (Nurse Aide Training Program) .....	\$33.85
<i>One set of scrubs: Estimated: Actual cost will vary by size and quantity.</i>	

### Miscellaneous Fees

Transcript Fee.....	\$6.00
<i>Per transcript; within five business days.</i>	
Expedited Transcript Fee .....	\$30.00
<i>Issued within two business days; includes one transcript and overnight delivery within US, if requested; additional transcripts are charged at regular rate.</i>	
Proficiency Examination Fee.....	\$50.00
<i>Per exam.</i>	
Proficiency Examination Fee.....	\$75.00
<i>MCAS Exam and MOS Exam; per exam.</i>	
State (New York) Licensure Examination Fees: (Clinical Skills – Written).....	\$115.00
<i>Nurse Aide Training Program</i>	
State (New York) Licensure Examination Fees: (Clinical Skills – Oral).....	\$135.00
<i>Nurse Aide Training Program</i>	
State (New York) Licensure Examination Fees .....	\$143.00
<i>Practical Nursing</i>	
NCLEX Registration Fee for Licensure Examination .....	\$200.00
<i>Practical Nursing</i>	
State (Massachusetts) Licensure Examination Fees.....	\$230.00
<i>Practical Nursing</i>	
Massage Board Review Class .....	\$275.00
<i>Massage Therapy</i>	
State (New York) Examination Fee .....	\$108.00
<i>Massage Therapy</i>	
State (New York) Limited Permit Fee .....	\$35.00
<i>Massage Therapy</i>	
Castle Worldwide Registration Fee.....	\$260.00
<i>Licensure examination for Massage Therapy</i>	
Laptop Purchase (optional).....	\$972.00
<i>Including 8.00% sales tax. Select programs only.</i>	

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

## **Books and Supplies**

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

The college estimates the cost of books to be approximately \$1,000 to \$2,300 for certificate programs and \$1,700 to \$3,300 for associate's degree programs.

# TUITION, FEES, AND EXPENSES – NON-CREDIT BEARING PROGRAM ONLY

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## Non-Credit Bearing Certificate Program Tuition Charges

Tuition (Hospital-Based Coding)..... \$8,450.00

## Miscellaneous Fees

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

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

Proficiency Examination Fee.....\$150.00  
*Per exam.*

## Books and Supplies

Books and supplies are not included in the tuition and fees schedule listed above. Books and supplies are the responsibility of the student and may be purchased through the school or obtained from any vendor of the student's choice. All book/equipment editions and pricing are subject to change at any time without notice. It is recommended that books are ordered as they are needed for class to ensure the correct edition is purchased for class. It is the student's responsibility to make sure the correct book is purchased. A student's cost of books and supplies will vary each module depending upon classes being taken and the books and supplies required for each course. Textbooks and supplies are purchased by the student and become the property of the student. The cost of these items is non-refundable.

The college estimates the cost of books to be approximately \$350 to \$1,000 for the Hospital-Based Coding non-credit bearing certificate program.

# REFUND POLICIES

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## 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:

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

## NON-CREDIT BEARING CERTIFICATE PROGRAM 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 in two (2) payment periods, once upon enrollment and again at approximately the mid-point of the program.

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

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

The Hospital-Based Coding Program has two (2) payment periods. The refund policy will be calculated according to the following guidelines per payment period:

<b>WITHDRAWAL DATE</b>	<b>REFUND PERCENTAGE</b>
Prior to or during the first week	100%
During the second week	80%
During the third week	65%
During the fourth week:	50%
During the fifth week:	30%
After the fifth week:	0%

### For Nurse Aide Training Program only

<b>WITHDRAWAL DATE</b>	<b>REFUND PERCENTAGE</b>
Prior to start of classes or first day of classes	100%
Prior to start of second class	50%
After the second class	0%

*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 manner 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.*

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

### Additional Information about Refund Policies

Please contact the Office of Financial Aid to receive more information about refund policies.

# FINANCIAL AID – FINANCING YOUR EDUCATION

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

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

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

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

## **About Financial Aid**

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

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

## **Other Financial Resources**

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

## **Company Sponsored Tuition Reimbursement**

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

## **FEDERAL FINANCIAL AID PROGRAMS**

### **Eligibility Requirements**

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

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

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

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

Mildred Elley participates in the following federal financial aid programs:

### **Federal Pell Grant**

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

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

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

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

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

### **Federal Direct Stafford Loan**

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

## **Federal Direct PLUS Loan**

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

## **Veterans**

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

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

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

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

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

### **Eligibility Requirements**

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

The student generally must:

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

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

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

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

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

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

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

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

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

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

## Governmental Agencies

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

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

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

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

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

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

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

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

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

## Special Conditions of TAP Program

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

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

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

## **NON-CREDIT BEARING PROGRAM STUDENT FUNDING AND FINANCING OPTIONS**

- Mildred Elley is a proud supporter of the Military Spouse Initiative, a program developed in conjunction with the Departments of Labor & Defense, to provide funding through the Military Spouse Career Advancement Account (MyCAA) Program to military spouses and war-wounded caregivers for medical transcription training. Call the Military OneSource Career/Education Office at (800) 342-9647 for more information.
- The federally-funded, state-administered program called the Workforce Investment Act (WIA) is another option that a student may qualify for. The US Dept. of Labor distributes monies throughout the country and each state determines eligibility and disbursement of funding. Go to the U.S. Department of Labor website for more information:

[www.doleta.gov/usworkforce](http://www.doleta.gov/usworkforce)

- Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR) (formerly VESID) is a state and federally-funded program for individuals with disabilities in New York State and makes all decisions on eligibility. If a student is a New York State resident, call (800) 222-JOBS (5627) for information. There are similar programs available in most, if not all, states.
- Payment plans are also available upon approval. The application fee and a minimum down payment of \$525 are required. The remaining balance is divided into monthly payments with an interest rate based on the loan length. We also work with students individually to provide the best financial options possible. Please contact us for additional information regarding payment plan options through Mildred Elley and the availability of Sallie Mae private student loans.



# SCHOLARSHIPS

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Mildred Elley is proud to offer a scholarship program to its students. A student may apply for this in-house scholarship program by submitting an application and essay. The scholarship committee reviews the applications and notifies applicants of any potential award toward their tuition, fees or books. For information please visit:

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

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

## **SCHOLARSHIP AWARD GUIDELINES:**

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

# STUDENT SERVICES AND ACTIVITIES

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

## **Orientation**

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

## **Online Orientation**

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

The college also offers workshops for students in all Credit-Bearing programs taking online courses. These workshops are offered at various times throughout the first week of each academic term and are designed to give students an introduction to navigating the learning management system, Moodle, and to give them tips on how to be a successful online student.

## **Student Activities**

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

## **Student Identification Cards**

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

## **Program-Specific Student Handbooks**

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

## **ACADEMIC ASSISTANCE**

Students in need of academic assistance, such as but not limited to tutoring or accommodations should contact the Director of Academic Support and Advising or their Department Chair.

## **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. In 2015, the Library had available 2267 physical books, 157 media, such as audio visual materials, cartographic materials, graphic materials, 3 dimensional artifacts realia. 262 electronic books / media and 39 available databases. Through Capital District Library Council membership, the library also offers Interlibrary Loan and the Direct Access Program, allowing students and faculty to borrow materials from other libraries.

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

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

The library is staffed by professional librarians, and is open from 8:30AM to 8:00PM Monday through Thursday; 8:30AM to 7:00PM Friday; and 9:00AM to 3:00PM on Saturday. The library staff is also available by appointment. Please inquire with the Office of Library Services staff about additional library services

## **OFFICE OF INFORMATION TECHNOLOGY SERVICES**

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

Computers in all laboratory classrooms and student services space have broadband internet services capability, as well as run a range of specialized software applications. Students are able to access the Mildred Elley web page, the student home page, and the library home page, as well as do internet research, and send and receive e-mail. Students are also able to use computers in certain labs during open lab hours. Students should consult the open lab schedule posted outside of the library doors. The Mildred Elley web page is located at: [www.mildred-elley.edu](http://www.mildred-elley.edu)

## **OFFICE OF CAREER SERVICES**

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

Students are well prepared for their job search through the variety of courses completed as well as the Career Counseling Seminar. In the seminar, students learn job search techniques, resume writing, interviewing skills and specific career-related strategies. The college strongly encourages current students approaching the end of their course

work to visit the Office of Career Services for individual career counseling, to obtain further assistance in writing resumes and cover letters, and for information about continuing their education.

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

Mildred Elley 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. Mildred Elley offers lifetime placement assistance as well as career counseling to all graduates. While placement services will be provided through regular contact with employers and graduates, assistance with job search techniques, résumé and cover letter writing, interview skills and specific career related strategies, Mildred Elley does not guarantee employment to any student or graduate.

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>

### **Third Party Placement Verification**

Mildred Elley uses a third-party servicer to verify graduate employment placement

### **CAMPUS AND BUILDING HOURS**

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

**When classes are in session**, the college is open from 7:30AM to 10:00PM Monday through Friday; and 7:30AM to 8:00PM on Saturday and Sunday.

# NON-ACADEMIC POLICIES AND PROCEDURES

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## CAMPUS SECURITY

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

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

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

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

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

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

## INCIDENT REPORTING POLICY

The National Safety Council defines an accident as "an unplanned, undesired event, not necessarily resulting in injury, but damaging to property and/or interrupting the activity in process." The council defines an incident as "an undesired event that may cause personal harm or other damage." All incidents should be investigated, regardless of severity, and including incidents in which no damage or harm resulted ("near misses").

If a student is involved in an incident, as identified above, during a classroom, laboratory, clinical or internship experience, a student must immediately notify the supervising instructor, clinical supervisor, or internship supervisor, and then seek immediate medical evaluation of the related incident. The supervising instructor, clinical supervisor, or internship supervisor must notify the campus dean or campus president of the incident as soon as practical after the incident. A *Student/Visitor Incident Report Form* must be completed in consultation with the student, the supervising instructor, clinical supervisor, or internship supervisor and the campus dean or campus president are expected to sign the *Student/Visitor Incident Report Form*. The completed and signed *Student/Visitor Incident Report Form* must be submitted to the Human Resources Office within 24 hours of the incident.

## CONSENT TO USE OF CANINES FOR DETECTION OF PROHIBITED ITEMS

The student understands that by enrolling in any program offered at Mildred Elley Albany, the student consents to and waives objection to the unannounced and periodic use of canines trained to detect the presence of one or more

Prohibited Item(s) (defined below) on the Campus premises (defined below). The student further understands and agrees that in the event that a canine detects the presence of any Prohibited Item, then such detection will result in the student's immediate eviction from the Campus premises, and the issuance of an incident report to the Campus President to be held in the student's academic file. Furthermore, the student understands that Mildred Elley Albany may, in its sole discretion, impose additional and more severe sanctions, including the student's involuntary withdrawal from Mildred Elley Albany.

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

## **SOCIAL MEDIA POLICY**

Social media are media designed to be disseminated through social interaction on the Internet, created using highly accessible and scalable publishing techniques, and published in blogs, social networking sites, online chat rooms and forums, video sites, and other platforms and venues. Mildred Elley values the use of social media, such as Facebook, LinkedIn, Twitter, YouTube, texting, blogs, and online discussion groups (among many other forms), to promote positive social interaction. However, Mildred Elley also recognizes the potential danger for misuse, inappropriate behavior, and abuse. Therefore, students presently enrolled at Mildred Elley must know that they are liable and responsible for anything they post to social media sites.

Students are prohibited from posting confidential or proprietary information about the school, its students, faculty or staff members on a social media site. Students are prohibited from sharing, disseminating or transmitting electronic information that reveals any private or confidential information they may have learned about others (including patients) during their tenure at the school or externship sites. Applicable federal and state requirements, such as FERPA and HIPAA, are to be followed at all time. When participating in any form of social media, students are encouraged not to misrepresent themselves, and to make postings that are both meaningful and respectful without any kind of slanderous or offensive language that may be aimed at any member or group of the college community. The use of any social media sites to harass, intimidate or bully a fellow student, faculty, member of the college and/or affiliate is strictly prohibited and will not be tolerated. When posting on social media sites, students must be mindful of all copyright and intellectual property rights, especially those reserved by the school. The use of the school logo, image, or iconography on personal social media sites to endorse a particular political party or candidate or to promote a product, cause, or event is strictly prohibited. Students are encouraged to present themselves in a professional manner when using social media. Students are expected to obey the Terms of Service of any social media site. Students who violate this policy may face disciplinary actions, up to and including dismissal from school.

## **POLICY ON THE VIDEO AND AUDIO RECORDING OF CLASSROOM LECTURES**

Students are not permitted to record classroom lectures using personally owned recording devices (e.g. iPod, video/camera phone, digital recorder, etc.) unless permission is obtained from the instructor and there are no objections from any of the students present in the class. Permission to record a classroom lecture that an instructor grants to a student is limited to the student's own personal use and is for educational purposes only.

If a student receives permission from a faculty member to record a lecture and there are no student objections, downloading such a recording to a computer or other electronic device, distributing the recording or derivative work of the recording to any other person, or using the recording for any purpose other than the student's own personal education is prohibited unless written permission is obtained from the faculty member and the students participating in the recording. Unauthorized downloading, file sharing or distribution of all or any portion of a recorded classroom lecture will be deemed a violation of the Student Code of Conduct and may be subject to disciplinary action as outlined in the college catalog.

Students may record a classroom lecture as part of an accommodation under the Americans with Disabilities Act. Permission should be coordinated among Office of Academic Support and Advising, the faculty member and student.

## **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.

## **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.

## **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." (2016-2017 *FSA Handbook*)

## 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 PROCEDURE

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 provisions 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 procedure 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 grievance procedures have been developed for student use should a problem arise:

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

The Student Appeal Review Committee is comprised of three members selected by the Campus President and which may include the Campus President, a Department Chair, from a department other than the student(s) home department, the Director of Academic Support and Advising, a Dean other than the dean involved in Step 2 and any other member as appointed by the Campus President.

Any student with a grievance that he/she cannot resolve through the college, may contact the New York State Education Department, Professional Education Program Review, Education Building, 89 Washington Avenue, 2<sup>nd</sup> Floor, West Wing, Albany, NY 12234; [www.nysed.gov](http://www.nysed.gov); or the Accrediting Bureau of Health Education Schools, 7777 Leesburg Pike, Suite 314, N. Falls Church, VA 22043 or the website [www.abhes.org](http://www.abhes.org)



## CODE OF CONDUCT - DISCIPLINARY POLICY AND ACTION PROCESS

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

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

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

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

### Grounds for Disciplinary Action

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

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

### Disciplinary Actions

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

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

2. **Disciplinary Suspension:** The institution will require the student to separate from the institution for a prescribed period of time (such as one academic term or longer);
3. **Dismissal from the Institution:** The student will be permanently separated from the institution and be ineligible for readmission to the institution. The student is required to leave the institution per directions provided by the institution, and may not re-enter the institution's campus (including parking lot and auxiliary buildings) without a prior written permission from the Dean of Academic Affairs.
4. **Reduced or Failing Grades for Assignments, Assessments, or Courses:** This action will be taken in cases of academic dishonesty in affected coursework.
5. **Alternative Action:** The institution may require the student to take alternative actions, such as formal apologies, completion of training or service to the institutional community, counseling, training, assessment, or other actions it determines fit.

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

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

## Disciplinary Process

- A. **Initiation of Charges:** Disciplinary charges will be initiated by submitting a written referral to the Dean of Academic Affairs. The referral must state sufficient facts, including specific names(s), date(s), locations, and descriptions of the alleged act(s) of misconduct to enable the Dean to decide whether further fact-finding is necessary. The referral cannot be anonymous.
- B. **Interim Action:** At any time following the submission of a written referral, the Dean of Academic Affairs may temporarily suspend the student prior to resolution of the disciplinary proceeding if the Dean believes that the information that supports the allegations of misconduct is reliable, and determines that the continued presence of the student on the institution's campus poses a threat to any individual, property, or institutional function.
- C. **Review and Decision by the Dean:** The Dean of Academic Affairs will, considering all evidence gathered, make a decision of the disciplinary actions needed within fifteen (15) business days of the receipt of the initial written referral. A letter detailing the decision will be placed in the student file within the next five (5) business days following the date of the decision and a copy will be forwarded to the student by mail. The Dean will additionally notify the student in writing if any suspensions or interim suspensions have been lifted.
- D. **Appeal Process:** Students who wish to appeal any decision of the Dean of Academic Affairs must do so to the Campus President in writing and signed within ten (10) business days from the day the decision was mailed to the student. The student must state why an appeal should be considered and include any additional evidence that may not have been taken into consideration. The Campus President will consider the situation, evidence, and documentation in order to make the final decision regarding the student status within ten (10) business days of the receipt of the appeal. Decisions made by the Campus President will be communicated to the student in writing by mail within five (5) business days following the date of the decision. The decision made by the Campus President is considered to be final.

## CAMPUS CLOSINGS

When it becomes necessary to close the campus, the college transmits announcements on local radio and television stations by 6:00AM. Evening school closings are announced by 3:00PM. The links to the website that track college closings are also posted on the Mildred Elley web page. Students may elect to receive text message notification of school closings by updating their cell phone and carrier information through the Student Information System or Registrar's Office. Students who attend internships, clinical rotations, and other off-campus events should contact their individual site instructor, or Department Chair for determination of the need to report in the case of inclement weather. While the institution schedules its courses in such a way as to provide for weather-related contingencies, students may be required to make up missed classes on a day designated by the administration of the institution.

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

All Mildred Elley students have the right to inspect and review their educational records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Privacy Act of

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

## **IMMUNIZATIONS**

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

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

Students enrolled in programs of study within the Non-Credit Bearing Program 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 assertive action against such violations including, but not limited to: the immediate ejection of violators from the campus; the imposition of disciplinary sanctions up to and including permanent expulsion of students from the college; the termination of faculty/staff member's employment; and, the recession of permission for an organization to operate on campus.

## **STUDENTS WITH DISABILITIES**

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

## LEAVE OF ABSENCE POLICY

The college recognizes that students may encounter emergencies or health-related incidents during their enrollment at the college. These problems may require an interruption in a student's program of study. Students considering a leave must receive the approval of the Dean of Academic Affairs and a clearance from the Department Chair, the Office of Financial Aid, and the Office of the Registrar. Leaves of absence will be recorded by the Registrar at the conclusion of each term.

For a medical leave the student must provide documentation from a licensed physician or other such qualified agent that indicates the start date and the duration of the leave. Students who must take leave due to extenuating family circumstances must submit a letter of request with a date of intention to return. Any student requesting a Leave of Absence for a module(s) must submit a written request with documentation 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. If an emergency LOA is granted for certain courses a student cannot subsequently receive W grades in those courses. A student can only receive an earned grade based on the institution's incomplete grade policy.

## NON-CREDIT BEARING PROGRAM LEAVE OF ABSENCE POLICY

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

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

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

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

## MILITARY LEAVE POLICY

In the event of a national emergency, students may have responsibilities that supersede their academic obligations to the college. Written proof of such assignment or duty must be submitted to the Office of the Registrar. The student will receive an administrative withdrawal-emergency active duty notation on his/her transcript. Each course will be given a W designation. The student will receive credit for tuition and fees for the term when he/she withdraws because of emergency active duty in the military. The student will be liable for all books credited against his/her financial aid awards.

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

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

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

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

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

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

## **VOTER REGISTRATION DISSEMINATION PRACTICE**

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

## **COPYRIGHT INFRINGEMENT PREVENTION**

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

## **STUDENT DIVERSITY**

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

## **FIRE SAFETY PROCEDURE**

The following procedure will be followed for a building evacuation:

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

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

Mildred Elley conducts quarterly fire drills. In addition, a routine inspection of fire extinguishers and other fire detection items is performed quarterly. All fire drills and fire incidents are recorded in the Institutional Fire Log maintained by each school manager. There have been no fires reported at any campus in 2017-2018 academic year.

# ACADEMIC INFORMATION

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

## ACADEMIC PROGRAM DEFINITIONS

**Liberal Arts Requirements:** Each associate degree program shall include a minimum of twelve liberal arts courses as determined by the academic department.

**General Studies Requirements:** Each associate degree program shall include a three-credit Freshman Seminar course as well as a one-credit Career Counseling course.

**Major:** A major represents a degree-seeking student's primary field of study. A major is a structured plan of study requiring a minimum number of credit hours as determined by the academic department. The major appears on the official transcript.

**Concentration:** Focus within or complementary to an approved major field of study. The number of semester hours for a concentration varies but is included within the semester hours for the major. The concentration does not appear on the diploma; it appears only on the transcript.

## 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.

## STUDENT TESTING AND ASSESSMENT

The Office of Academic Support and Advising is responsible for student testing and assessment. The following Tests are available to take at Mildred Elley, Albany Campus  
CNA Accuplacer Exam

Pre-Nursing Accuplacer Exam  
Accuplacer Predictor Test  
Algebra and Biology Proficiency Exams  
TEAS Exam  
Accuplacer ATB Exam  
NHA National Certification Exams – CPT, CET, and CCMA  
ATI Diagnostic Exams  
National Certified Nurse Aide Exam

Exam proctors receive the appropriate training and certification for exams or exam platforms in use. The campus Dean of Academic Affairs, along with the Dean or Director who supervises the Office of Academic Support and Advising conduct semi-annual proctor and test administration training in June and December every year.

