



**MILDRED ELLEY**

A career institute in Pittsfield, MA

**The Power to Change Your Life**

# ACADEMIC CATALOG 2018-2019





A career institute in Pittsfield, MA

**The Power to Change Your Life**

## 2018-2019 Academic Catalog

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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,

A handwritten signature in cursive script that reads 'Faith A. 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 better prepare our students for careers in a variety of professional fields in health and wellness, business and technology, digital media arts, and service to others, and for advancement to further higher education.

### **Faculty**

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

### **Students**

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

### **Resources**

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

# CURRICULUM

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Mildred Elley - Pittsfield Campus offers eight credit-bearing certificate programs. Some or all of certificate credits earned at Mildred Elley's Pittsfield, Massachusetts Campus may be transferred and applied to the Associate in Occupational Studies and/or Associate in Applied Science degree programs offered by Mildred Elley's Albany, New York Campus. Please refer to the individual curriculum pages in this catalog for more information