## 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.

## COURSE REGISTRATION PROCEDURES

All students should be registered for courses in a manner that is consistent with the suggested course sequence and required course prerequisites outlined in this Academic Catalog. Documented exceptions must be approved in writing by the Dean of Academic Affairs.

A student may repeat a course to obtain a passing grade or to obtain the published required grade for specific programs as outlined in this academic catalog.

If a student has received a passing grade, or the published required grade in a course, the student may repeat the course to obtain a higher grade but must submit a written request to repeat the course to the Dean of Academic Affairs.

If a student is withdrawing from a term or requesting a leave of absence, the appropriate non-punitive grade will be entered for courses scheduled in a manner that is consistent with the suggested sequence and required course prerequisites as outlined in this academic catalog

If a student is anticipating receiving transfer credit but has not yet produced an official transcript, the student will be registered for courses in a manner that is consistent with the suggested course sequence and required course prerequisites as outlined in this academic catalog

If a student produces an official transcript to receive credit for a course they are currently enrolled in, after the published add/drop period, or after a course has concluded, no transfer credit will be recorded for that course.

Students generally take two to three courses per module with a full-time student taking a minimum of 12 credit hours per semester to maintain full-time status. Any student who wished to exceed an academic load of 14 credits per semester must be in good academic standing with a cumulative grade point average of at least a 2.0 and receive approval from, 1) the Department Chair, 2) the Dean of Academic Affairs and 3) the Financial Aid Office.

## ADD/DROP PERIOD

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

**Note: The Add/Drop period is not applicable to Non-Credit Bearing Program students.**



## **ADVISEMENT**

Students are assigned an Academic Advisor at the beginning of their first module of classes. This Academic Advisor meets regularly with the student to help answer questions regarding the student's program of study, scheduling, and academic progress.

## **ATTENDANCE**

Mildred Elley does not have an institutional policy requiring the taking of attendance except for the purpose at the beginning of a module to determine and confirm that a student has registered and successfully begun that term's coursework.

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

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

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

The college expects each student to accept total responsibility for meeting all of the academic requirements for each course in which she/he is enrolled. The faculty determines the requirements and regulations for each division based upon the academic requirements for each curriculum and/or course. Excessive absenteeism may result in grade reduction and/or other penalties, as deemed appropriate.

## **NON-CREDIT BEARING PROGRAM ATTENDANCE**

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

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

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

Classes will not be cancelled due to inclement weather.

## **ACADEMIC CALENDAR**

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

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

## **NON-CREDIT BEARING PROGRAM ACADEMIC CALENDAR**

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

## **COURSE SCHEDULE CHANGES**

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

## **ANTICIPATED GRADUATION DATE**

A student's expected graduation date may change as a result of a course failure, repeating a course, taking courses in a sequence not recommended by an advisor, Department Chair, or Dean, taking a Leave of Absence, changing divisions, or if a course is cancelled or not offered for any reason.

## **CANCELLATION OF UNDER-ENROLLED COURSE SECTIONS**

The institution reserves the right to cancel any course section that it deems to have insufficient enrollment. The right to cancel course sections includes classroom, laboratory, and/or clinical sections.

While the institution strives to offer courses in the prescribed sequence for all enrolled students, there are occasions due to circumstances beyond the control of the institution, where course enrollment decreases to levels that are not academically or fiscally appropriate.

In the event that course section is cancelled due to under-enrollment, the student will be offered other available course enrollment options for the current term. If the student's enrollment preference is unavailable during the current term, the student may need to enroll for the course and enrollment preferences in a future term.

## **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 through the Registrar's office. Transcripts can be requested online at [mildred-elley.edu/transcripts](http://mildred-elley.edu/transcripts). Click on the campus attended and complete the required contact information and dates enrolled. There is an \$8.25 fee for an official transcript that must be paid by credit or debit card. The card is not charged until the College sends your transcript. The transcript will be delivered in 2 to 5 business days. They can be delivered by electronic upload, mail or held for pick-up. Order updates will be sent via email or text message or can be tracked online. You can also submit a signed, written request to the Office of the Registrar. Transcripts cannot be issued unless all financial obligations to the college have been fulfilled and any delinquent loans have been cleared. A balance due to the school could result in denial of the transcript request. Please note that the transcript fee and process are subject to change at any time.

## 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 HSE 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 50 percent of the total credits or hours required for their program must be earned at Mildred Elley. Students who complete program requirements but who fail to achieve a final cumulative grade point average of 2.0 are considered “completers,” and receive a letter of completion, but not the credential sought. Students must fulfill all financial obligations including tuition and any other fees, or make arrangements for repayment of such financial obligations satisfactory to the institution, before their transcripts are released.

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

## NON-CREDIT BEARING PROGRAM GRADUATION REQUIREMENTS

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

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

## GRADUATION HONORS

At commencement exercises, the college recognizes and honors credential recipients according to their academic program cumulative GPA as follows: 3.400-3.599, *cum laude*; 3.600-3.799, *magna cum laude*; 3.800-4.000, *summa cum laude*.

## NHA EXAMS

The Medical Assisting department at Mildred Elley offers the opportunity for students who successfully meet the requirements to take national certifying exams through the National Healthcare Association (NHA). There are four exams our students may be eligible to take based on program and courses taken. These exams are:

- CPT – certified phlebotomy technician
- CET – certified EKG technician
- CCMA – certified clinical medical assistant
- CMAA – certified medical administrative assistant

Each of these exams demonstrate mastery of skills and information in the areas tested. Certification is highly desirable and is required by many employers in the Medical Assisting field. Each of these certification exams help make you more marketable as you start your new career.

## **WHAT IS A FULL-TIME / PART-TIME STUDENT?**

### **Full-Time Student**

A student who takes 12 or more credits during a semester (2 eight-week terms).

### **Part-Time Student**

A student who takes less than 12 credits during a semester (2 eight-week terms).

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

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

### **Language of Program Delivery -**

All programs are delivered in English.

## **CREDIT HOUR RATIOS**

Credit hours are granted for various types of instruction as follows:

1. Classroom lecture/discussion credit: one credit hour constitutes one contact hour (1:1)
2. Laboratory credit: one credit hour constitutes two contact hours (1:2)
3. Clinical credit: one credit hour constitutes three contact hours (1:3)

## **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://elearn.mildred-elley.edu>

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

### **Online courses at Mildred Elley require consistent access to a computer (not a smartphone or tablet) that has the following:**

- High speed internet access (cable, DSL, etc.)
- Recent browser such as Google Chrome 30.0, Mozilla Firefox 25.0, Apple Safari 6, or Internet Explorer 9
- At least 2 GB memory
- At least 10GB free disk space
- Sound card with speakers
- Updated and active anti-virus software
- Microsoft Office (Word, PowerPoint, Excel). This can be obtained for free through your student email account on [portal.office365.com](http://portal.office365.com)

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.

**Inter-campus 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 and earning at least six credits in any module will be placed on the Dean's List for that module. A student receiving a GPA of 3.800 or higher and earning at least six credits in any module will be placed on the President's List for that module. A student who takes less than six credits for a term as outlined in the suggested course sequence, may also be eligible to be placed on the Dean's List or the President's List as appropriate.

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

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

## Non-Credit Bearing Course Identification System

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

BIO	Anatomy & Physiology	MT	Medical Terminology
HBC	Hospital-Based Coding		

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

## GRADING SYSTEM

The following is the grading scale used at the college:

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

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) Licensure Courses must have a minimum grade of "C+."

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

Internship courses are graded as Pass/Fail.

## **NON-CREDIT BEARING PROGRAM GRADING SYSTEM**

A student must attain a grade of 84% or better on all tests, quizzes, and assignments. If the work falls below an 84%, the student is required to contact their instructor.

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

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

## **FINAL GRADE DEADLINE**

Final grades are due within twenty-four (24) hours of the last class meeting. All final grades must be posted in SONISWEB. Once posted, final grades will be reviewed and made official by the Registrar. Only the Registrar can make final grades official. There are no exceptions to the final grade submission deadline.

## **APPEAL OF A FINAL GRADE**

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

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

## **CLINICAL OR INTERNSHIP COMPONENT**

Certain courses and certain programs of study may require a clinical experience or internship component to be successfully completed at off-campus locations. Students in programs with these requirements may need to fulfill hours outside of their enrolled cohort, and must arrange their own transportation to and from the sites. Mildred Elley will make every effort to obtain internship opportunities that are accessible by mass transit and/or in the student's desired area of concentration, but choice of site cannot be guaranteed. 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. The Internship component is graded as Pass/Fail.

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

## **NON-CREDIT BEARING PROGRAM INTERNSHIP COMPONENT**

Hospital-Based Coding requires an internship component to be successfully completed at an on-site location. Students enrolled in the Hospital-Based Coding program may need to fulfill internship hours outside of their enrolled cohort, and must arrange their own transportation to and from the internship site. Mildred Elley will make every effort to obtain



internship opportunities that are accessible by mass transit, and in the student's desired area of concentration, but choice of site cannot be guaranteed. Students will be contacted by their respective Department Chair regarding the internship process. Students are urged to make the necessary accommodations to be available weekdays, 9am-6pm, to fulfill their internship requirements.

## INCOMPLETE GRADE

An Incomplete grade ("I") is given to a student experiencing extenuating circumstances that make one unable to complete the course's work by the end of the module. The following statements apply to any consideration for the assignment of an incomplete grade.

- The student's work to date must be at a passing level;
- Attendance has been satisfactory through at least 60% of the term;
- A documented illness or other documented extenuating circumstance legitimately prevents completion of required work by the due date;
- Required work may reasonably be completed in an agreed-upon time frame;
- The incomplete is not given as a substitute for a failing grade;
- The incomplete is not based solely on a student's failure to complete work or as a means of raising his or her grade by doing additional work after the grade report time;
- The student initiates the request for an incomplete grade before the end of the academic term;
- The instructor and student complete the Contract for Incomplete Form before the end of the academic term;
- An incomplete grade **cannot** be granted for any supervised clinical experience.

The Student must complete a Contract for an Incomplete Form at the time an incomplete grade is assigned. The Contract for Incomplete Form must be signed by the student, the instructor and also signed and approved by the Department Chair. The college gives a student thirty **calendar** 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. If a course must be repeated, you will be charged the appropriate tuition rate for the credits/hours of that course.

## WITHDRAWAL FROM A COURSE

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

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

## WITHDRAWAL FROM THE COLLEGE

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

## **NON-CREDIT BEARING PROGRAM WITHDRAWAL**

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

## **PROGRAM CHANGES**

In order to change a program at Mildred Elley, a student must meet with his/her Academic Advisor or Department Chair to complete a Program Change form. Students must also meet with a Financial Aid Advisor to assess eligibility based on the new program. Program changes are only processed at the completion of a term or during the add/drop period. Once the student has met with the appropriate staff members, the student's schedule will be modified to reflect the new program.

Any change of program may delay a student's graduation date. Only those courses that transfer into the new program are included in the calculation of the qualitative and quantitative standards of satisfactory academic progress. Prior to September 2009, courses taken under the previous program of study were designated with the symbol “#” preceding the grade value.

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

For Non-Credit Bearing Programs, student must contact the Dean of Academic Affairs to discuss possible program change options.

## **PROFICIENCY EXAMINATION POLICY**

Mildred Elley has a Proficiency Examination Policy to accommodate students who may already be accomplished in a specific subject area. Proficiency examinations allow students to “test out” of course(s) required in their program. The only courses for which proficiency examinations are available are DLP (Computer Applications) 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 50 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.

## **College Level Examination Programs (CLEP)**

Mildred Elley grants credit for the College Level Examination Programs (CLEP), when these examinations cover material comparable to that given in courses at the College. If credit has been granted through examination prior to application to Mildred Elley, an official transcript must be sent to the Registrar.

## **NON-CREDIT BEARING PROGRAM PROFICIENCY EXAMINATION POLICY**

Mildred Elley has a Proficiency Examination Policy to accommodate students who may already be accomplished in a specific subject area. Proficiency examinations allow students to “test out” of course(s) required in their program. The only courses for which proficiency examinations are available are MT (Medical Terminology), MTR 080 (Medical Transcription Basic Anatomy), and BIO 110 (Anatomy & Physiology). A student must achieve a passing score of no less than 84% in order to be exempt from taking that course.

The student must successfully complete Medical Terminology before either Anatomy proficiency examination is taken. If the student does not successfully complete Medical Terminology, the student will not be allowed to take either

Anatomy proficiency examination. If a student falls below 84% on any proficiency examination, Mildred Elley will credit the full test-out fee to the cost of the course tuition.

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

## **MESSAGE THERAPY PROGRAM-SPECIFIC ACADEMIC POLICIES**

### **Passing Grades**

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

### **Statement of Behaviors**

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

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

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

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

The PN program consists of two components:

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

### **Passing Grades**

For students matriculated in the Practical Nursing program, all courses required in the preparatory component of the program (courses with BIO, HEA, DLP, MA and ENG prefixes and GS 102) 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" and PSY 105 and GS 251A must be completed with a minimum grade of "C" or above. Students who receive grades below the requirements in any two (2) courses will be automatically withdrawn from the PN program.

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

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

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

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

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

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

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

The college requires students admitted into the professional component to:

- Be available for and attend all scheduled lectures, labs, and clinical experiences. Clinical rotations are scheduled at a variety of locations in the Greater Capital Region area, students are responsible for their own transportation to these sites.
- Clinical experiences are normally scheduled in eight-hour shifts, twice per week. The college will make an effort to accommodate student needs by scheduling students for clinical experiences in the 7AM-3PM shift; or in the 3PM-11PM shift and weekend students for clinical experiences in the 7AM-3PM or 3PM-11PM shifts. However, scheduling of clinical experiences is driven by health care agency needs, availability of instructors, and the need to maintain high educational quality of the program, and as such, cannot be guaranteed for certain days or times. Attendance at the clinical experience may be required on a schedule 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.
- Students who enter into the weekend division, enter into an eighteen (18) month program that each student must complete in twenty-four (24) months or less. The period of six months is given to accommodate any unforeseen personal circumstances that may befall any student wherein the student may require a leave of absence of up to six (6) months.
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### Standard Course Progression – Practical Nursing

<p><b>MODULE 1</b> HEA112 (3cr) GS102 (3cr)</p> <p><i>*Students must pass HEA112 in order to take BIO110.</i></p>	<p><b>MODULE 3</b> BIO210 (4cr) PSY105 (3cr)</p> <p><i>*Student must pass all coursework to this point in order to enter the PN proper courses.</i></p>	<p><b>MODULE 5</b> LPN210 (5cr) LPN 120 (1cr)</p>	<p><b>MODULE 7</b> LPN240 (6cr)</p>
<p><b>MODULE 2</b> BIO110 (4cr) ENG102 (3cr)</p>	<p><b>MODULE 4</b> LPN122 (1cr) LPN130 (4cr) BIO211 (3cr)</p> <p><i>*Students must pass all courses above in order to enter clinical rotations.</i></p>	<p><b>MODULE 6</b> LPN230 (6cr) GS251A (1cr)</p>	<p><b>MODULE 8</b> LPN220 (5cr) LPN280A (1cr)</p>

## NURSE AIDE TRAINING PROGRAM-SPECIFIC ACADEMIC POLICIES

*The Nurse Aide Training Program (CNA) is a clock hour program. The following requirements apply to this program:*

- The Nurse Aide Training Program requires a clinical experience to be successfully completed at an off-campus location. The clinical experience will require students to fulfill hours outside of the campus, but within the day(s) and hours of the regularly scheduled classes. (e.g., a Friday student will be required to complete their hours from 9am – 6 pm on a Friday.) Students must arrange their own transportation to and from the site. Mildred Elley will make every effort to obtain clinical opportunities that are accessible by mass transit, but choice of site is not guaranteed.
- All Nurse Aide Training Program students may be required to undergo a national-level criminal background check and drug testing in order to participate in their clinical experience. Clinical sites frequently require a criminal background check and/or drug screening before the student is placed at the site. Based upon the results of the criminal background check and/or drug screening, the clinical site could deny a student admission to the site. If the student has already begun the clinical portion of the program when the results are received, the site may elect to dismiss the student, regardless of the performance of the student up to that point. Each clinical site that requires a criminal background check and/or drug screening sets its own standards and procedures. If the student is requested to undergo a drug test and/or background check for the clinical site, payment for both the drug screening and background check may be the responsibility of the student. In addition, each site reserves the right to perform spontaneous drug testing at any time during the student's clinical experience. If a clinical site determines that the student may not take part in the clinical experience based on the results of the criminal background check or drug testing, the student will be unable to complete the course requirements and therefore will be unable to continue in the Nurse Aide Training program. It is important for the student to consider this before enrolling in the program. Mildred Elley has no obligation to refund tuition or fees or to otherwise accommodate the student in the event that the student is ineligible to complete the course requirements based on the results of a criminal background check and/or drug testing.
- No absences or missed hours are allowed during the Nurse Aid Training Program. **All** hours (120 clock hours) for the program must be completed in order to complete the course.
- In the case of illness and/ or emergency, one (1) lecture/lab day may be made up with a Mildred Elley Nursing Faculty member. Documentation of the absence is required in order to schedule the makeup day (i.e. M.D./N.P. documentation of the emergency). If two (2) scheduled days are missed, the student will be required to withdraw from the NAPT program, and return as part of the next cohort to complete the hours.
- Scheduled Clinical days may not be made-up during the scheduled term of the course. If a clinical day is not completed, the student will be required to withdraw from the NATP program and return as part of the next cohort to complete the hours. Clinical days must be attended in their entirety. Lateness of fifteen (15) minutes or more will result in the student being sent home, withdrawn from the current class, and allowed to return with the next cohort to complete the hours. NOTE: Makeup class and/or clinical will **only** be allowed on the day/time that the scheduled cohort is to the point of the missed class and/or clinical.

# REGISTERED DEGREE PROGRAMS

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

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

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

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

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

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

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

To prepare graduates for employment, all degree and certificate students are offered an opportunity to participate in an employer-based internship or clinical experience program. This experience provides students with actual work assignments that are related to their field of study. An internship is a program requirement in several programs offered by the institution. In such cases, students will be required to take a restricted elective in lieu of the internship. 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.

**ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS (ABHES)  
2017-2018 OUTCOMES REPORT\*  
FOR THE PERIOD BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018**

**Albany, NY Main Campus (I-391)**

Mildred Elley is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES) to award diplomas, certificates, and the Associate in Applied Science (A.A.S.) and the Associate in Occupational Studies (A.O.S.) degree. The Accrediting Bureau of Health Education 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.

Program Name	Credential Awarded	CIP Code	Retention Rate	Placement Rate	Examination Pass Rate
Advanced Paralegal Studies	Associate in Applied Science	22.0302	74%	75%	--
Business Management	Associate in Occupational Studies	52.0201	60%	57%	--
Information Technology	Associate in Occupational Studies	11.0103	72%	44%	--
Massage Therapy	Associate in Occupational Studies	51.3501	31%	100%	100%
Medical Assistant	Associate in Occupational Studies	51.0801	57%	81%	--
Office, Project and Event Mgmt	Associate in Occupational Studies	52.0407	61%	60%	--
Clinical Medical Assistant	Certificate	51.0801	59%	70%	--
Hospital-Based Coding	Certificate	51.0713	71%	17%	--
Massage Therapy	Certificate	51.3501	61%	100%	100%
Nurse Aide Training Program	Certificate	51.3902	90%	70%	100%
Practical Nursing	Certificate	51.3901	71%	70%	90%

\* The 2017-2018 Outcomes Report is for the period beginning July 1, 2017 and ending June 30, 2018 was submitted to the Accrediting Bureau of Health Education Schools (ABHES) in November 2018 as required for the institution's Annual Report.

The following formula is used to calculate a program's retention rate:

$$(EE + G) / (BE + NS + RE) = R \%$$

EE = Ending Enrollment, G = Graduates, BE = Beginning Enrollment, NS = New Starts, RE = Re-entries, R% = Retention Percentage

The following formula is used to calculate a program's placement rate:

$$(F + R) / (G - U) = P \%$$

F = Graduates placed in their field of training, R = Graduates placed in a related field of training, G = Total graduates, U = Graduates unavailable for placement, P = Placement percentage

The credentialing rates are based upon the following formula:

$$GP / (GT - GRP) = \text{Examination Pass Rate}$$

GP = Total graduates passing examination (any attempt), GT = Total graduates taking examination, GRP = Total graduates with results pending, Examination Pass Rate = Percentage of students passing examination



## **PROGRAM GOALS**

### **Business Management**

The aim of the Business Management Programs at Mildred Elley is to provide students with an education that places emphasis on contemporary business knowledge that will enable them to explore potential career paths in the business industry. Through an internship component, the program will expose and prepare the students to various employment opportunities and career advancement.

At the conclusion of the Business Management Programs, students will:

1. Have competencies to prepare and interpret financial statements and provide fiscal analysis for both internal and external usage, including computerized accounting, according to the standards of Generally Accepted Accounting Principles.
2. Demonstrate the ability to work in an organizational setting with computer software most commonly used for the preparation of both narrative and mathematical data used as the basis for decisions.
3. Be able to adapt to a workplace setting which requires a basic understanding of procedures and activities most common to an office environment.
4. Exhibit the interpersonal and time management skills necessary to provide high levels of service and support both to customers and co-workers in a business setting.
5. Understand the basics of the elements impacting upon a business environment including monetary and fiscal policy, planning and assessment, macroeconomic measurement tools, managerial functions, motivation, organization strategies, human resource management, production and marketing.

### **Information Technology**

The aim of the Information Technology Programs at Mildred Elley is to provide students with an education that places emphasis on contemporary information technology and infrastructure that will enable them to explore potential career paths in the technology industry. Through an internship component, the program will expose and prepare the students to various employment opportunities and career advancement.

At the conclusion of the Information Technology Program, students will:

1. Demonstrate a firm understanding and working knowledge of basic network troubleshooting techniques.
2. Be prepared to obtain employment in an entry-level position as a network technician and help-desk support tech.
3. Install, configure, upgrade and maintain personal computer hardware and operating systems.
4. Install, configure, and troubleshoot basic networking hardware and protocols.
5. Provide support for users of operating systems, applications, web and internet protocols, and computer information systems.
6. Demonstrate professional and effective communication skills appropriate for various business environments.

### **Advanced Paralegal Studies**

The aim of the Advanced Paralegal Studies Program at Mildred Elley is to provide students with an education that places emphasis on contemporary legal knowledge that will enable them to explore potential career paths in the law industry. Through an internship component, the program will expose and prepare the students to various employment opportunities and career advancement.

At the conclusion of the Advanced Paralegal Studies Program, students will:

1. Describe the legal system in the United States.
2. Describe the changing functions of the paralegal as the delivery of legal services evolves.
3. Demonstrate mastery of standard technology tools used in legal environments.
4. Evaluate ethical decision-making practices in a legal environment.
5. Demonstrate verbal and written communication skills appropriate for a legal office.

## Massage Therapy

The aim of the Massage Therapy Program at Mildred Elley is to provide students with an education that places emphasis on contemporary massage therapy that will enable them to explore potential career paths in the health-related industry.

The Massage Therapy Program will:

1. Provide a curriculum that meets and maintains the standards of practice in the State of New York.
2. Facilitate student learning by applying different learning environments which will promote critical thinking skills.
3. Prepare students to take the New York State License examination for Massage Therapy following the completion of the program.
4. Encourage and foster lifelong learning in health care by providing information for Continuing Education in Massage Therapy.
5. Provide career counseling for personal and professional growth in order for our students to accomplish their career goals.

## Medical Assisting

The aim of the Medical Assisting Programs at Mildred Elley is to provide students with an education that places emphasis on contemporary medical knowledge that will enable them to explore potential career paths in the health care industry. Through an internship component, the program will expose and prepare the students to various employment opportunities and career advancement.

At the conclusion of the Medical Assisting Programs students will:

1. Demonstrate accurate performance of clinical skills such as obtaining vital signs, rooming the patients, performing phlebotomy, performing laboratory tests and procedures, sterilizing instruments.
2. Identify and calculate appropriate medication dosages.
3. Apply ethical thinking and behavior to professional situations and current events.
4. Engage in appropriate discussion of treatment with other health care professionals.
5. Maintain confidentiality and privacy of patients and patient information as required by HIPAA and other regulations.
6. Recognize and accept the wide diversity of opinion that exists among people.
7. Apply standard practice of care and critical thinking to clinical situations.

## Practical Nursing

The aim of the Practical Nursing Program at Mildred Elley is to provide students with an education that places emphasis on contemporary nursing knowledge that will enable them to explore potential career paths in the health care industry. Through the clinical component, the program will expose and prepare the students to various employment opportunities and career advancement.

The Practical Nursing Program will:

1. Provide a curriculum that meets and maintains the standards of practice as a practical nurse in the State of New York as evidenced by the NCLEX pass rate (as measured by attaining a 75% annual program passage rate on the NCLEX-PN exam).
2. Facilitate student learning by applying different learning environments which will promote critical thinking skills.
3. Prepare students to take the NCLEX-PN examination following the completion of the program (as measured by 90% of students taking the NCLEX-PN exam within three months of completing the program).
4. Encourage and foster lifelong learning in health care by providing information for membership to National Association for Practical Nursing Education and Services, Inc. (NAPNES).
5. Provide career counseling for personal and professional growth in order for our students to accomplish their career goals (as measured by an 80% job placement rate).

## **Hospital Based Coding**

The aim of the Hospital Based Coding Program at Mildred Elley is to provide students with an education that places emphasis on contemporary coding practices that will enable them to explore potential career paths in the health care industry. Through an internship component, the program will expose and prepare the students to various employment opportunities and career advancement.

At the conclusion of the Hospital Based Coding Programs, students will:

1. Be prepared for careers in a variety of healthcare settings, including insurance companies, medical offices, hospitals, clinics, dental practices and skilled-care facilities.
2. Have the knowledge and skills necessary to seek entry-level employment in the field of Hospital-based coding.
3. Be able to apply diagnosis and procedure codes using ICD-10-CM, CPT, and HCPCS, and/or other clinical classification and nomenclature systems.
4. Be prepared to sit for the Certified Coding Associate exam.
5. Effectively compile patient data and perform data-quality reviews to validate code assignment and compliance with reporting requirements.
6. Trained to adhere to current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local, and facility levels.
7. Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, and managed care.

# DEPARTMENT OF BUSINESS MANAGEMENT

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

HEGIS Code 5004

80 weeks  
65 Semester Credit Hours  
(1125 Clock 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*.

### SUGGESTED COURSE SEQUENCE

COURSE NUMBER	COURSE TITLE	SEMESTER CREDITS
GS 102	Freshman Seminar	3
DLP 100	Principles of Digital Literacy	1
BM 112	Business Organization and Management	3
ENG 102	English Composition	3
DLP 105	Document Processing	3
DLP 110	Word Processing and Presentation Applications	3
ACC 110	Principles of Financial Accounting	3
DLP 120	Spreadsheet and Database Applications	3
ACC 120	Principles of Managerial Accounting	3
ACC 225	Payroll Accounting	3
PL 116	Business Law	3
ACC 118	Computerized Accounting Applications	3
ENG 103	Oral Communications	3
BM 200	Customer Service and Sales Management	3
Restricted Elective♦		3
BM 213	Human Resource Management	3
General Elective		3
GS 251A	Career Counseling Seminar	1
BM 217	Marketing	3
PSY 105	Introduction to Psychology	3
LAS	Liberal Arts Elective	3
BM 263	Internship	3
General Elective		3
<b>TOTAL SEMESTER CREDIT HOURS</b>		<b>65</b>

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

## Office, Project, and Event Management A.O.S. Degree Program

HEGIS Code 5005

80 weeks  
65 Semester Credit Hours  
(1140 Clock Hours)

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

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

### SUGGESTED COURSE SEQUENCE

COURSE NUMBER	COURSE TITLE	SEMESTER CREDITS
GS 102	Freshman Seminar	3
DLP 100	Principles of Digital Literacy	1
BM 112	Business Organization and Management	3
ENG 102	English Composition	3
DLP 105	Document Processing	3
DLP 110	Word Processing and Presentation Applications	3
Restricted Elective♦		3
DLP 120	Spreadsheet and Database Applications	3
Restricted Elective♦		3
BM 200	Customer Service and Sales Management	3
POM 110	Introduction to Professional Office Management	3
BM 213	Human Resource Management	3
General Elective		3
BM 222	Office Information and Management Systems	3
LAS	Liberal Arts Elective	3
BM 230	Project Management	3
ENG 103	Oral Communications	3
HTM 232	Special Event Management	3
General Elective		3
POM 114	Professional Office Management Seminar	3
PSY 105	Introduction to Psychology	3
GS 251A	Career Counseling Seminar	1
POM 263	Internship	3
<b>TOTAL SEMESTER CREDIT HOURS</b>		<b>65</b>

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

# DEPARTMENT OF INFORMATION TECHNOLOGY

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

HEGIS Code 5104

80 weeks  
65 Semester Credit Hours  
(1215 Clock Hours)

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

### SUGGESTED COURSE SEQUENCE

COURSE NUMBER	COURSE TITLE	SEMESTER CREDITS
GS 102	Freshman Seminar	3
DLP 100	Principles of Digital Literacy	1
ENG 102	English Composition	3
IT 110	Computer Concepts	3
DLP ***	Computer Applications (DLP) Restricted Elective(s)	3
IT 120	The Internet and Web Page Design	3
MAT ***	Mathematics (MAT) Elective	3
IT 123	Microcomputer Hardware	3
PSY 105	Introduction to Psychology	3
IT 222	Networking I	3
ENG 103	Oral Communications	3
IT 223	Microcomputer Operating Systems	3
General Elective		3
IT 224	Networking II	3
General Elective		3
IT 226	Client Operating Systems	3
IT 230	Help Desk Management and User Support	3
IT 232	Computer Security	3
IT 270	Network Server Management	3
IT 272	Network Infrastructure	3
GS 251A	Career Counseling Seminar	1
General Elective		3
IT 263	Internship	3
<b>TOTAL SEMESTER CREDIT HOURS</b>		<b>65</b>

- ◆ *Restricted electives in this program include all courses in Information Technology (IT) and Computer Science (CS) not otherwise included in the program, or related courses in other curricula (for example, software courses in Business Management (BM), Computer Applications (DLP), by permission of Department Chair.*

# DEPARTMENT OF PARALEGAL STUDIES

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## Advanced Paralegal Studies A.A.S. Degree Program

HEGIS Code 5099

80 weeks  
65 Semester Credit Hours  
(1095 Clock Hours)

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

### SUGGESTED COURSE SEQUENCE

COURSE NUMBER	COURSE TITLE	SEMESTER CREDITS
DLP 100	Principles of Digital Literacy	1
GS 102	Freshman Seminar	3
PL 105	Introduction to Paralegal Studies and Civil Litigation	3
PL 116	Business Law	3
ENG 102	English Composition	3
PL 120	Legal Research & Writing I	3
PSC 210	Constitutional Law	3
PL 220	Legal Research & Writing II	3
MAT	Mathematics Elective	3
DLP 110	Word Processing and Presentation Applications	3
Restricted Elective♦		3
ENG 103	Oral Communications	3
PL 118	Real Estate Law	3
POM 110	Introduction to Professional Office Management	3
Restricted Elective♦		3
GS 251A	Career Counseling Seminar	1
HUM	Humanities Elective	3
General Elective		3
DLP 120	Spreadsheet and Database Applications	3
LAS	Other Liberal Arts and Sciences Elective	3
General Elective		3
PL 263	Internship	3
SCI	Natural Sciences Elective	3
<b>TOTAL SEMESTER CREDIT HOURS</b>		<b>65</b>

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

# DEPARTMENT OF MASSAGE THERAPY

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## Massage Therapy A.O.S. Degree Program

HEGIS Code 5299

96 Weeks

72 Semester Credit Hours  
(1246 Clock Hours)

The method of delivery for this program may include both residential and blended learning modalities.

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

### SUGGESTED COURSE SEQUENCE

COURSE NUMBER	COURSE TITLE	SEMESTER CREDITS
HEA 112/BIO112	Medical Terminology	3
MT 101	Western Massage I	3
BIO 110	Anatomy & Physiology I	4
MT 103	Western Massage II	3
BIO 210	Anatomy & Physiology II	4
MT 121	Myology and Kinesiology I	3
MT 211	Pathology I	3
MT 221	Neurology	3
MT 201	Oriental Massage I	3
MT 123	Myology and Kinesiology II	3
MT 125	Myology and Kinesiology III	3
MT 213	Pathology II	3
MT 111	Professional Development and Ethics I	2
MT 231	Myofascial Release Therapy	1
MT 173	Neuromuscular Therapy	2
MT 113	Professional Development and Ethics II	2
MT 203	Oriental Massage II	3
MT 127	Myology and Kinesiology: Palpation and Muscle Testing Lab	1
MT 237	Craniosacral Therapy	1
MT 171	Sports Massage	3
MT 251	Clinic I	1
MT 175	Reflexology	1
MT 253	Clinic II	1
MT 290	Message Therapy Capstone Course	1
HEA 121	First Aid, CPR & AED	3
<b>Restricted Electives* (must choose a total of 2 credits from the courses listed below)</b>		
MT 177	Massage in a Healthcare Environment	1
MT 178	Medical Massage	1
MT 233	Polarity Therapy	1
MT 235	Thai Massage	1
ENG 102	English Composition	3
IL 100	Principles of Information Literacy	1
ENG 103	Oral Communications	3
PSY 105	Introduction to Psychology	3
<b>TOTAL SEMESTER CREDIT HOURS</b>		<b>72</b>

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

## Massage Therapy Certificate Program

HEGIS Code 5299

80 weeks

61 Semester Credit Hours



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

*SUGGESTED COURSE SEQUENCE*

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>SEMESTER CREDITS</b>
<b>Major Requirements</b>		
HEA 112/BIO 112	Medical Terminology	3
MT 101	Western Massage I	3
BIO 110	Anatomy & Physiology I	4
MT 103	Western Massage II	3
BIO 210	Anatomy & Physiology II	4
MT 121	Myology and Kinesiology I	3
MT 221	Neurology	3
MT 211	Pathology I	3
MT 201	Oriental Massage I	3
MT 123	Myology and Kinesiology II	3
MT 125	Myology and Kinesiology III	3
MT 213	Pathology II	3
MT 231	Myofascial Release Therapy	1
MT 111	Professional Development and Ethics I	2
MT 173	Neuromuscular Therapy	2
MT 113	Professional Development and Ethics II	2
MT 203	Oriental Massage II	3
MT 127	Myology and Kinesiology: Palpation and Muscle Testing Lab	1
MT 237	Craniosacral Therapy	1
MT 171	Sports Massage	3
MT 251	Clinic I	1
MT 175	Reflexology	1
MT 253	Clinic II	1
HEA 121	First Aid & CPR	3
MT 290	Massage Therapy Capstone Course	1
	Restricted Elective♦	1
<b>TOTAL SEMESTER CREDIT HOURS</b>		<b>61</b>

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

**MASSAGE THERAPY PROGRAM LICENSURE CROSSWALK**

	A & P	Neuro	M & K	Pathology	Hygiene/ First Aid	Western/ Oriental	Direct Appl.	Add'l Instr.
<b>Requirement</b>	<b>150</b>	<b>50</b>	<b>150</b>	<b>100</b>	<b>75</b>	<b>150</b>	<b>150</b>	<b>175</b>
<b>Medical Terminology</b>				<b>10</b>				<b>35</b>
<b>Anatomy &amp; Physiology I</b>	<b>75</b>							
<b>Anatomy &amp; Physiology II</b>	<b>75</b>							
<b>Neurology</b>		<b>45</b>						
<b>Myology and Kinesiology I</b>			<b>45</b>					
<b>Myology and Kinesiology II</b>			<b>45</b>					
<b>Myology and Kinesiology III</b>			<b>45</b>					
<b>M &amp; K Palpation and Muscle Testing</b>		<b>5</b>	<b>15</b>				<b>10</b>	
<b>Pathology I</b>				<b>45</b>				
<b>Pathology II</b>				<b>45</b>				
<b>First Aid and CPR</b>					<b>45</b>			
<b>Aromatherapy and Reflexology</b>					<b>8</b>	<b>7</b>		
<b>Professional Development and Ethics I</b>					<b>5</b>			<b>25</b>
<b>Professional Development and Ethics II</b>								<b>30</b>
<b>Western Massage I</b>					<b>5</b>	<b>30</b>	<b>10</b>	
<b>Western Massage II</b>					<b>10</b>	<b>25</b>	<b>10</b>	
<b>Oriental Massage I</b>						<b>30</b>	<b>15</b>	
<b>Oriental Massage II</b>						<b>30</b>	<b>15</b>	
<b>Clinic I</b>					<b>5</b>		<b>45</b>	
<b>Clinic II</b>							<b>45</b>	
<b>Neuromuscular Therapy</b>						<b>15</b>	<b>15</b>	
<b>Sports Massage</b>						<b>15</b>	<b>15</b>	
<b>Myofascial Release and Craniosacral Therapy</b>						<b>15</b>	<b>15</b>	
<b>Restricted Elective</b>						<b>15</b>		
<b>Restricted Elective</b>						<b>15</b>		
<b>Total</b>	<b>150</b>	<b>50</b>	<b>150</b>	<b>100</b>	<b>78</b>	<b>197</b>	<b>195</b>	<b>90</b>
<b>General Education (degree only)</b>	<b>10 Credits</b>							
<b>English Composition</b>	<b>3</b>							
<b>Oral Communication</b>	<b>3</b>							
<b>Psychology</b>	<b>3</b>							
<b>Research, Analysis and Writing</b>	<b>1</b>							

# DEPARTMENT OF MEDICAL ASSISTING

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

HEGIS Code 5214

80 weeks

60 Semester Credit Hours

The method of delivery for this program may include both residential and blended learning modalities.

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*.

### SUGGESTED COURSE SEQUENCE

COURSE NUMBER	COURSE TITLE	SEMESTER CREDITS
GS 102	Freshman Seminar	3
HEA 112/BIO 112	Medical Terminology	3
ENG 102	English Composition	3
MA 100	Introduction to Patient Care	3
BIO 110	Anatomy & Physiology I	4
MA 114	Medical Insurance	3
BIO 210	Anatomy & Physiology II	4
DLP 105	Document Processing	3
MA 200	Hematology and Phlebotomy Procedures	3
General Elective		3
MA 205	Cardiovascular Care and Procedures	3
ENG 103	Oral Communications	3
MA 210	Specialized Procedures	3
PSY 105	Introduction to Psychology	3
BIO 212	Pharmacology for Medical Assistants	3
General Elective		3
MA 118	Medical Office Management	3
GS 251A	Career Counseling Seminar	1
HEA 110/PHI 110	Medical Law and Ethics	2
MA 264	Internship	4
<b>TOTAL SEMESTER CREDIT HOURS</b>		<b>60</b>

- ◆ *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.*

## Clinical Medical Assistant Certificate Program

HEGIS Code 5214

48 weeks  
45 Semester Credit Hours  
(900 Clock Hours)

The method of delivery for this program may include both residential and blended learning modalities.

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*.

### SUGGESTED COURSE SEQUENCE

COURSE NUMBER	COURSE TITLE	SEMESTER CREDITS
<b>Major Requirements</b>		
GS 102	Freshman Seminar	3
HEA 112/BIO 112	Medical Terminology	3
BIO 110	Anatomy & Physiology I	4
ENG 102	English Composition	3
BIO 210	Anatomy & Physiology II	4
MA 100	Introduction to Patient Care	3
MA 200	Hematology and Phlebotomy Procedures	3
DLP 105	Document Processing	3
MA 205	Cardiovascular Care and Procedures	3
General Elective		3
MA 210	Specialized Procedures	3
MA 114	Medical Insurance	3
GS 251A	Career Counseling Seminar	1
HEA 110/PHI 110	Medical Law and Ethics	2
MA 264	Internship	4
<b>TOTAL SEMESTER CREDIT HOURS</b>		<b>45</b>

- ◆ *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.*

# DEPARTMENT OF NURSING

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## Practical Nursing Certificate Program

HEGIS Code 5209.20

64 weeks

53 Semester Credit Hours  
(1200 Clock Hours)

The method of delivery for this program may include both residential and blended learning modalities.

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.

### SUGGESTED COURSE SEQUENCE

COURSE NUMBER	COURSE TITLE	SEMESTER CREDITS
GS 102	Freshman Seminar	3
HEA 112/BIO 112	Medical Terminology	3
BIO 110	Anatomy & Physiology I	4
ENG 102	English Composition	3
BIO 210	Anatomy & Physiology II	4
PSY 105	Introduction to Psychology	3
LPN 122	Mathematics for Nursing	1
LPN 130	Introduction to Practical Nursing	4
BIO 211	Pharmacology	3
LPN 120	Practical Nursing in New York State	1
LPN 210	Practical Nursing I	5
LPN 230	Practical Nursing III	6
GS 251A	Career Counseling Seminar	1
LPN 240	Practical Nursing IV	6
LPN 220	Practical Nursing II	5
LPN 280A	Special Topics in Practical Nursing: Nursing Leadership and Exam Preparation	1
<b>TOTAL SEMESTER CREDIT HOURS</b>		<b>53</b>

## Nurse Aide Training Program

5 weeks

Registration # 33-6-8-034

Non-Credit Bearing (120 Hours)

The Nurse Aide Training Program (NATP) is a 120-hour non-credit bearing certificate course that prepares students to take the exam to be certified and employed as a Certified Nurse Aide (CNA). Students who complete the CNA course will develop the necessary knowledge and skills to provide direct care to clients in a variety of settings. The CNA course contains topics as patient rights, interpersonal skills, safety, asepsis, clinical skills, nutrition, rehabilitation, documentation, and death and dying. Upon successful completion of the lecture, laboratory and clinical portions of the course, students will be eligible to take the C.N.A. certification exam for New York State.

### *SUGGESTED COURSE SEQUENCE*

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>CLOCK HOURS</b>
<b>Major Requirements</b>		
CNA 101	Fundamentals of Patient Care	120
Total Program clock Hours		120

# NON-CREDIT BEARING PROGRAM

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## Hospital-Based Coding Certificate Program

HEGIS Code 5213.00

60 weeks  
Non-Credit Bearing (704\_Hours)

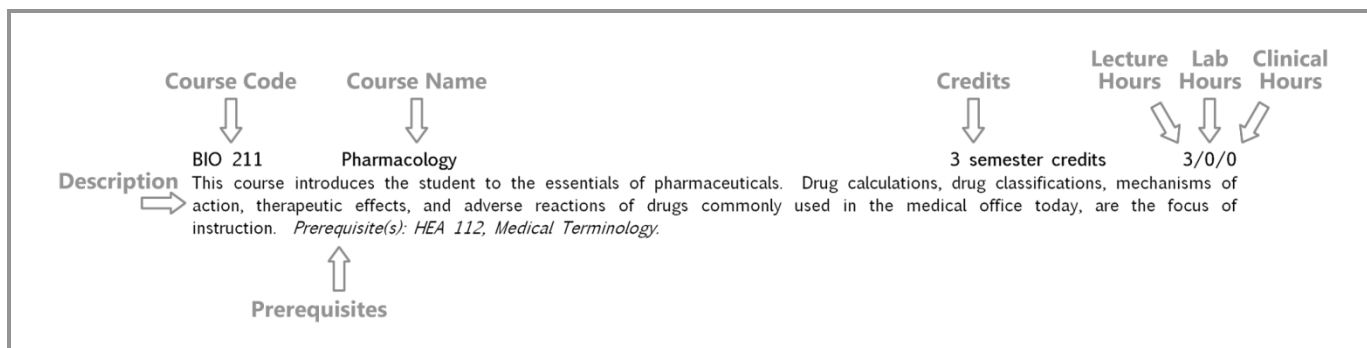
The Hospital-Based Coding Certificate is a 704 hour distance education program. Upon completing the certificate, graduates have the technical skills and medical science background to take the national certification (Certified Coding Associate [CCA]) examination administered by the American Health Information Management Association [AHIMA] and enter the hospital-based coding profession. Students will learn how to properly classify medical data from patient records, review patient records, and assign numeric codes for each diagnosis and procedure.

### SUGGESTED COURSE SEQUENCE

COURSE NUMBER	COURSE TITLE	CONTACT HOURS
<b>Major Requirements</b>		
MT 070A	Medical Terminology	44
BIO 110HBCA	Anatomy and Physiology	60
<i>HBC 001</i>	<i>Pathophysiology</i>	<i>44</i>
<i>HBC 002</i>	<i>Pharmacology &amp; Lab Findings</i>	<i>28</i>
<i>HBC 003</i>	<i>Computer Software Applications in Healthcare</i>	<i>44</i>
<i>HBC 005</i>	<i>Healthcare Delivery System</i>	<i>44</i>
<i>HBC 004</i>	<i>Health Information Management</i>	<i>60</i>
<i>HBC 006</i>	<i>Introduction to ICD 10 CM and ICD 10 PS</i>	<i>60</i>
<i>HBC 007</i>	<i>ICD 10 CM Diagnosis Coding System</i>	<i>60</i>
<i>HBC 008</i>	<i>ICD 10 PCS Procedural Coding System</i>	<i>60</i>
<i>HBC 009</i>	<i>Advanced Diagnosis Coding</i>	<i>60</i>
<i>HBC 010</i>	<i>Advanced Procedural Coding</i>	<i>60</i>
HBC 110A	Field Based Professional Practice Experience (PPE)	80
<b>TOTAL CONTACT HOURS</b>		<b>704</b>

# 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. This course may be taken online or face to face. *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. This course may be taken online or face to face. *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.*



**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 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. This course may be taken online or face to face. *Prerequisite(s): None.*

**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. This course concentrates on examination of the gross and microscopic structures and functions of the integumentary, skeletal, muscular, nervous, and endocrine systems. Basic laboratory techniques such as dissection and microscopy are used to further enhance lecture material. *Prerequisite(s): HEA 112 / BIO 112 Medical Terminology;*

**BIO 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.*

**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 focuses on basic pharmacologic aspects of nursing care and related therapeutics. The course provides a sound basis for safe medication administration throughout the practical nursing curriculum. Principles of action, uses, side effects, adverse effects, and interactions related to drug classifications are emphasized. Specific drug information is discussed in relation to nursing assessment, nursing diagnosis, medication administration, client monitoring, nursing interventions, client education, evaluation of safe and effective drug therapy and documentation. Accurate drug dosage calculation is emphasized throughout the course. Supervised medication administration is practiced and evaluated in the laboratory setting. This course may be taken online or face to face. *Prerequisite(s): HEA 112 / BIO 112, Medical Terminology.*

**BIO 212 Pharmacology for Medical Assistants 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. This course may be taken online or face to face. *Prerequisite(s): HEA 112 / BIO 112, Medical Terminology.*

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

## **BM: Business Management**

### **BM 112 Business Organization and Management 3 semester credits 3/0/0**

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

### **BM 116 Organizational Behavior 3 semester credits 3/0/0**

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

### **BM 130 Personal Financial Management 3 semester credits 3/0/0**

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

### **BM 200 Customer Service and Sales Management 3 semester credits 3/0/0**

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

### **BM 213 Human Resource Management 3 semester credits 3/0/0**

In this course, students are introduced to the fundamentals of constructive personnel practices and techniques. Students receive instruction in theories of human behavior used in implementing human resource policies that deal with the recruitment, retention, and development of human resources. *Prerequisite(s): None.*

### **BM 215 Business Research 3 semester credits 3/0/0**

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

### **BM 217 Marketing 3 semester credits 3/0/0**

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

### **BM 222 Office Information and Management Systems 3 semester credits 2/1/0**

This course concentrates on two tools of efficient office information and management systems: electronic communications and project management. In the first part of this course, students will concentrate on learning both fundamental and advanced tools of an electronic mail client software package, as well as business protocol for electronic communications; the second part will concentrate on the process of establishing a system for efficient project management. *Prerequisite(s): None.*

### **BM 230 Project Management 3 semester credits 3/0/0**

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

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

**BM 263 Internship** **3 semester credits** **0/0/3**  
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 supervised project relevant to their field of studies totaling 180 hours. 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 the program of study. Internship is graded as Pass/Fail. *Prerequisite(s): Permission of the Department Chair.*

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

## **CNA: Certified Nurse Aide (Nurse Aide Training Program)**

**CNA 101 Fundamentals of Patient Care** **120 Clock Hours**  
This program is designed for caring individuals who have an interest in health care careers and would like to work as Certified Nurse Aides. This course covers basic core content needed to provide personal care for the elderly and patient care for those in nursing homes and hospitals. This New York State approved program covers the basics of personal care for the elderly and patient care for those in nursing homes and hospitals. At the conclusion of the program, students are expected to be able to apply the principles of efficient care for patients of varying ages and explain the therapeutic techniques for managing specific behaviors. The program prepares students to take and pass the New York State certification examination. *Pre-requisite(s): None*

## **DLP: Computer Applications**

**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. This course may be taken online or face to face. *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. This course may be taken online or face to face. *Prerequisite(s): None.*

**DLP 110 Word Processing and Presentation Applications** **3 semester credits** **2/1/0**  
In this comprehensive course, students receive instruction in the use of word processing and presentation graphics software applications. Topics generally covered in the word processing component of the course include preparation of memos, letters, tables, charts, reports, mail merges, and templates. The presentation graphics component of the course emphasizes use of presentation graphics software in the business world; preparation of multimedia presentations using

graphics, tables, clip art, and slides; some advanced presentation customization options; and an overview of presentation skills. *Prerequisite(s): None.*

**DLP 120      Spreadsheet and Database Applications      3 semester credits      2/1/0**

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

## **ECO: Economics**

**ECO 110      Survey of Economics      3 semester credits      3/0/0**

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

**ECO 220      Economics of Tourism and Leisure      3 semester credits      3/0/0**

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

## **ENG: English Communications**

**ENG 102      English Composition      3 semester credits      3/0/0**

This course introduces students to the elements of written communication: methods, forms, and styles of composition. The focus is on improving writing ability through concentration on the writing processes: prewriting, writing, and revision. Other concerns of the writer, particularly form, structure, and organization of the essay, as well as audience, diction and correctness are addressed. Idea development and support and research paper techniques are included. *Prerequisite(s): None*

**ENG 103      Oral Communications      3 semester credits      3/0/0**

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

**ENG 281-6      Special Topics in English Communications      1-6 semester credits      1-6/1-6/0**

In this course, topics of special interest in English communications will be explored in depth. Topics chosen may not be covered fully in regularly scheduled coursework, and the choice of topics will depend on trends and developments in the field. This course may be taught as lecture only or a combination of lecture and lab; instructors may be chosen from resident faculty,

visiting faculty, and experts who work in the field. Some field trips may be involved in this course. The last digit of the course code indicates credit hours awarded for the course. *Prerequisite(s): Permission of the Department Chair.*

## **ESC: Environmental Science**

### **ESC 100 Introduction to Environmental Science 3 semester credits 3/0/0**

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

## **GS: General Studies**

### **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. This course may be taken online or face to face. *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.*

### **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. This course may be taken online or face to face. *Prerequisite(s): None.*

**HEA 110 Medical Law and Ethics** **2 semester credit** **2/0/0**  
This course explores the principal applications of federal and state regulations in health care delivery, including issues related to scope of practice for medical assistants and health care practitioners, professional conduct, patient privacy and confidentiality, and medical record maintenance. Students further discuss principles of ethics and morality, and their applications in a variety of situations typically encountered in the health care system. This course may be taken online or face to face. *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.*

## **HTM: Hospitality and Travel Management**

**HTM 110 Introduction to Hospitality and Travel Management** **3 semester credits** **3/0/0**  
This course is an introduction to the hospitality and travel industry, with a particular emphasis on the aspects of management. Topics covered in this course include: a general introduction to the profession and careers in the field; principles of organization and management of food service, lodging, travel and tourism, and special events segments of the industry; general concepts of service management; changes and trends in the industry; issues of local interest; and other topics as appropriate. This course may be taken online or face to face. *Prerequisite(s): None.*

**HTM 232 Special Event Management** **3 semester credits** **3/0/0**  
Special event planning is one of the fastest growing specialization tracks in the field of hospitality and travel. This course aims to help students explore special event planning and management, whether in preparation for becoming an event planner or as a part of exploration of career options in the industry. Lectures, discussion, and projects replicate stages of event planning, from creating preliminary concepts and feasibility studies to leadership, safety, and crowd control. While this course concentrates on larger-scale events, some discussion of smaller-scale events, like weddings and parties, is also included. *Prerequisite(s): None.*

## **HUM: Humanities**

**HUM 110 Survey of Film** **3 semester credits** **3/0/0**  
This course studies film as both a mass medium and a creative process that had transformed our society in the twentieth century. Theory, principles, and history of film and television, as well as the influence and convergence of these ‘traditional’ media with newly emerging and established digital media will be explored. The relationship between film and storytelling, perspectives of the narrator, film genres, and the practical processes and components of filmmaking are some of the topics that will be discussed in this course. *Prerequisite(s): None.*

**HUM 112 Survey of Art History** **3 semester credits** **3/0/0**  
This course will introduce students to the visual arts, including painting, sculpture, architecture, and new media. Students will learn about different artistic periods, cultures, and themes; articulate and refine their understanding and appreciation of art; and explore ways of incorporating art into their lives and careers. Lectures will be supplemented with slide/media presentations, discussions, and field trips to local museums and/or galleries. *Prerequisite(s): None.*

**HUM 281-6 Special Topics in Humanities and the Arts** **1-6 semester credits** **1-6/1-6/0**  
In this course, topics of special interest in humanities and the arts will be explored in depth. Topics chosen may not be covered fully in regularly scheduled coursework, and the choice of topics will depend on trends and developments in the field. This

course may be taught as lecture only or a combination of lecture and lab; instructors may be chosen from resident faculty, visiting faculty, and experts who work in the field. Some field trips may be involved in this course. The last digit of the course code indicates credit hours awarded for the course. *Prerequisite(s): Permission of the Department Chair.*

## **IL: Information Literacy**

### **IL 100 Principles of Information Literacy 1 semester credit 1/0/0**

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

## **IT: Information Technology**

### **IT 110 Computer Concepts 3 semester credits 3/0/0**

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

### **IT 120 The Internet and Web Page Design 3 semester credits 2/1/0**

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

### **IT 123 Microcomputer Hardware 3 semester credits 2/1/0**

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

### **IT 222 Networking I 3 semester credits 2/1/0**

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

### **IT 223 Microcomputer Operating Systems 3 semester credits 2/1/0**

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

### **IT 224 Networking II 3 semester credits 2/1/0**

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

### **IT 226 Client Operating Systems 3 semester credits 2/1/0**

This course provides a detailed, hands-on overview of a Microsoft Windows-based client operating system. Topics generally covered in this course include operating system requirements and major features; installation, upgrades, and





**IT 272 Network Infrastructure 3 semester credits 2/1/0**  
In this course, students continue gaining advanced knowledge and skills in network infrastructure management. Topics covered in this course include: configuring addressing and services through DHCP, routing, and firewalls with advanced security; names resolution with DNS servers, zones, and replication to include configuration of client computers; configuration of file and print servers; and monitoring and analysis of network infrastructure event logs and other data for the purpose of improving network performance. *Prerequisite(s): IT 224, Networking II.*

**IT 263 Internship 3 semester credits 0/0/3**  
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 supervised project relevant to their field of studies totaling 180 hours. 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 the program of study. Internship graded as Pass/Fail. *Prerequisite(s): Permission of the Department Chair.*

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

## **LPN: Practical Nursing**

**LPN 120 Practical Nursing in New York State 1 semester credit 1/0/0**  
This course introduces students to the role of practical nursing within the healthcare delivery system, the history of nursing, and ethical and legal aspects of nursing in New York State and other jurisdictions in the United States. Students explore practical nurses' legal responsibilities and scope of practice, as regulated by the state, and discuss practical nurses' interaction and communications with other members of the healthcare delivery team. In this course, students are also introduced to the nursing process as a tool to develop safe, effective and holistic care for their clients. *Prerequisite(s): Matriculation in the Practical Nursing Program; Co-requisite(s): LPN 210, Practical Nursing I.*

**LPN 122 Mathematics for Nursing 1 semester credit 1/0/0**  
This course introduces the student to the applications of mathematics in nursing and health sciences. Topics covered in this course include: review of mathematical concepts commonly applied in the field (fractions, decimals, ratios, proportions, percents, and simple equations); conversions among various systems of measurement; interpretation of physician's orders, medication records, and drug labels; the skills and techniques for calculation of correct drug dosages; and other topics as appropriate. -*Prerequisite(s): Matriculation in the Practical Nursing Program; HEA 112, / BIO 112 Medical Terminology, BIO 110, Anatomy and Physiology I; and BIO 210, Anatomy and Physiology II and BIO 211 Pharmacology. Co-requisite (s): LPN 130, Introduction to Practical Nursing.*

**LPN 130 Introduction to Practical Nursing 4 semester credits 3/1/0**  
This course is a rigorous introduction to practical nursing, covering both theoretical concepts of nursing science (basic human needs, self-care deficits, essentials of nutrition, microbiology and prevention of infection transmission, communications skills, and other topics) and application of such skills to nursing practice in a structured on-campus laboratory. *Prerequisite(s): Prerequisite(s): Matriculation in the Practical Nursing Program; HEA 112 / BIO 112, Medical Terminology, BIO 110, Anatomy and Physiology I; and BIO 210, Anatomy and Physiology II and BIO 211 Pharmacology. Co-requisite (s): LPN 122, Mathematics for Nursing.*

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

Program; LPN 130, Introduction to Practical Nursing; and LPN 122, Mathematics for Nursing. Co-requisite(s): LPN 120, Practical Nursing in New York State.

**LPN 220 Practical Nursing II 5 semester credits 2/.5/2.5**

Through this course, students will utilize the nursing process to focus on the special needs of clients across the continuum of the pediatric, adolescent, and maternal clients in the context of growth and development and from the perspective of the family unit. Students are also introduced to the client with mental health and/or problems with substance abuse or addiction. Students advance in development of their clinical skills in the on-campus laboratory setting and off-campus clinical experiences. Prerequisite(s): -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; Prerequisite(s): LPN 210, Practical Nursing I. LPN 120, Practical Nursing in New York State.*

**LPN 240 Practical Nursing IV 6 semester credits 3/0/3**

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

**LPN 280A Special Topics in Practical Nursing: Nursing Leadership and Exam Preparation 1 semester credit 1/0/0**

This course prepares students to make the transition from student to the role of practical nurse within the healthcare delivery system, emphasizing issues important in advancement to a nursing leadership position. This course also helps to prepare students for the NCLEX-PN licensing examination. Prerequisite(s): *Matriculation in the Practical Nursing Program; Permission of the Department Chair. Normally taken in the last semester of program enrollment. Co-requisite(s): LPN 220, Practical Nursing II.*

**MA: Medical Assisting**

**MA 100 Introduction to Patient Care 3 semester credit 2/1/0**

In this course, students are introduced to the essential responsibilities and the scope of practice of medical assistant, as well as the basic skills for taking patient history and the preparation of the patient and examination room for a physical exam. This course will also cover the appropriate responses to medical emergencies and skills in medical assistant tasks in minor surgery and wound care, and the principles of infection control. Prerequisite(s): *HEA 112 / BIO 112 Medical Terminology.*

**MA 114 Medical Insurance 3 semester credits 3/0/0**

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

**MA 118 Medical Office Management 3 semester credits 3/0/0**

In this course, students learn the standards, skills, and procedures that are performed by administrative medical assistants. Practical experience is given in medical information and record management, scheduling appointments, medical office finances, and written and verbal communications. Role-playing is utilized to increase critical thinking skills in simulated office situations. This course may be taken online or face to face. Prerequisite(s): *HEA 112 / BIO 112, Medical Terminology.*

- MA 122            Multiculturalism in the Healthcare Environment            3 semester credits            3/0/0**  
 This course provides a theoretical framework of a transcultural communication plan that will enable students to apply multicultural health care communication skills to their professional practice. An awareness of cultural influence on the biological, psychological, sociological, intellectual, and spiritual dimensions of the individual is developed and specific health care values and practices of different cultural groups are identified. Students will utilize case studies to illustrate possible obstacles to care and learn specific strategies to address the problems encountered among patients and health care professionals while remaining culturally sensitive. *Prerequisite(s): Permission of the Department Chair.*
- MA 200            Hematology and Phlebotomy Procedures            3 semester credit hours            2/1/0**  
 The didactic part of this course concentrates on hematology, a study of blood, blood-forming organs, and blood diseases. The clinical part of the course concentrates on helping students develop and perfect their skills in phlebotomy and the practice of drawing blood for clinical specimen collection. *Prerequisite(s): BIO 210, Anatomy and Physiology II; MA 100, Introduction to Patient Care.*
- MA 205            Cardiovascular Care and Procedures            3 semester credit hours            2/1/0**  
 The didactic part of this course reviews the anatomy and physiology of the human cardiovascular system and the scope of practice of medical assistants in assisting health care practitioners in performing cardiovascular care-related tasks. In the clinical part of the course, students practice use of an electrocardiograph machine, prepare electrocardiograms for analysis by health care practitioners, and engage in supporting tasks for other cardiovascular procedures (such as the stress test). *Prerequisite(s): BIO 210, Anatomy and Physiology II; MA 100, Introduction to Patient Care.*
- MA 210            Specialized Procedures            3 semester credit hours            2/1/0**  
 This course concentrates on theoretical foundations and clinical skills necessary for successfully performing medical assistant duties in specialized procedures and environments in eye and ear, gastrointestinal, pulmonary, reproductive, pediatric, geriatric, rehabilitative health care, microbiology, urinalysis, clinical chemistry and CLIA-waived testing and other specialty procedures (allergy specialty, anti-aging procedures, complementary and alternative. *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 264            Internship            4 semester credits            0/0/4**  
 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 supervised project relevant to their field of studies totaling 180 hours. 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 the program of study. Internship graded as Pass/Fail. *Prerequisite(s): Completion of the Medical Assisting program and Permission of the Department Chair.*
- MA 281-6            Special Topics in Medical Studies            1-6 semester credits            1-6/1-6/0**  
 In this course, topics of special interest in medical studies will be explored in depth. Topics chosen may not be covered fully in regularly scheduled coursework, and the choice of topics will depend on trends and developments in the field. This course may be taught as lecture only or a combination of lecture and lab; instructors may be chosen from resident faculty, visiting faculty, and experts who work in the field. Some field trips may be involved in this course. The last digit of the course code indicates credit hours awarded for the course. *Prerequisite(s): Permission of the Department Chair.*

## **MAT: Mathematics**

- MAT 130            Business Mathematics            3 semester credits            3/0/0**  
 Business math utilizes mathematical operations to solve practical business application problems. The core topics include percents, cash and trade discounts, markup and markdowns, payroll, interest, notes, present value, and annuities. Additional topics will be selected from the following: installment buying, mortgage, taxes, insurance, stocks,

bonds, analysis of financial statements, treatment of depreciation, and inventory costs. A review of basic mathematics will be covered as needed. *Prerequisites: None*

**MAT 150      Finite Mathematics      3 semester credits      3/0/0**

This course covers methods for solving equalities/inequalities; explores sets, counting techniques, algebraic expressions, principles of probability and statistics, and systems of equations and matrices. Other topics covered may include mathematical applications in a variety of fields. *Prerequisites: None*

**MAT 160      Quantitative Literacy      3 semester credits      3/0/0**

This course is designed to help students gain an understanding of fundamental mathematical skills and the application of these skills to everyday life. Topics include critical thinking, numbers in the real world, managing money and beginning statistics and probability. *Prerequisites: None*

**MAT 170      College Algebra      3 semester credits      3/0/0**

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

**MAT 180      Introductory Statistics      3 semester credits      3/0/0**

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

**MAT 281-6      Special Topics in Mathematics      1-6 semester credits      1-6/1-6/0**

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

## **MT: Massage Therapy**

**MT 101      Western Massage I      3 semester credits      2.5/.5/0**

The course begins with an overview of the history and evolution of massage therapy. The course centers on Swedish massage, including effleurage, petrissage, friction, tapotement, and vibration. These will serve as a foundation for the development of students' sensitivity and perception. Students will practice the demonstrated techniques, body mechanics, self-care, and hand exercises. Students are also instructed in communication skills, draping, and positioning techniques. The course will introduce students to the benefits, contraindications, and modifications of massage therapy. *Prerequisite(s): Matriculation in a Massage Therapy program.*

**MT 103      Western Massage II      3 semester credits      2.5/.5/0**

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

**MT 111      Professional Development and Ethics I      2 semester credits      2/0/0**

The course begins with an overview of Massage Therapy as a career. Students will be introduced to the myriad of professional opportunities and what to expect as a practicing massage therapist. This course will aim to develop skills necessary for self-employment or job opportunities. Consideration will be given to the advantages and disadvantages of being an independent contractor versus an employee, working with other therapists, legal, safety, confidentiality, and

hygiene issues. Students will work on a business plan, marketing, and a professional image. *Prerequisite(s): Matriculation in a Massage Therapy program.*

**MT 113 Professional Development and Ethics II 2 semester credits 2/0/0**

The course continues to survey the profession of massage therapy while enhancing skills necessary for employment. The course outlines basic business operations, maintaining accurate business and clients records, local and state taxes, and labor laws. Students will design a brochure, complete a resume, and register for the New York State licensing exam, liability insurance, and/or a professional association. Burnout prevention techniques and professional growth opportunities will be discussed. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 111, Professional Development and Ethics I.*

**MT 121 Myology and Kinesiology I 3 semester credits 3/0/0**

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

**MT 123 Myology and Kinesiology II 3 semester credits 3/0/0**

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

**MT 125 Myology and Kinesiology III 3 semester credits 3/0/0**

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

**MT 127 Myology and Kinesiology: Palpation and Muscle Testing Lab 1 semester credit .5/.5/0**

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

**MT 171 Sports Massage 3 semester credits 2/1/0**

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

**MT 173 Neuromuscular Therapy 2 semester credits 1.5/.5/0**

The course covers the essential concepts and techniques of neuromuscular therapy, including St. John method of neuromuscular therapy, trigger point therapy, and muscle energy techniques. The relationship between the nervous and the muscular systems and how they work to create reflex responses will be examined. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 103, Western Massage II.*

**MT 175 Reflexology 1 semester credit .9/.1/0**

The course deals with the fundamentals of reflexology - the art of working specific pressure points primarily on the feet and hands. We will study the correspondence of these points to other organs and areas of the body. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 101, Western Massage I.*

**MT 177 Massage in a Healthcare Environment 1 semester credit .9/.1/0**

This course is designed for a massage therapist who has 1-10 minutes with their patient, friend, or family member and wishes to offer him/her the physical, mental, and emotional benefits of touch and massage. This course will provide a

variety of techniques that are easily incorporated into a patient's regular day. We will also consider the emotional component, the basic concept of asking for permission, and contraindications of massage. This course is recommended for students that are interested in community outreach work during Clinic II or working after licensure in such a setting. Elective course scheduled based on instructor availability and student need. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 101, Western Massage I.*

**MT 178 Medical Massage 1 semester credit .9/.1/0**

This course is designed to give students a practical understanding of the relationship between specific massage techniques and human pathologies. Students will learn how to employ their technical skills in an effort to accommodate common health conditions. This class will stress the importance of working within a therapist's scope of practice. It will review contraindications and situations where it is appropriate to refer a client out to other health practitioners. The therapeutic benefits and precautions concerning hydrotherapy applications will also be covered. Elective course scheduled based on instructor availability and student need. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 103, Western Massage II.*

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

The course opens with the history and theoretical basis for eastern bodywork. Students are introduced to concepts of the Tao, Yin and Yang, Five Element theory, and Qi (Chi), as well as the pathways of the 12 meridians and the Governing and Conception vessels. Students will begin to expand the strength and flexibility necessary to perform Shiatsu, as well as cultivate Qi with exercise. This course prepares students to perform a basic Shiatsu sequence working two of the five meridians. For each element studied, basic associations, patterns of disharmony, and the relationships within the generations and control cycles, which form the foundation of Five Element theory, will be discussed. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 101, Western Massage I.*

**MT 203 Oriental Massage II 3 semester credits 2.5/.5/0**

The course continues the study of Shiatsu and the Five Element theory. The students will perform a basic Shiatsu sequence working all of the five meridians (Earth, Metal, Water, Fire, and Wood). For each element studied, basic associations, patterns of disharmony, and the relationships within the generations and control cycles, which form the foundation of Five Element theory, will be discussed. Students will become familiar with the evaluation areas of the Hara and the Mu and Shu points. Students will continue to further develop skills in body mechanics, placement, stretches, and Qi cultivation. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 201, Oriental Massage I.*

**MT 211 Pathology I 3 semester credits 3/0/0**

This course provides an overview of certain pathologies seen in massage and their particular indications and contraindications for massage therapy. This course will provide tools for the massage therapist on how to target the therapy session based upon the needs of his/her individual client and will reinforce knowledge of disease awareness and infection control. Students will use the client intake and health assessment forms to provide an appropriate session taking into consideration pharmacological agents. The course will examine dermatological, musculoskeletal, endocrine, cardiovascular, and lymphatic pathologies. *Prerequisite(s): Matriculation in a Massage Therapy program; BIO 110, Anatomy and Physiology I; MT 101, Western Massage I.*

**MT 213 Pathology II 3 semester credits 3/0/0**

This course provides an overview of certain pathologies seen in massage and their particular indications and contraindications for massage therapy. This course will provide tools for the massage therapist on how to target the therapy session based upon the needs of his/her individual client. Students will use client intake and health assessment forms to tailor the massage session taking into consideration lifestyle habits in helping to maintain health. The course will examine respiratory, gastrointestinal, urinary, reproductive, and immune pathologies, as well as cancer. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 211, Pathology I.*

**MT 221 Neurology 3 semester credits 3/0/0**

This course analyzes the basic kinds of cells that comprise nerve tissue, the physiology of the nerve impulse, and the role of neurotransmitters. Significant structures, divisions, and functions of the spinal cord, spinal nerves, meninges, nerve plexuses, nerve pathways, and potential points of entrapment will be discussed. The brain will be studied, including cranial nerves, sensory processing, pain, and proprioception. How the autonomic nervous system maintains homeostasis, kinesthetic awareness, and the special senses will be covered. *Prerequisite(s): Matriculation in a Massage Therapy program; BIO 110, Anatomy and Physiology I.*

- MT 231 Myofascial Release Therapy** **1 semester credit .5/.5/0**  
 The course introduces myofascial release therapy and techniques that manipulate fascia (connective tissue), which runs throughout the body's musculature in three dimensions. Restrictions, adhesions, and build-up of fascia are discussed with respect to fascia's thixotropic character and techniques that take advantage of this quality to change the nature of restricted tissues. Emphasis will be placed on palpation, "end feel," ROM, and stretch. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 103, Western Massage II.*
- MT 233 Polarity Therapy** **1 semester credit .5/.5/0**  
 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. Elective course scheduled based on instructor availability and student need. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 101, Western Massage I.*
- MT 235 Thai Massage** **1 semester credit .9/.1/0**  
 This course covers the basic theories of Thai massage and compares and contrasts it with the theories of Shiatsu. Students are introduced to the basic body mechanics and positioning, as well as some stretches and transitions with the clients in both lying and seated positions. Elective course scheduled based on instructor availability and student need. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 203, Oriental Massage II.*
- MT 237 Craniosacral Therapy** **1 semester credit .5/.5/0**  
 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.*
- 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 and by permission of the Massage Therapy Department Chair.*
- 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 session in the school's clinic. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 251, Clinic I and by permission of the Massage Therapy Department Chair.*
- 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; 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.

## 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 110 Medical Law and Ethics 2 semester credit 2/0/0**

This course explores the principal applications of federal and state regulations in health care delivery, including issues related to scope of practice for medical assistants and health care practitioners, professional conduct, patient privacy and confidentiality, and medical record maintenance. Students further discuss principles of ethics and morality, and their applications in a variety of situations typically encountered in the health care system. This course may be taken online or face to face. *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. This course may be taken online or face to face. *Prerequisite(s): None.*

### **PL 108 Law and Issues in Health Care 3 semester credits 3/0/0**

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

### **PL 114 Family Law 3 semester credits 3/0/0**

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

### **PL 116 Business Law 3 semester credits 3/0/0**

This course examines the legal environment of business in the United States. Topics covered in this course include: structure of the US legal system; types and sources of law; law of agency; law of contracts; commercial contracts and UCC; forms of business organization; and other topics of current interest in the field. This course may be taken online or face to face. *Prerequisite(s): None.*

### **PL 118 Real Estate Law 3 semester credits 3/0/0**

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. This course may be taken online or face to face. *Prerequisite(s): None.*



- PL 120 Legal Research and Writing I** **3 semester credits** **3/0/0**  
 This course introduces students to legal research and writing skills. Students become familiar with state and federal source materials, including statutes, case law, legal encyclopedias, digests, Shepard’s, and online research materials. Students will utilize resources available at both the institution’s library and law libraries in the area. *Prerequisite(s): PL 105, Introduction to Paralegal Studies and Civil Litigation.*
- PL 202 Hospitality Law** **3 semester credits** **3/0/0**  
 This course examines the legal aspects of the hospitality industry. Some of the topics covered in this course are: history of hospitality law; contracts; business types, their advantages, and disadvantages; property management; federal, state, and local regulations; insurance; employment law; employee management; responsibilities and liabilities in general, to guests, and guests’ property; food preparation and service; tour operators; and safety and security issues. *Prerequisite(s): None.*
- PL 207 Evidence** **3 semester credits** **3/0/0**  
 This course covers both federal and state statutes governing collection, retention, analysis, and presentation of evidence. A special emphasis is placed on the issues and processes that impact the role and the scope of practice of a paralegal professional; practical application of the rules of evidence; and ethical considerations and dilemmas. *Prerequisite(s): PL 105, Introduction to Paralegal Studies and Civil Litigation.*
- PL 211A Wills, Estates, and Trusts** **3 semester credits** **3/0/0**  
 This course provides students with an in-depth examination of law dealing with wills, estates, and trusts, and topics such as: execution and revocation of wills; organization, jurisdiction, and the scope of powers of surrogate courts; and issues in administration and planning of estates. These topics are explored through the perspective of a paralegal professional, concentrating on issues, tasks, and documents likely to be encountered in future practice. *Prerequisite(s): PL 105, Introduction to Paralegal Studies and Civil Litigation.*
- PL 212 Torts** **3 semester credits** **3/0/0**  
 Tort law, being an aggressively developing area of law in our society, requires an in-depth study of its origins, its current status, and rules governing it. Subject matter covered includes negligence, intentional torts, product liability, strict liability, class actions, medical and legal malpractice, defamation, vicarious liability, joint liability, available defenses, and worker’s compensation. *Prerequisite(s): PL 105, Introduction to Paralegal Studies and Civil Litigation.*
- PL 213 Criminal Law and Procedures** **3 semester credits** **3/0/0**  
 Designed to acquaint students with both federal and state issues and processes in criminal law, this course investigates theories and purposes of punishment, definitions of criminal intent, and criminal defenses. Students explore the Model Penal Code’s Definition of Crimes and Analysis of Fault, as well as the Constitutional protections afforded to all citizens under the Fourth, Fifth, Sixth, and Eighth Amendments of the United States Constitution. *Prerequisite(s): None.*
- PL 216 Corporate Law** **3 semester credits** **3/0/0**  
 This course examines the legal foundations, issues, and processes in formation, operation, and liability and risk management of business organizations (sole proprietorships, general and limited partnerships, corporations, and limited liability companies). The issues are examined through a dual perspective of business management and paralegalism. *Prerequisite(s): PL 116, Business Law.*
- PL 220 Legal Research and Writing II** **3 semester credits** **3/0/0**  
 Designed to build upon and refine legal research and writing skills acquired in pre-requisite coursework, this course provides the student with the opportunity to research and write several legal memoranda. The course’s practical application of learned skills further complements other areas of the law as the research topics are culled from other substantive paralegal studies courses at the institution. *Prerequisite(s): PL 120, Legal Research and Writing I.*
- PL 263 Internship** **3 semester credits** **0/0/3**  
 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 supervised project relevant to their field of studies totaling 180 hours. 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 the program of study. Internship graded as Pass/Fail. *Prerequisite(s): Permission of the Department Chair.*

**PL 281-6 Special Topics in Paralegal Studies 1-6 semester credits 1-6/1-6/0**

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

## **PSC: Political Science**

**PSC 110 American Government and Politics 3 semester credits 3/0/0**

This course examines the structure and functions of the United States government. Students engage in critical analysis of the Constitution, civil liberties and civil rights, principles of federalism, politics and interest groups, elections processes, the three branches of government, and the policy-making process. *Prerequisite(s): None.*

**PSC 210 Constitutional Law 3 semester credits 3/0/0**

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

## **POM: Professional Office Management**

**POM 110 Introduction to Professional Office Management 3 semester credits 3/0/0**

This course introduces students to the role and functions of professional office managers and administrative professionals, concentrating on technology, procedures, and best practices in the field. Some of the topics covered in this course include work environment and career advancement; information processing and communications; customer service, human resource, and accounting/financial functions; issues in managing travel, meetings, and conferences; and other topics of current interest in the field. *Prerequisite(s): None.*

**POM 114 Professional Office Management Seminar 3 semester credits 2/1/0**

This course concentrates on best practices for professional office managers and administrative professionals in paper and electronic records management; filing and organization systems; record retention, disposition, and security policies; processing of electronic mail, facsimile communications, USPS, and courier mail; effective telephone communications; further issues in internal and external customer service; ethics in business; and other topics as appropriate. An emphasis is placed on cultivating transferable skills and learning best practices that are applicable to any professional office setting (medical, legal, business, non-profit, home office, and others). *Prerequisite(s): POM 110, Introduction to Professional Office Management.*

**POM 263 Internship 3 semester credits 0/0/3**

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 supervised project relevant to their field of studies totaling 180 hours. 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 the program of study. Internship graded as Pass/Fail. *Prerequisite(s): Permission of the Department Chair.*

## **PSY: Psychology**

### **PSY 105 Introduction to Psychology 3 semester credits 3/0/0**

This course provides an introduction to the major areas in the field of psychology. The areas emphasized are: major models in psychology, major principles of memory applicable to learning psychology, social psychology, the organization of the human brain and the biological bases of behavior, principles of learning, major theories of personality development, stress and its effects on health, intelligence, development in infancy and childhood, and psychological disorders. This course may be taken online or face to face. *Prerequisite(s): None.*

### **PSY 210 Psychology of Child and Adolescent Development 3 semester credits 3/0/0**

This course is designed as an overview of human development from birth through adolescence. Students will examine a variety of theories and current research on child and adolescent development. The effects of community and culture on the development and growth of children and their education will also be explored. *Prerequisite(s): PSY 105, Introduction to Psychology.*

### **PSY 281-6 Special Topics in Psychology 1-6 semester credits 1-6/1-6/0**

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

## **SOC: Sociology**

### **SOC 210 Media and Society 3 semester credits 3/0/0**

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

# NON-CREDIT BEARING COURSE DESCRIPTIONS

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

## MT: Medical Terminology

### MT: Medical Terminology

#### MT 070A Medical Terminology

44 Contact Hours

In this course students will learn approximately 400 medical word parts (prefixes, suffixes, and combining forms/word roots), their meanings, and origins, and how they combine to make medical terms. *Prerequisite(s): None.*

## BIO: Biology

### BIO 110HBCA Anatomy and Physiology

60 Contact Hours

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

## HBC: Hospital-Based Coding

### HBC 001 Pathophysiology

44 Contact Hours

This course is designed to give the new coding professional an overview of disease pathology and the documentation and coding that relates to each body system. *Prerequisite(s): MT 070, Medical Terminology and BIO 110HBC, Anatomy and Physiology; Co-Requisite(s): HBC 002 Pharmacology & Lab Findings*

### HBC 002 Pharmacology & Lab Findings

28 Contact Hours

This course is designed to give the new coding professional an overview of the pharmacology and lab findings learned in Pathophysiology as well as provide internet research tools to identify common diseases, conditions, treatment, and prescription medications. *Prerequisite(s): MT 070, Medical Terminology; BIO 110HBC, Anatomy and Physiology; Co-Requisite(s): HBC 001 Pathophysiology*

### HBC 003 Computer Software Applications in Healthcare

44 Contact Hours

Discussions and lecture on paper charts, hybrid records, electronic records to include the history and migration to a total electronic record; privacy concerns and security practices; voice recognition dictation software; pharmacy programs. *Prerequisite(s): MT 070, Medical Terminology; BIO 110HBC, Anatomy and Physiology; HBC 001, Pathophysiology and HBC 002, Pharmacology & Lab Finding*

### HBC 004 Health Information Management

60 Contact Hours

Designed to give the new coding professional an overview of processes of the Health Information Management departments relative to coding and reimbursement. Emphasis on the specific forms used within the health record as well as the different healthcare job roles within the hospital setting. Topics include: Determination of when additional information is needed to facilitate code assignment, Laws and Ethics in coding (HIPAA, documentation rules, DRG creep, APR, APG), Healthcare Delivery system setting for patient care. *Prerequisite(s): MT 070, Medical Terminology; BIO 110HBC, Anatomy and Physiology; HBC 001, Pathophysiology; HBC 002, Pharmacology & Lab Findings and HBC 003, Computer Software Applications in Healthcare and HBC 005 Healthcare Delivery Systems*

### HBC 005 Healthcare Delivery Systems

44 Contact Hours

Introduction to organization, financing, and delivery of health care services, accreditation, licensure, and regulatory agencies. *Prerequisite(s): MT 070, Medical Terminology; BIO 110HBC, Anatomy and Physiology; HBC 001, Pathophysiology; HBC 002 and HBC 003 Computer Software Applications in Healthcare.*

**HBC 006 Introduction to ICD 10 CM and ICD 10 PCS 60 Contact Hours**  
Designed to give the experienced coding professional efficient training in the ICD-10 CM format. Additionally the student will gain knowledge of proper ICD-10 CM and PCS coding as well as understanding and applying the updated regulations and guidelines associated with ICD-10. *Prerequisite(s): MT 070, Medical Terminology; BIO 110HBC, Anatomy and Physiology; HBC 001, Pathophysiology; HBC 002, Pharmacology & Lab Findings; HBC 003, Computer Software Applications in Healthcare and HBC 005 Healthcare Delivery System; and HBC 004 Health Information Management*

**HBC 007 Diagnosis Coding System 60 Contact Hours**  
This course is designed to give the new coding professional an overview of the ICD-9-CM format specifically for the interpretation of conventions, formats, instructional notations, tables, and definitions of the classification system to select diagnoses, conditions, problems or other conditions for the encounter that require coding. Additionally, the student will demonstrate gained knowledge by utilizing basic coding guidelines according to the Prospective Payment system and the (UHDDS) Uniform Health Data Discharge Set to properly define and assign the principle diagnosis and procedure codes where appropriate by body system. *Prerequisite(s): MT 070, Medical Terminology; BIO 110HBC, Anatomy and Physiology; HBC 001, Pathophysiology; HBC 002, Pharmacology & Lab Findings; HBC 003, Computer Software Applications in Healthcare; HBC 004 Health Information Management; HBC 005 Healthcare Delivery Systems and HBC 006, Introduction to ICD 10 CM and ICD 10 PCS; and HBC 008 ICD 10 PCS Procedural Coding System*

**HBC 008 Procedural Coding System 60 Contact Hours**  
Designed to give the experienced coding professional efficient training in the ICD-10 format. Additionally the student will gain knowledge of proper ICD-10 PCS coding as well as understanding and applying the updated regulations and guidelines associated with ICD-10. *Prerequisite(s): MT 070, Medical Terminology; BIO 110HBC, Anatomy and Physiology; HBC 001, Pathophysiology; HBC 002, Pharmacology & Lab Findings; HBC 003, Computer Software Applications in Healthcare; HBC 004 Health Information Management; HBC 005 Healthcare Delivery Systems and HBC 006 Introduction to ICD 10 CM and ICD 10 PCS; and HBC 007 Diagnosis Coding System*

**HBC 009 Advanced Diagnosis Coding 60 Contact Hours**  
This course focuses on Case studies using actual medical records (100 charts from an acute care facility) – code by book, Case studies – use same records using AHMA Virtual Lab, Introduction to ICD-10-CM practicum exercises, Brief overview of SNOMED, DRG grouping using charts – AHMA Virtual Lab, Code more advanced scenarios from Faye Brown, Appropriate choice of principal or first listed diagnosis. *Prerequisite(s): MT 070, Medical Terminology; BIO 110HBC, Anatomy and Physiology; HBC 001, Pathophysiology; HBC 002, Pharmacology & Lab Findings; HBC 003, Computer Software Applications in Healthcare; HBC 004 Health Information Management; HBC 005 Healthcare Delivery Systems; HBC 006, Introduction to ICD 10 CM and ICD 10 PCS and HBC 007 ICD 10 CM Diagnosis Coding System; HBC 008, Procedural Coding System*

**HBC 010 Advanced Procedural Coding 60 Contact Hours**  
This advanced course covers Current Procedural Terminology (CPT), International Classification of Diseases (ICD-9 Volume 3), Health Care Procedural Coding Systems (HCPCS), modifier applications, evaluation and management services, and coding issues for specific body systems. *Prerequisite(s): MT 070, Medical Terminology; BIO 110HBC, Anatomy and Physiology; HBC 001, Pathophysiology; HBC 002, Pharmacology & Lab Findings; HBC 003, Computer Software Applications in Healthcare; HBC 004 Health Information Management; HBC 005 Healthcare Delivery Systems; HBC 006, Introduction to ICD 10 CM and ICD 10 PCS and HBC 007 ICD 10 CM Diagnosis Coding System; HBC 008, ICD 10 PCS Procedural Coding System*

**HBC 110 Field Based Professional Practice Experience (PPE) 80 Contact Hours**  
This internship provides students with an opportunity to integrate theoretical knowledge and applied skills with practical infield experience in a hospital medical records department. Under the direction of an internship supervisor, students will engage in a variety of tasks representative of duties of the regular employees, or complete a supervised project relevant to their field of studies totaling 180 hours. *Prerequisite(s): Hospital Based Coding Program*

**HBC 110A Field Based Professional Practice Experience (PPE) (virtual) 80 Contact Hours**  
Enrollment in a virtual coding internship course provides students with an opportunity to integrate theoretical knowledge and applied skills with the hands-on coding of real-life (redacted) medical records. Working remotely and under the supervision of an Adjunct Instructor, students will use encoder software to assign ICD-10-CM, ICD-10-PCS, CPT, and/or HCPCS Level II codes to approximately 160 hospital inpatient, ambulatory surgery, and emergency department records. In addition to coding, students will also assign Present on Admission (POA) indicators for the inpatient cases, and the appropriate Medicare prospective payment system (PPS) groupings for all cases. *Prerequisite(s): Hospital Based Coding Program*

# COLLEGE ADMINISTRATION

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*Vice President, Special Projects*

**Doug Alvey**

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*Vice President, Human Resources*

**Mary Ellen Duffy**

*Vice President, Financial Aid & Compliance*

**Darren Walsh**

*Director of Online Education*

## **Office of the Campus President**

**Annette Jeffes**

*Campus President*

## **Office of Academic Affairs**

**Kerry Cirillo**

*Dean of Academic Affairs*

**Amanda MacGregor**

*Department Chair, Medical Assisting*

**Patricia Washco, MSN, RN**

*Department Chair, Practical Nursing*

**Belinda Green, L.M.T.**

*Department Chair, Massage Therapy*

**Jonathan Bubb, Jr.**

*Department Chair, General Studies*

**Wendi Enright**

*Department Chair, Business, Legal & Technology*

## **Office of Academic Support and Advising**

**Brenda McClaine**

*Director, Academic Support and Advising*

**Aurelia Abba**

*Student Advisor*

**Stephanie O'Rourke**

*Student Services Support Specialist*

**Jennie Avramidis**

*Director of Retention and Reentry*

## **Office of Career Services**

**Tyler Kirk**

*Director of Career Services*

**Vincia Phillip**

*Career Services Coordinator*

## **Office of Library Services**

**Lucas Petruzzini**  
*Director of Library Services*

## **Office of the Registrar**

**Nicole Bradley**  
*Registrar*

## **Office of Admissions**

**Sandra Barry**  
*Admissions Representative*

**Julia Christopher**  
*Admissions Representative*

**Nancy DeLaCruz**  
*Admissions Representative*

**Guy Famiano**  
*Admissions Representative*

**Devon Keith**  
*Senior Admissions Representative*

**Sarah Morris**  
*Admissions Representative*

**Stacy Morrissey**  
*Senior Admissions Representative*

**Mary Lou Schultz**  
*Admissions Representative*

**Amber Winslow**  
*Admissions Office Manager*

## **Office of Information Technology Services**

**Shawn Chamberlain**  
*Software Engineer*

**Brian Hendron**  
*Director of Information Technology*

**Bobbi Miles**  
*Helpdesk Support Technician*

## **Office of Financial Aid**

**Christopher Arnold**  
*Regional Director, Financial Aid*

**Kevin DiPalma**  
*Associate Director of Financial Aid Enrollment*

**Michael O'Brien**  
*Financial Aid Representative*

**Dyllin O'Dell**  
*Senior Financial Aid Representative*

**Kyle Pelersi**  
*Financial Aid Representative*

**Lindsay Ramsey**  
*Senior Financial Aid Representative*

# FACULTY

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**Ryan Abitibale**

*Instructor General Studies, Part-time*  
A.A.S., Columbia Green Community College  
B.A., Pittsburgh State University  
M.S., American Public University

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B.S., State University of New York at Cortland  
B.S., Upstate Medical University  
M.A., Empire State College

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M.S., University at Albany – State University of New York  
E.d.D., Capella University

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D.C., Life Chiropractic College

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A.A.S., Hudson Valley Community College—State University of New York

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M.B.A., Western Connecticut State University

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Dr. O.T., University of St. Augustine

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M.Ed., State University of New York at Potsdam

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B.A., SUNY Plattsburgh

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B.S., College of Saint Rose  
M.L.S., University at Albany – State University of New York  
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B.A., School of Urban Missions  
B.S., Grace University  
M.S., Capella University

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M.S., York College of Pennsylvania



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**Belinda Green, L.M.T.**

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M.T.S., St. Bernards School of Theology and Ministry  
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**Sarah Winters**

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A.A.S., Hudson Valley Community College

# ACADEMIC CALENDAR, 2018-2019

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ACADEMIC TERM	IMPORTANT DATES
Fall I, 2018	<b>Monday, September 17, 2018 – Sunday, November 11, 2018</b> Add / Drop Period Ends: Sunday, September 23, 2018 ☼ Holiday: Monday, October 8, 2018 (Columbus Day) Mid-Terms: Monday, October 9, 2018 – Sunday, October 14, 2018 Final Exams: Monday, November 5, 2018 – Sunday, November 11, 2018 Last Day of Classes: Sunday, November 11, 2018
Fall II, 2018	<b>Monday, November 12, 2018 – Sunday, January 13, 2019</b> Add / Drop Period Ends: Sunday, November 25, 2018 ☼ Thanksgiving Break: Thursday, November 22 – Friday, November 23, 2018 Mid-Terms: Monday, December 3, 2018 – Sunday, December 9, 2018 ☼ Break: Monday, December 24, 2018 – Tuesday, January 1, 2019 <b>Classes resume Wednesday, January 2, 2019</b> Final Exams: Monday, January 7, 2019 – Sunday, January 13, 2019 Last Day of Classes: Sunday, January 13, 2019 ☼ Break: Monday, January 14, 2019 – Sunday, January 20, 2019
Spring I, 2019	<b>Monday, January 21, 2019 – Sunday, March 17, 2019</b> Add / Drop Period Ends: Sunday, February 3, 2019 ☼ Holiday: Monday, January 21, 2019 (Martin Luther King, Jr. Day) Mid-Terms: Tuesday, February 11, 2019 – Sunday, February 17, 2019 ☼ Holiday: Monday, February 18, 2019 (Presidents' Day) Final Exams: Monday, March 11, 2019 – Sunday, March 17, 2019 Last Day of Classes: Sunday, March 17, 2019
Spring II, 2019	<b>Monday, March 18, 2019 – Sunday, May 12, 2019</b> Add / Drop Period Ends: Sunday, March 24, 2019 Mid-Terms: Monday, April 8, 2019 – Sunday, April 14, 2019 ☼ Holiday: Sunday, April 21, 2019 (Easter) Final Exams: Monday, May 6, 2019 – Sunday, May 12, 2019 Last Day of Classes: Sunday, May 12, 2019 ☼ Break: Monday, May 13, 2018 – Sunday, May 19, 2019
Summer I, 2019	<b>Monday, May 20, 2019– Sunday, July 14, 2019</b> Add / Drop Period Ends: Sunday, May 26, 2019 ☼ Holiday: Monday, May 27, 2019 (Memorial Day) Mid-Terms: Monday, June 10, 2019 – Sunday, June 16, 2019 ☼ Holiday: Thursday, July 4, 2019 (Independence Day) Final Exams: Monday, July 8, 2019 – Sunday, July 14, 2019 Last Day of Classes: Sunday July 14, 2019
Summer II, 2019	<b>Monday, July 15, 2019 – Sunday, September 8, 2019</b> Add / Drop Period Ends: Sunday, July 21, 2019 Mid-Terms: Monday, August 5, 2019 – Sunday, August 11, 2019 ☼ Holiday: Monday, September 2, 2019 (Labor Day) Final Exams: Tuesday, September 3, 2019 – Sunday, September 8, 2019 Last Day of Classes: Sunday, September 8, 2019 ☼ Break: Monday, September 9 – Sunday, September 15, 2019

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**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

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Mildred Elley does not discriminate on the basis of race, color, creed, sex, age, handicap, sexual preference, or national or ethnic origin as defined by law, and is in compliance with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973. The compliance officer for Title IX and Section 504 is the college's Campus President, who is generally available Monday-Friday from 8:30AM to 5:30PM, or by appointment.

## CATALOG INFORMATION

The revision date of this catalog is July 22, 2019.

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

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

## STATEMENT OF OWNERSHIP

MILDRED ELLEY  
1 Park Place, 3<sup>rd</sup> Floor  
Albany, New York 12205

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

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

Faith Ann Takes  
*Chairman of the Board*

Mildred Elley – Albany, NY  
855 Central Avenue  
Albany, NY 12206

Mildred Elley – New York City, New York, NY  
25 Broadway, Floor 16  
New York, NY 10004

Mildred Elley – Pittsfield, MA  
100 West Street  
Pittsfield, MA 01201

# MILDRED ELLEY ANNUAL NEW YORK STATE NOTIFICATION OF SEXUAL MISCONDUCT POLICY

## I. Section 1: Statement of Purpose

Mildred Elley promotes an environment in which all members of the Community feel safe and respected. Acts of sexual misconduct impede the College's educational mission and values, are harmful, and will not be tolerated by Mildred Elley. This policy prohibits sexual violence, sexual harassment, sexual misconduct, and other related offenses in all College programs and activities. Conduct prohibited by this policy may also violate federal and/or New York State laws enforced through the criminal justice system. Individuals are also free to pursue action under this policy and through the criminal justice system. The College takes reports of sexual misconduct seriously and promises to promptly and fairly respond in a manner intended to eliminate the misconduct, prevent its recurrence, and address its impact on affected individuals and the College community. All College proceedings conducted pursuant to alleged violations of this policy will be done so in a timely and equitable process that provides adequate notice and a meaningful opportunity for all parties to be heard.

## II. Section 2: Scope of this Policy

This policy intends to address conduct prohibited under federal laws, including Title IX, the Clery Act, and the Violence Against Women Act, as well as under New York State law, specifically its "Enough Is Enough" law (Education Law 129-B). This policy applies to all Community members – including students, faculty, staff, other employees, and independent contractors – attending, working, or otherwise interacting with the college's New York State campuses ("Community"). The College will address reports received from any individual, whether the person is affiliated with Mildred Elley, that a Community member has violated this policy. Vendors, contractors, visitors, and others who conduct business with the College or on College property are likewise expected to comply with this policy. The prohibitions and protections in this policy apply regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.

The prohibitions and protections in this policy apply regardless of whether the violation occurs on campus or off campus. Members of the Community who commit acts of sexual misconduct will be disciplined appropriately pursuant to College policy. This policy describes protections specifically for students who are subjected to sexual misconduct as well as disciplinary procedures specifically relevant to students who commit sexual misconduct. The actions the College may take against an individual who commits sexual misconduct may vary or be limited when that individual is not a member of the Community; however, whenever a member of the Community is subjected to sexual misconduct, regardless of the status of the individual who committed it, the College will continue to provide support, resources, and protection to the affected Community member. Mildred Elley will cooperate with and assist in law enforcement investigations whenever appropriate.

## III. Section 3: Terminology and Definitions

Certain definitions within this section contain very graphic language and may be disturbing to some individuals.

The following terms are used throughout this policy and may be heard during conversations with College associates and/or during student conduct proceedings. Due to the sensitive and sometimes violent nature of incidents involving sexual misconduct, the following definitions are provided for informational use by students and for guidance in the investigation and processing of alleged violations. It is possible that an action may constitute sexual misconduct even if not specifically mentioned in these definitions.

If you have any questions about what these terms mean or whether they apply to certain situations, please feel free to talk to your campus Title IX Coordinator. If you aren't sure who your campus Title IX Coordinator is, a list of all campus Title IX Coordinators is provided in Section 3. Any questions about whether a specific incident violates New York State criminal laws should be addressed to law enforcement or to the local district attorney.

- A. **Sexual activity:** Sexual activity has the same meaning as "sexual acts" and "sexual contact" as provided in U.S.C. 2246 (2) and U.S.C. 2246 (3). These terms are defined as follows:
  - a. Sexual act
    - i. Contact between the penis and the vulva or between the penis and the anus, and for purposes of this subparagraph contact involving the penis occurs upon penetration, however

- slight;
  - ii. Contact between the mouth and the penis, mouth and the vulva, or the mouth and the anus.
  - iii. Penetration, however slight, of the anal or genital opening of another person by a hand, or finger, or by any object, with the intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; or
  - iv. Intentional touching, not through clothing, of the genitalia of another person who has not attained the age of 16 years with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.
- b. Sexual contact
- i. Intentional touching, either directly or through clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person.

**B. Sexual Misconduct:** Sexual misconduct is a broad term that encompasses a range of behaviors. Sexual misconduct can occur between people who know each other, people who have an established relationship, people who have engaged in consensual sexual activity before, and people who do not know each other. Sexual misconduct can be committed by persons of any gender or gender identity, and it can occur between people of the same sex or different sex.

- a. Sexual misconduct includes but is not limited to:
- b. Sexual assault is unwanted sexual activity and/or unwanted sexual contact that has not been Affirmatively Consented to by two or more of the participants, as defined in Section 3, including but not limited to:
  - i. Rape (as defined in accordance with the Federal Bureau of Investigation’s Uniform Crime Reporting Program and listed in 34 C.F.R. §668.46) is the penetration, no matter how slight, of a person’s vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
  - ii. Sexual coercion is using verbal pressure to compel another person to engage in sexual activity that he/she would otherwise not consent to, including but not limited to telling lies, threatening to spread rumors, and engaging in verbal abuse.
  - iii. Fondling is touching the private body parts of another person, without that person’s consent, for sexual gratification.
  - iv. Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - v. Statutory rape is sexual intercourse with a person who is under the legal age of consent.
- c. Sexual exploitation is engaging intentionally in exploitive behavior including but not limited to:
  - i. Observing another person when that person is nude, in their undergarments, partially clothed, or engaged in sexual activity without the knowledge and consent of the person observed, or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved;
  - ii. Making, sharing, posting, streaming, or otherwise distributing any image, photography, video, or audio recording depicting or otherwise recording another person when that person is nude, in their undergarments, partially clothed, or engaged in sexual activity without the knowledge and consent of the person depicted or recorded;
  - iii. Exposing one’s genitals to another person without the consent of that person;
  - iv. Exposing another person to a sexually transmitted infection without the knowledge and consent of the person exposed;
  - v. Causing another person to become incapacitated with the intent of making that person vulnerable to non-consensual sexual activity or sexual exploitation.
- d. Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others, or would cause a reasonable person to suffer substantial emotional distress.
- e. Domestic violence is a felony or misdemeanor crime of violence, including but limited to acts of sexual violence, sexual abuse, physical abuse, or the threat of any such abuse, committed by:
  - i. a current or former spouse,
  - ii. a person with whom you share a child in common,
  - iii. a person with whom you live or have lived as a spouse or intimate partner, or
  - iv. any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of

violence occurred.

- f. Dating violence is violence committed by a person who has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with the consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relations.
  - g. Gender-based harassment is unwelcome conduct of a non-sexual nature based upon a person's actual or perceived sex, including conduct based on gender identity, gender expression, and non-conformity with gender stereotypes.
  - h. Hate crime is Any crime that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this policy, the categories of bias include the victim's (actual or perceived): race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, or disability.
  - i. Sexual harassment is unwelcome conduct of a sexual nature that is sufficiently severe, persistent, or pervasive as to limit a student's ability to participate in or benefit from an education program or as to create a hostile or abusive educational environment, including but not limited to:
    - i. Unwelcome sexual flirtations or propositions for sexual activity.
    - ii. Unwelcome demands for our suggestions of sexual favors, including but not limited to repeated unwelcome requests for dates.
  - j. Sexual exploitation is offering employment or educational benefits in exchange for sexual favors
    - i. Threatening or taking negative action in the event of having sexual advances denied and/or after having sexual advances denied, such as a professor threatening to fail a student unless the student agrees to date the professor
    - ii. Making graphic verbal comments about an individual's body or appearance
    - iii. Spreading sexual rumors
    - iv. Touching an individual's body or clothing (including one's own) in a sexual way, such as grabbing, brushing against, patting, pinching, bumping, rubbing, kissing, fondling, etc.
    - v. Displaying or sending sexually suggestive drawings, images, pictures, written materials, cartoons, letters, notes or objects in the work/educational environment, regardless of medium.
    - vi. Cornering or blocking the normal movement of an individual.
  - k. Sex discrimination and/or gender discrimination is treating an individual unfavorably or adversely based upon that individual's sex and/or gender in the context of educational or employment activities, programs, or benefits, such as in admissions, hiring, selection for and/or participation in projects, teams, or events, provision of wages or benefits, selection for promotions, etc.
- C. **Retaliation** is taking adverse action against an individual for making a good faith report of prohibited behavior, for participating in any investigation or proceeding into such behavior, and/or otherwise cooperating with the college's efforts to prevent and remediate sexual misconduct in its community, including but not limited to engaging in intimidation, threats, coercion, and/or adverse actions regarding education or employment.
- a. Retaliation does not exist when an individual pursues actions in good faith in response to a report of prohibited behavior, such as an accused individual offering evidence in their own defense.
  - b. Retaliation may be committed by an accused individual, a reporting individual, or any other person or group of persons.
  - c. Retaliation may exist event where an underlying report that was made in good faith was found to be unsubstantiated by evidence and/or the accused individual was determined to be 'not responsible'.
- D. **Affirmative consent** is an assessment whether alleged sexual activity was consensual. Consent must be affirmative to be considered consensual. Affirmative consent is the knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions if those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.
- a. Important guidance regarding consent:

- i. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- ii. Consent is required regardless of whether either person involved in the act is under the influence of drugs and/or alcohol.
- iii. Consent may be initially given but withdrawn at any time.
- iv. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- v. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- vi. When consent is withdrawn or can no longer be given, sexual activity must stop.

**E. Title IX Coordinator:** Each campus has a Title IX Coordinator. Each Title IX Coordinator is responsible for coordinating the College’s prevention of and response to sexual harassment and sexual violence, as well as for addressing any questions or inquiries regarding how Mildred Elley applies federal Title IX law and regulations. The College’s Title IX Coordinator also coordinates the College’s response to acts of sexual misconduct as required by New York State’s “Enough Is Enough” law (Education Law 129-B).

- a. The Title IX Coordinator has many responsibilities as part to ensure the College complies with the law. The Title IX Coordinator has the primary responsibility for:
  - i. Receiving complaints regarding sexual misconduct;
  - ii. Providing information to students about resources and support services available;
  - iii. Directing investigations into incidents of sexual misconduct;
  - iv. Issuing interim protective measures and arranging requested accommodations;
  - v. Initiating student conduct charges against students who have committed sexual misconduct;
  - vi. Ensuring the student conduct process is handled the right way;
  - vii. Overseeing student compliance with consequences and sanctions imposed through the student conduct process;
  - viii. Collecting statistics regarding the prevalence of sexual misconduct on campus;
  - ix. Conducting annual surveys of the Community regarding sexual misconduct; and
  - x. Overseeing education and training programs relating to sexual misconduct.
- b. **The Title IX Coordinator is the person with whom you should file a formal report regarding sexual misconduct.** Reporting individuals can also privately tell the Title IX Coordinator about incidents of sexual misconduct even if you do not want to file a formal report. Reporting individuals can also disclose those incidents to other College associates, if you prefer.
  - i. All College associates – except those designated as confidential resources as described in this policy – are required to notify the Title IX Coordinator when a student discloses an incident of sexual misconduct to them so that the Title IX Coordinator can reach out to the student to offer help, support, and information about filing a formal report if the student desires to do so and in order to protect the safety of other people on campus. Those College associates would only provide the Title IX Coordinator with the necessary information, and the student’s privacy would be maintained always. More information about privacy is provided in Section 3.
  - ii. Other College associates are not required to notify the Title IX Coordinator when a student discloses an incident of sexual misconduct to them. These College associates are known as “confidential resources”. Each New York State campus has at least one confidential resource with whom students can speak with confidentially. More information about confidentiality and a list of the confidential resources for each campus is provided in Section 3. The Title IX Coordinator will maintain student privacy to the greatest extent possible, but is not a confidential resource, given the nature of their duties.
- c. The Title IX Coordinator for each location is as follows:
  - i. Annette Jeffes, Albany Campus President, (518) 786-0855 X 1351, [ajeffes@mildred-elley.edu](mailto:ajeffes@mildred-elley.edu)



- F. Confidentiality:** Confidentiality can be offered by a College associate who is not required by law to report known incidents of sexual assault or other crimes to the college's Title IX Coordinator or any other College associates. Each New York State campus has at least one College associate who can offer complete confidentiality to persons who want to confidentially report an incident of sexual misconduct. These individuals are known as Confidential Resources. While Confidential Resources generally honor requests for confidentiality, it is important that reporting individuals understand that a request for confidentiality may limit the college's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s). Although rare, there are times when the Confidential Resource may not be able to honor requests for confidentiality to provide a safe, non-discriminatory environment for all students. In those circumstances, all information would still be treated with the utmost privacy.
- a. The Confidential Resource for each location is as follows:
    - i. Brenda McClaine, Director of Academic Support and Advising, (518) 786-0855 X 1332, [bmcclaine@mildred-elley.edu](mailto:bmcclaine@mildred-elley.edu)
  - b. Examples of other individuals who can offer confidentiality:
    - i. Medical providers
    - ii. Lawyers providing legal advice
    - iii. Licensed mental health counselors, psychologists, and social workers
    - iv. Pastoral counselors (e.g., priests and other clergy members)
    - v. Local rape crisis centers and other confidential Community resources (see Section 6 for a list of local community resources near your campus, or call the NYS Sexual Violence Hotline at 1-800-942-6906 (available 24/7/365) to be connected to your local rape crisis center)
    - vi. While these off-campus counselors and advocates may maintain a victim's confidentiality by not informing the College, they may have other obligations under State law.
  - c. As noted above, when a reporting individual speaks to a campus Confidential Resource or an off-campus individual offering confidentiality, the College may be unable to investigate into the incident or pursue disciplinary action against the alleged perpetrator. In those circumstances, confidential counselors and advocates, including the campus Confidential Resource, will still assist the reporting individual in receiving other necessary protections and support, such as victim advocacy services, academic support or campus accommodations, disability services, health or mental health services, and changes to living, working, or course schedules.
  - d. At any time, a reporting individual who initially requests confidentiality may also decide to file a formal disciplinary complaint with the school and/or report the incident to campus security, law enforcement, and/or State Police, and have the incident fully investigated.
  - e. If the College determines that the alleged perpetrator(s) pose a serious and immediate threat to the Community, law enforcement may be called upon to issue a timely warning to the Community. Any such warning would not include the reporting individual's name or any information that identifies the reporting individual.
- G. Privacy:** Privacy can be offered by a College associate who is unable to offer confidentiality due to their legal obligation to report known incidents of sexual assault or other crimes to the Title IX Coordinator. Even College associates who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek a resolution. Any College associate who is not considered a confidential resource, including your campus Title IX Coordinator, is considered a College associate who will guarantee privacy.
- H. Accused:** A person accused of sexual misconduct or another violation of this policy.
- I. Bystander** is a person who witnesses or otherwise learns about sexual misconduct or another violation of this policy who is not themselves the victim or person subjected to the sexual misconduct. Bystanders are welcome and encouraged to report incidents of sexual misconduct that they have witnessed or learned about.
- a. Please encourage any victim of sexual misconduct to reach out for help. A list of on-campus and off-campus resources available to victims can be found in Section 6.
- J. Reporting individual** is any person who reports being a victim, survivor, witness, and other individual subjected to sexual misconduct.

#### IV. Section 4: Prohibited Behavior

Mildred Elley is a place of academic learning, and its Community expects appropriate behavior. The following are considered specific and serious violations of this policy. Violations of this policy can occur both on-campus and off-campus and may also include other unacceptable conduct not specifically listed below. Any possible or known violation of this policy may result in the College investigating. In certain instances, the College is obligated by federal and/or New York State law to investigate. Students believed to have committed prohibited behavior, including sexual misconduct, in violation of this policy may face student conduct charges, which can result in serious consequences, such as suspension or expulsion. For more information, see **Disciplinary Process for Students who Commit Sexual Misconduct** described in **Section 7** of this policy.

##### A. Prohibited Behavior:

- a. Sexual misconduct, including but not limited to:
  - i. Rape
  - ii. Sexual assault
  - iii. Sexual harassment
  - iv. Stalking
  - v. Domestic violence
  - vi. Dating violence
  - vii. Unwanted sexual activity and/or contact
  - viii. Fondling
  - ix. Statutory rape
  - x. Gender-based harassment
  - xi. Sex discrimination
  - xii. Retaliation against someone who has made a complaint about sexual misconduct
  - xiii. Sexual exploitation
  - xiv. Sexual coercion
  - xv. Other sexual violence
  - xvi. Other sexually inappropriate behavior
- b. Attempting to commit sexual misconduct
- c. Aiding another person in committing sexual misconduct
- d. Knowingly violating an interim measure or sanction imposed by the College pursuant to this policy, such as a 'no contact' order, suspension, or other measures and/or sanctions deemed appropriate under the circumstances
- e. Knowingly filing a false report of any prohibited behavior

The above forms of sexual misconduct are defined in **Terminology and Definitions** in **Section 3** of this policy.

#### V. Section 5: How to Report Incidents of Sexual Misconduct

In any instance of sexual misconduct, anyone in the Community has the right to report the incident to the College, to campus security, to local law enforcement, to the State police, to any combination of these authorities, or to not report the incident at all.

##### A. Disclosing vs. Reporting

Sometimes a person wants to tell someone about an incident of sexual misconduct without being sure whether they wish to see official action taken against the perpetrator. Such persons have the option to disclose (tell someone about) an incident without being obligated to file a formal report. Whether they choose to disclose or choose to formally report an incident, they have the right to be protected by the College from retaliation and the right to receive assistance and resources from the College.

The Title IX Coordinator is the person with whom formal reports regarding sexual misconduct should be filed. Upon receiving a formal report, the Title IX Coordinator will begin an investigation into the incident and the disciplinary process against the individual alleged to have committed the sexual misconduct, if that individual is a student of the College (or, if the individual is not a student, take other appropriate action). The Title IX Coordinator will also offer any student making a report assistance and resources.

Individuals can also make a formal report to the Title IX Coordinator even if they do not want an investigation to occur. Although the Title IX Coordinator is not a “confidential resource” in that same way as those Confidential Resources listed in Section 3 of this policy, reporting an incident to the Title IX Coordinator while expressing one’s wish for no investigation to occur is known as a “confidential report” to the Title IX Coordinator. This is considered a “confidential report” in that the Title IX Coordinator will first ask the person’s permission before beginning an investigation and commencing the student disciplinary process. If the reporting individual declines to give permission, the Title IX Coordinator will honor the student’s decision and will not investigate the report, except in circumstances where failing to investigate would prevent the College from providing a safe and non-discriminatory environment for all members of the College community. In those cases, the individual making the report would not be obligated to participate in the investigation or the disciplinary process. Whatever that person decides, the Title IX Coordinator will be willing to assist. More information about how to make this type of “confidential report” is provided in Section 3.

**B. Disclosing to Someone Other than the Title IX Coordinator**

Incidents can also be disclosed to College associates other than the Title IX Coordinator, if the student prefers to do so. Some College associates are required to notify the Title IX Coordinator when an incident of sexual misconduct is disclosed to them, to protect the safety of other people on campus and so that the Title IX Coordinator can reach out to the student to offer help, support, and information about filing a formal report if the student desires. While these College associates cannot offer true confidentiality, they promise not to disclose more information to the Title IX Coordinator than necessary. The information disclosed will be limited to the information needed to investigate (if the student permits) and to ensure student safety. More information about privacy is provided in Section 3.

Other College associates are not required to notify the Title IX Coordinator when a report of an incident of sexual misconduct is disclosed to them. These College associates are known as “Confidential Resources”. Each campus has one Confidential Resource available to speak with confidentially. These College associates can help obtain assistance and resources without sharing confidential information with anyone else. Speaking to a Confidential Resource will not result in a formal report being made. More information about confidentiality and a list of the Confidential Resources for each campus is provided in Section 3.

Incident reports can also be made to non-College officials, such as a local rape crisis center or a mental health counselor. A list of some local rape crisis centers and other Community resources is provided in Section 6. You can also find local rape crisis centers and other community resources by dialing 2-1-1 or by calling the New York State Domestic & Sexual Violence Hotline (1-800-942-6906). These types of non-College officials provide confidentiality and can offer support and referrals to helpful services and resources. These persons are not affiliated with the College and have no obligation to notify the Title IX Coordinator about the incident.

**C. Making a Formal Report Confidentially and/or Anonymously**

In addition to the options described above about privately or confidentially reporting an incident of sexual misconduct, there are several other options for making a formal report. The Title IX Coordinator is the person with whom a formal report regarding sexual misconduct should be filed in those instances in which a person wants to make a formal report. Formal reports can be made to the Title IX Coordinator by making a report to the Title IX Coordinator in-person, via email. Your campus Title IX Coordinator’s phone number and email address can be found in Section 3.

All reports of sexual misconduct made to all College associates will be handled with privacy. Students reporting instances of sexual misconduct – whether they are the victim, a friend, or a witness/bystander – can also make confidential and/or anonymous reports if they prefer to do so.

- a. Confidential reports can be made by telling the Title IX Coordinator that you do not want an investigation to occur, or by checking the boxed on the online incident report form labeled ‘I do not want an investigation to occur.’
- b. Important considerations regarding “confidential reports”, whether made in-person or online:
  - i. While this reporting method is known as a “confidential report”, due to the nature of their responsibilities, the Title IX Coordinator is not truly a “confidential resource” in the same way as the Confidential Resources listed in Section 3. As noted above, all information provided will be handled with the utmost privacy.
  - ii. When a reporting individual formally reports an incident of sexual misconduct but expresses that he/she does not wish for the College to investigate, the College will typically

honor that request. However, sometimes the College will be obligated to weigh such a request against the College's duty to ensure the safety of others on campus. Some of the factors the College may consider in weighing a request to not investigate may include: whether the accused individual has a history of violent behavior or is a repeat offender; whether the incident represents escalation in unlawful conduct by the accused individual; the increased risk that the accused individual will commit additional acts of violence; whether the accused individual used a weapon and/or force; whether the reporting individual is a minor; and whether the institution possesses other means to obtain evidence (e.g., security footage) and whether available information reveals a pattern of perpetration at a given location or by a particular group. If the College determines that it cannot maintain a victim's confidentiality and that an investigation is necessary, the student who reported the incident will be notified in writing, prior to the start of an investigation and will, to the extent possible, only share information with the people responsible for handling the College's response. The College will remain mindful of the victim's well-being and will take steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or College employees, will not be tolerated.

- c. Anonymous reports can be made by not including your name or email address when submitting the online incident report form.
  - i. Important note regarding anonymous reports:
  - ii. Individuals who wish to anonymously report an incident should be aware that their anonymity may inhibit the College's ability to conduct a full investigation of the incident, provide support, and/or update the student regarding actions taken.

Regardless of how a student chooses to make a report, the College may not require a victim to participate in any investigation or disciplinary proceeding.

If sexual misconduct is committed by a non-member of the Community (including an unknown person or stranger), students may still report the incident to the College and receive support and protection. For a list of on-campus and off-campus resources and support services near your campus, see **Resources, Support Services, and Protection for Victims** in **Section 6** of this policy.

Students also have the option to make a report to law enforcement, either in addition to or as an alternative to making a report to the College.

- a. Make a report to law enforcement by Contacting the New York State Police at 1-844845-7269 *or by* Contacting local law enforcement in your area
- b. **Albany Police** Non-Emergency Number: (518) 438-4000, Emergency: Call 911  
<https://www.albanyny.org/Government/Departments/PoliceDepartment.aspx>
- c. **State Police** Contact your Local Troop Headquarters: Troop G: 518-783-3211, Emergency: Call 911,  
<https://www.troopers.ny.gov/>

#### D. Amnesty Policy for Alcohol and/or Drug Use

Students should not be afraid to report an incident of sexual misconduct merely because they were drinking alcohol or using drugs at the time of the incident, whether they were a victim, witness, or bystander. Mildred Elley has adopted an amnesty policy for alcohol and/or drug use regarding incidents of sexual misconduct. The health and safety of every student at Mildred Elley is of utmost importance. Mildred Elley recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Mildred Elley strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to College associates. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to the College associates or law enforcement will not be subject to the College's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

#### E. Disclosures During Advocacy Events

Individuals occasionally disclose information regarding sexual misconduct during a public awareness and/or advocacy event and other similar public events. These events typically serve the purpose of encouraging survivors and raising awareness about issues related to sexual violence, as opposed to serving as a forum in which formal reports are made. Accordingly, the College is not obligated to begin an investigation based on information disclosed at these events, however any individual always remains free to file a report with the College if they choose to do so. The College may use information provided at such events to inform its efforts for additional education and prevention efforts regarding sexual misconduct and sexual violence.

#### F. Campus Alerts

When certain crimes occur in certain areas on and/or near campus that represent a serious or continuing threat to the Community, the College is obligated under federal law to issue a timely warning, to protect the safety of others. Crimes triggering a timely warning might include, for example, a rapist who is still present on campus. When a timely warning is issued, the warning will never identify any victims or reporting individuals. See the Mildred Elley Annual Fire and Security Report for more information on the Campus Emergency Notification System. This report can be found on the Mildred Elley website.

#### G. Campus Crime Data

When the Title IX Coordinator receives reports of sexual misconduct and certain other crimes that occur in certain locations on and/or near campus, federal and New York State laws require the Title IX Coordinator to include those reports in the College's Jeanne Clery Campus and Security Survey as well as in the College's Annual Fire and Security Report. This is merely an anonymous count without – identifying the reporting individual or the specifics of the crime.

## VI. **Section 6: Resources, Support Services, and Protection for Victims**

Mildred Elley is committed to supporting victims and survivors of sexual misconduct and sexual violence, regardless of when, where, or who committed the acts in question. In Section 3, the College has collected information and resources that may be helpful. If there are other resources needed, the College encourages reaching out to the campus Title IX Coordinator, who can help obtain those resources. If you are uncertain who your campus Title IX Coordinator is, a list of the New York campus Title IX Coordinators is provided in Section 3 of this policy. If you are in immediate danger at any point, call 911!

#### A. Obtaining Immediate Medical Attention

If you need immediate medical attention because of rape, sexual assault, domestic violence, or dating violence, please call 911 and/or consider visiting a hospital, urgent care center, or medical provider. Below is a list of emergency medical facilities and other medical providers near each campus. New York State law requires that all hospitals in the State offer forensic rape examinations (sometimes also called 'forensic sexual assault examinations' or simply 'rape kits'). Hospitals must notify the victim/survivor that they can choose to have the forensic rape exam and its related charges billed to the NYS Office of Victim Services at no cost to the victim/survivor. After the exam, you might receive other medical services or counseling services for which the hospital might charge you or bill your health insurance; if your insurance plan is through someone else (such as your parent), you should tell hospital staff if you do not want your insurance policyholder to be notified about your access to these services.

Especially in incidents of rape or sexual assault, it may be important to receive a forensic examination as soon as possible to preserve evidence and/or to receive protection from sexually transmitted infections or pregnancy. To best preserve evidence, you should seek an exam as soon as possible and avoid showering, washing, changing clothes, discarding clothes, combing hair, or otherwise altering your physical appearance until the exam is complete. Even if you do not want evidence collected, you should get examined by a doctor to minimize physical injuries, potential pregnancy, and possible exposure to sexually transmitted infections. For more information about what to do after an assault, please call the NYS Sexual Violence Hotline at 1-800-942-6906 (available 24/7/365) to be connected to your local rape crisis center or visit the National Sexual Violence Resource Center website at [www.nsvrc.org](http://www.nsvrc.org).

- a. Albany Rape Crisis Center: Harold L. Joyce Albany County Office Building 112, State St room 1118, Albany, NY 12207, 518-447-7100, 24 Hour Sexual Assault Hotline: 518-447-7716, [cvsvc@albanycounty.com](mailto:cvsvc@albanycounty.com)
- b. NYS Coalition against Sexual Assault: 28 Essex St, Albany, NY 12206, (518) 482-4222, <http://nyscasa.org/>
- c. Capital District Psychiatric Center: 75 New Scotland Ave, Albany, NY 12208, (518) 549-6000 <https://www.omh.ny.gov/omhweb/facilities/cdpc/>

- d. Mental Health Association of Albany County: 677 Broadway, Albany, NY 12207 or 175 Green St., Albany, NY 12202, 518-447-4537, Psychiatric Crisis Services: 518-549-6500  
<http://www.albanycounty.com/Government/Departments/DepartmentofMentalHealth.aspx>
- e. The Suicide Prevention Center of New York: 150 Broadway #301, Menands, NY 12204, (518) 402-1156, <https://www.preventsuicideny.org/>

Information regarding forensic examinations and sexually transmitted infections and other resources available through the New York State Office of Victim Services, are available through your campus Title IX Coordinator or by contacting the New York State Office of Victim Services directly: 1-800-247-8035 or <https://ovs.ny.gov/contact-us>.

### B. On-Campus and Off-Campus Resources and Support Services

Individuals subjected to sexual misconduct often need other types of support. Even if you think you are okay and that you do not need help, the College encourages you to reach out to someone. The College's on-campus resource is the Title IX Coordinator. In addition, there are various off-campus resources that you can use if you prefer not to seek help from on-campus resources. Below is a list of on-campus and off-campus resources for each Mildred Elley New York State campus, including counselors, advocates, and Community resources. If you have any questions or are uncertain where to go, your campus Title IX Coordinator can help you.

- a. Albany Rape Crisis Center: Harold L. Joyce Albany County Office Building 112, State St room 1118, Albany, NY 12207, 518-447-7100, 24 Hour Sexual Assault Hotline: 518-447-7716, [cvsvc@albanycounty.com](mailto:cvsvc@albanycounty.com)
- b. NYS Coalition against Sexual Assault: 28 Essex St, Albany, NY 12206, (518) 482-4222, <http://nyscasa.org/>
- c. Capital District Psychiatric Center: 75 New Scotland Ave, Albany, NY 12208, (518) 549-6000  
<https://www.omh.ny.gov/omhweb/facilities/cdpc/>
- d. Mental Health Association of Albany County: 677 Broadway, Albany, NY 12207 or 175 Green St., Albany, NY 12202, 518-447-4537, Psychiatric Crisis Services: 518-549-6500
- e. <http://www.albanycounty.com/Government/Departments/DepartmentofMentalHealth.aspx>
- f. The Suicide Prevention Center of New York: 150 Broadway #301, Menands, NY 12204, (518) 402-1156, <https://www.preventsuicideny.org/>

The above list is not exhaustive. You can find other resources by dialing 2-1-1 for free, confidential help finding an extensive list of resources, including law enforcement and public safety assistance, legal services, hospitals that conduct sexual assault forensic exams, confidential counseling services, and more. 2-1-1 is available 24/7, and many of the resources to which they can refer you also are available 24/7, are confidential, and are low-cost or free of charge.

### C. Protections and Campus Accommodations

In addition to the above on-campus and off-campus resources, the College is prepared to offer you certain protections and reasonable campus accommodations. Below is a list of protections and campus accommodations that may be available, if appropriate. To request any of the below protections and/or campus accommodations, please contact your campus Title IX Coordinator. Your Title IX Coordinator will then make the necessary arrangements, including coordinating with other campus offices as needed, to maintain your privacy. If you are not sure who your campus Title IX Coordinator is, a list of all campus Title IX Coordinators is provided in Section 3.

- a. Issuing a 'no contact' order against the individual.
  - i. A 'no contact' order requires that if the accused, victim, or reporting individual observes each other in a public place, it will be the responsibility of the accused to leave area immediately and without directly contacting the reporting individual and/or victim. If necessary, the College may establish a schedule for the accused and the reporting individual to access College buildings and property at separate times. Violating the 'no contact' order could subject the accused to additional consequences and/or the involvement of law enforcement.
  - ii. Both the accused and the victim will, upon request and consistent with these policies, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of the 'no contact' order including potential modification. Each will be allowed to submit evidence in support of their request.
- b. Assistance from College associates in obtaining an order of protection or restraining order from law enforcement.

- i. Orders of protection and restraining orders are similar to ‘no contact’ orders, except that they are imposed by the local police instead of not by the College. If an accused individual violates an order of protection or restraining order, they could be arrested. The College reserves the right to impose consequences on accused individuals who violate orders of protection and restraining orders, such as imposing additional conduct charges and/or subjecting the accused to interim suspension.
- c. Assistance from College campus security in calling on and assisting law enforcement in effecting an arrest when the accused individual violates an order of protection.
- d. When the accused individual or victim is a student determined to present a continuing threat to the health and safety of the Community, to subject the accused or victim to interim suspension pending the outcome of the disciplinary process consistent with the law and the college’s policies and procedures. Both the accused or victim and the reporting individual shall, upon request and consistent with the college’s policies and procedures, receive a prompt review, reasonable under the circumstances, of the need for and terms of an interim suspension, including potential medication. Each shall be allowed to submit evidence in support of his or her request.
- e. Determinations of whether a student poses a continuing threat to the health and safety of the Community are made by individuals at each campus. In making such determinations, these individuals act in good faith and take into consideration:
  - i. Whether the accused individual has a history of violent behavior or is a repeat offender
  - ii. Whether the reporting individual is a minor
  - iii. The nature of the allegation in question
  - iv. Behavior subsequent to the allegation
  - v. The potential risk of harm or disruption to the Community and the reporting individual
  - vi. Other relevant factors, such as whether the alleged behavior represents an escalation of past incidents, the possession and/or use of a weapon and/or force, whether the College possesses other means to obtain evidence (e.g. security footage), whether available information reveals a pattern of perpetration at a given location or by a particular group and whether alternatives to interim suspension are available
- f. When the threat posed implicates mental health issues, the student will be required to provide the College with documentation from an appropriate healthcare provider to return to campus. Additional safety precautions may also be taken where the College deems it necessary.
- g. When certain crimes occur in certain areas on and/or near campus that represent a serious or continuing threat to the Community, the College is obligated under federal law to issue a timely warning, to protect the safety of others. Crimes triggering a timely warning might include, for example, a rapist who is still present on campus. When a timely warning is issued, the warning will never identify any victims or reporting individuals.
- h. Obtaining reasonable and available interim measures and accommodations for changes in the individual’s academics, housing, employment, transportation, or other applicable arrangements to help ensure safety, prevent retaliation, and avoid a hostile environment consistent with the college’s policies and procedures.
- i. Students have the right to request a review of the need for and terms of any interim measure and/or accommodation implemented by the college.
- j. Other protections, services, and accommodations that may be appropriate.

## **VII. Section 7: Disciplinary Process for Students Committing Sexual Misconduct**

When a student commits or is believed to have committed sexual misconduct – whether committed against another student, other member of the Community, or non-member of the Community – the student will likely face student conduct charges and be subjected to the college’s disciplinary process. All accused students are entitled to a presumption of ‘not responsible’ (not guilty), and all processes will be conducted in a fair, impartial, thorough, and timely manner. At all times, the burden of proof is on the College to establish that the alleged violation of this policy was committed by the student in question. The standard of evidence required in both the Student Conduct Hearing and in the Appeal Hearing, if one is sought, is a preponderance of evidence. ‘Preponderance of evidence’ means that the relevant Code of Conduct committee must decide in favor of the party having, as a whole, the stronger evidence that the violation was or was not committed, however slight the edge may be. ‘Preponderance of evidence’ is sometimes described as ‘more likely than not’ or ‘51% probability’. The evidence should be sufficient to incline a fair and impartial mind to one side of the issue over the other, but it is not necessary for that mind to be completely free from all reasonable doubt. ‘Preponderance of evidence’ is a

different and lesser standard of evidence than that used in criminal proceedings; rather, it is the standard of evidence often used in civil court proceedings.

#### A. Student Conduct Committee Process

Reports of potential and actual violations of this policy, as listed and described in **Prohibited Behavior in Section 4** above, will be processed as follows. All written notifications referenced below will be provided by College associates to students in a manner that requires the Charged Student to acknowledge receipt, such as certified mail or email, return receipt requested or hand delivery with a signed receipt.

- a. All submitted incident reports regarding incidents of sexual misconduct will be reviewed by the Title IX Coordinator.
- b. A designee must be appointed if the Title IX Coordinator has a conflict of interest or bias against the accuser or the accused student.
- c. If appropriate, the Title IX Coordinator (or their designee) will investigate the reported incident. Students reporting an incident of sexual misconduct – whether done so privately, confidentially, or anonymously – have the option of requesting that the College not investigate; however, under certain circumstances, the College may determine that an investigation is necessary to protect the health and safety of other students. When the College determines that an investigation is necessary, the student who submitted the incident report will be notified in writing. Students who have anonymously submitted a report regarding an incident of sexual misconduct should be aware that their anonymity may inhibit the College’s ability to conduct a full investigation of the incident and/or communicate with the student regarding actions taken.
- d. Investigations will be conducted in a fair, impartial, thorough, and timely manner. If it is determined during the investigation that a student may have violated the policies described in this policy, the Title IX Coordinator will file student conduct charges against the student and schedule a Student Conduct Hearing on the alleged violation, to be held at a campus location and date determined by the Title IX Coordinator. The date selected by the Title IX Coordinator will be timely in that it will provide an accused student a reasonable amount of time to prepare for the Student Conduct Hearing while also not constituting an unreasonable delay in resolving the charges. When an alleged violation involves more than one student, or when more than one violation is alleged to have been committed by a student, the Title IX Coordinator may, in his/her discretion, schedule separate Student Conduct Hearings.
- e. When the Title IX Coordinator files student conduct charges against a student, the Title IX Coordinator will promptly notify such student in writing of the allegations made against them, the specific College policy violation committed by the student if the alleged facts are determined to have occurred, the time and date on which the violation allegedly occurred, possible consequences and/or sanctions against the student for such violation, information regarding how the student can dispute the violation alleged (including the date, time, and location of a Student Conduct Hearing at which the student will be entitled to present evidence), and what (if any) temporary measures will be imposed upon the student while the Student Conduct Hearing is in progress (e.g., temporary suspension). Where the alleged violation involves sexual misconduct, the written notice will also notify the student of their right to be accompanied at the Student Conduct Hearing by an advisor of their choice.
- f. The Student Conduct Hearing will be conducted in a fair, impartial, and thorough manner. The Student Conduct Hearing will be presided over by a panel of impartial individuals selected by the Title IX Coordinator. The panel will hear all evidence presented on the alleged violation. During the Student Conduct Hearing, the accused student will have the opportunity to present evidence in their defense and to be accompanied by an advisor of their choice. Likewise, the individual who reported the incident and/or was subjected to the alleged sexual misconduct may, if they desire to present evidence of the incident and to be accompanied by an advisor of their choice.
- g. After all evidence has been presented in the Student Conduct Hearing, the panel will render a decision within a reasonable amount of time as to whether the accused student is ‘responsible’ (guilty) or ‘not responsible’ (not guilty) for the violation and will impose consequences and/or sanctions on an accused student found ‘responsible’, if appropriate. If the accused student fails to or declines to attend the Student Conduct Hearing, the Student Conduct Hearing will be held without the accused student present and the panel may reach a decision of ‘responsible’ and impose consequences and/or sanctions even in the accused student’s absence. A full and fair record of the Student Conduct Hearing will be preserved and maintained by the College for five years.
- h. The Student Conduct Hearing panel’s decision regarding the accused student’s responsibility and the imposed consequences/sanctions (if any), including the rationale in support of such



consequences/sanctions, will be provided to the accused student in writing within five (5) business days of the Student Conduct Hearing. Likewise, the individual who reported the incident and/or was subjected to the alleged sexual misconduct will also receive a written copy of the same information on the same day as the accused student.

- i. In addition to the written notification of the panel's decision and the imposed consequences/sanctions (if any), an accused student found 'responsible' will also receive written notice regarding their right to appeal the panel's decision and/or imposed consequences/sanctions. Likewise, the individual who reported the incident and/or was subjected to the alleged sexual misconduct will also receive a written copy of the same information on the same day as the accused student.
- j. An accused student found 'responsible' may commence their appeal by following the procedures described in the paragraphs titled 'Appeals Process' below. An appeal may also be initiated by the individual who reported the incident and/or was subjected to the alleged sexual misconduct by following the same procedures. In the event an appeal is requested, the Student Conduct Hearing panel's decision will be protected from public release by the College until the Appeals Process is complete and final, unless the law requires otherwise; however, the students involved may choose whether to discuss or disclose the outcome of the Student Conduct Hearing.
- k. If a student does not commence an appeal within the required timeframe (i.e., ten business days from receiving written notification of the Student Conduct Hearing panel's decision). The Student Conduct Hearing panel's decision becomes final.

### **B. Appeal Process**

Any student found 'responsible' by a Student Conduct Hearing panel may appeal the panel's decisions, including its determination of responsibility and/or the consequences/sanctions imposed. An appeal may also be requested by the individual who reported the incident and/or was subjected to the alleged sexual misconduct.

If a student wishes to appeal the decision of the Student Conduct Hearing panel, the student must submit a written request for an appeal to the Title IX Coordinator within ten business days (i.e., non-holiday weekdays) of receiving written notification of the panel's decision. The written request for appeal must include a brief statement of whether the student objects to the Student Conduct Hearing panel's determination of responsibility, the imposed consequences/sanctions, or both, as well as include a brief statement of why the Student Conduct Hearing panel's determination of responsibility and/or imposed consequences/sanctions were inappropriate. Upon receiving the student's written request for appeal, the Title IX Coordinator will schedule an Appeal Hearing in a timely manner at a campus location and date determined by the Title IX Coordinator. Upon scheduling the Appeal Hearing, the Title IX Coordinator will provide written notification of the location, date, and time to the students involved.

The Appeal Hearing will be conducted in a fair, impartial, and thorough manner. The Appeal Hearing will be presided over by a panel of impartial individuals selected by the Title IX Coordinator. No individual who served on the Student Conduct Hearing panel can serve on the Appeal Hearing panel. The panel will hear all arguments presented in determining whether the Student Conduct Hearing panel's decisions were appropriate. After all arguments have been presented, the Appeal Hearing panel will render a decision in a timely manner on the appealed issues and, if appropriate, impose revised consequences/sanctions on a student. Within five (5) days of the Appeal Hearing, the students involved will receive written notification of the Appeal Hearing panel's decision and the rationale for such decision. The Appeal Hearing panel's decisions are final and are not subject to further appeal.

### **C. Possible Sanctions**

Sanctions may be imposed because of a Student Conduct Hearing and/or an Appeal Hearing. The College reserves the right to immediately suspend that student from campus until the time of the Student Conduct Hearing and/or Appeal Hearing. If at any point (whether during or prior to any such hearing) a student's presence on campus creates a threat to the health, safety, and/or well-being of other students or other members of the Community.

The following list of possible sanctions is not exhaustive. Sanctions may be imposed singularly or in any combination. Other sanctions may be imposed by a Student Conduct Hearing panel and/or Appeal Hearing panel as the panel members may deem appropriate. Pursuant to New York State law, all students involved – both the accused and the victim – will receive written notice of any imposed sanction(s) and the rationale in support of such sanction(s).

- a. No Sanction: A determination that a student is 'not responsible'. In these instances, the student conduct charges against the student will be dismissed and the student's name will be cleared.

- b. Written Warning: A written notice that the student is violating or has violated institutional regulations.
- c. Probation: A written reprimand for violation of specified regulations which places the student in a probationary status for a designated time. Violation of any College rules or policies during a probationary period may result in the imposition of additional and/or more severe disciplinary sanctions.
- d. Discretionary Sanction: Work assignment, essay, or other discretionary assignment.
- e. Loss of Privileges: Denial of specified privileges for a designated period.
- f. Restitution: Financial reimbursement for damages to property.
- g. Community Service: A stated number of hours, set in writing, of donated service.
- h. Permanent 'No Contact' Order: A permanent 'no contact' order (effective for the duration of the student's enrollment at the college) requiring the student found 'responsible' to stay away from the student against whom he/she has committed misconduct. This may be imposed in addition to any interim 'no contact' order already issued.
- i. College Suspension: Separation of the student from the College for a definite period, after which the student is eligible to return. Conditions for readmission may be specified. This sanction automatically results in a Transcript Notation sanction.
- j. Disciplinary Dismissal from the College (Expulsion): Permanent termination of status as a student of the College. This sanction automatically results in a Transcript Notation sanction.
- k. Transcript Notation: For crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S. C. 1092(f)(1)(i)(I) –(Viii), Mildred Elley will make a notation on the transcript of students found responsible after a disciplinary hearing that they were "Suspended after a finding of responsibility for a Code of Conduct violation" or "Expelled after a finding of responsibility for a Code of Conduct violation," as appropriate. For a charged student who withdraws from the College while such charges are pending, and declines to complete the disciplinary process, Mildred Elley will make a notation stating, "Withdrew with conduct charges pending."
- l. Other sanctions as deemed appropriate by the Student Conduct Hearing panel and/or Appeal Hearing panel.

Transcript notations regarding expulsion, suspension, and withdrawal shall be permanent. Suspended students may appeal such notation and seek its removal after one year after conclusion of the suspension. A student subjected to suspension or expulsion, and by extension subjected to an automatic transcript notation, may appeal this sanction by commencing the appeals process within the required timeframe (see paragraphs entitled 'Appeals Process' above). If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.

## VIII. Section 8: Student Rights

The following rights are guaranteed to students by New York State's "Enough Is Enough" law. Please read them carefully. If you have any questions, you can always ask your campus Title IX Coordinator. If you are not sure who your campus Title IX Coordinator is, a list of all campus Title IX Coordinators is provided in Section 3. The rights listed in the Student Bill of Rights will also be discussed with you and/or provided to you when you disclose or report an incident of sexual misconduct to any College associate, whether they are a confidential resource or an associate who can guarantee privacy.

### A. Student Bill of Rights

All students have the right to:

- a. Make a report to local law enforcement and/or the State Police;
- b. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
- c. Decide whether to disclose a crime or violation and participate in the student conduct process and/or criminal justice process free from pressure by the college;
- d. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- e. Be treated with dignity and to receive from the College courteous, fair, and respectful health care and counseling services, where available;
- f. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
- g. Describe the incident to as few College associates as practicable and not be required to unnecessarily

- repeat a description of the incident;
- h. Be protected from retaliation by the college, any student, the accused and/or their friends, family, and acquaintances within the jurisdiction of the college;
- i. Access to at least one level of appeal of a determination;
- j. Be accompanied by an advisor of choice who may assist and advise a reporting individual, or accused individual, throughout the student conduct process, including during all meetings and hearings related to such process; and
- k. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or student conduct process of the College.

**B. Additional Rights:** All reporting individuals are advised of their right to:

- a. Notify College campus security, local law enforcement, and/or State Police;
- b. Have emergency access to a Title IX Coordinator or other College associates trained in interviewing victims of sexual assault who will be available upon the first instance of disclosure by the reporting individual to provide information regarding options to proceed and, where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible; to explain that the criminal justice process utilizes different standards of proof and evidence and that any questions about whether a specific incident violates New York State criminal laws should be addressed to law enforcement or to the local district attorney; and to explain whether he/she is able to offer the reporting individual confidentiality or privacy and to inform the reporting individual of other reporting options;
- c. Disclose confidentially the incident to College associate, who may offer privacy and/or confidentiality in accordance with applicable laws, as appropriate, and who can assist in obtaining services and resources for reporting individuals;
- d. Disclose confidentially the incident and obtain services from the State or local government;
- e. File a report of sexual assault, domestic violence, dating violence, and/or stalking; have the right to consult the Title IX Coordinator and other appropriate College associate for information and assistance; and have the right to have reports investigated in accordance with College policy, including the right that the reporting individual's identity will remain private at all times if the reporting individuals wishes to maintain privacy;
- f. Disclose, if the accused is an employee of the College, the incident to the College's Head of Human Resources and/or have the right to request that a confidential or private employee assist in reporting the incident to the Head of Human Resources;
- g. Receive assistance from College associates in initiating legal proceedings in family court or civil court;
- h. Withdraw a complaint or withdraw from involvement in the College student conduct process at any time.

Every student is afforded the following rights:

- i. The right to request that student conduct charges be filed against the accused in proceedings governed by New York State's "Enough Is Enough" law (Education Law 129-B) and the procedures established by the College in this policy;
- j. The right to a process in all student conduct cases where a student is accused of sexual assault, domestic violence, dating violence, stalking, or other sexual misconduct that violates this policy, that includes, at a minimum:
  - i. notice describing the date, time, location, and factual allegations concerning the violation; reference to the specific policy provisions alleged to have been violated; and possible sanctions for the violation;
  - ii. an opportunity to offer evidence during an investigation, and to present evidence and testimony at a student conduct hearing, where appropriate, and to have access to a full and fair record of any such hearing; and
  - iii. access to at least one level of appeal of a determination before a panel that is fair and impartial and does not include individuals with a conflict of interest.
- k. Throughout proceedings involving such an accusation, the right for both the reporting individual and the accused:
  - i. to be accompanied by an advisor of choice who may assist and advise throughout the student conduct process, including during all meetings and hearings related to the process;

- ii. to a prompt response to any complaint and to have the complaint investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the accused (including the right to a presumption that the accused is 'not responsible' until a finding of responsibility is made pursuant to New York State's "Enough Is Enough" law and the college's policies described in this policy), and other issues including but not limited to domestic violence, dating violence, stalking, and sexual assault;
- iii. to an investigation and student conduct process that is fair, impartial, and provides a meaningful opportunity to be heard, and that is not conducted by individuals with a conflict of interest;
- iv. to have the College's student conduct process run concurrently with a criminal justice investigation and proceeding, except where law enforcement requests a temporary delay to gather evidence;
- v. to review and present relevant available evidence in the case file or otherwise in the possession or control of the College;
- vi. to exclude their own prior sexual history with persons other than the other party in the student conduct process and/or their own mental health diagnosis and treatment from admittance in the stage of College's student conduct proceedings where responsibility is determined;
- vii. to receive advance written notice of:
  - 1. any meeting they is required or eligible to attend
  - 2. any specific rule or law alleged to have been violated and in what manner
  - 3. the consequences and/or sanctions that may be imposed because of the student conduct process; and
  - 4. the determination of the student conduct hearing panel and the rationale for any consequences/sanctions imposed;
- viii. to make an impact statement during the point of student conduct proceedings where appropriate consequences/sanctions are being determined;
- ix. to be informed of the possible consequences/sanctions that may be imposed upon the outcome of the student conduct process; to simultaneous written notification of the outcome of the student conduct process, including any consequences/sanctions imposed; and the rationale for the consequences/sanctions imposed;
- x. to choose whether to disclose or discuss the outcome of the student conduct process; and
- xi. to have all information obtained during the student conduct process be protected from public release until the student conduct appeals panel makes a final determination (unless federal and/or State law requires otherwise).

# GLOSSARY

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## **Academic Advising**

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

## **Add/Drop**

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

## **Credit Hours**

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

## **Disability**

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

## **FAFSA (Free Application for Federal Student Aid)**

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

## **FERPA (Family 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**

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

## **Full-Time Student**

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

## **GPA (Grade Point Average)**

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

## **Internship**

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

## **LOA (Leave Of Absence)**

Please refer to the *LOA* section of this Catalog.

## **Prerequisites**

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

## **Registrar**

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

## **Registration Hold/Other Holds**

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

## **SONIS (SIS) – SonisWeb Student Information System**

This is the system used by the Institution students to access grades and other information such as degree audits and course evaluations. Students will receive a packet during Orientation on the use of this system.

## **Syllabus**

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

## **Transcript**

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

## **Transfer Credits**

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

## **Tutoring**

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

## **Withdrawal**

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

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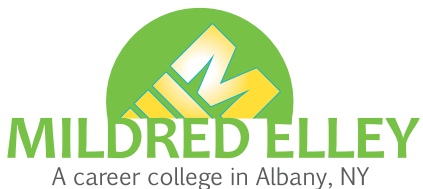
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**Medical Assisting**

Department of  
**Paralegal Studies**

Department of  
**Nursing**

Department of  
**Hospital-Based Coding**

# Albany, NY 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 Bureau of Health Education Schools (ABHES) to award diplomas, certificates, and the Associate in Applied Science (A.A.S.) and the Associate in Occupational Studies (A.O.S.) degree.

### Other Campus Locations:

**NYC Metro Campus**  
25 Broadway, Floor 16  
New York, NY 10004

**Pittsfield, MA Campus**  
100 West Street  
Pittsfield, MA 01201



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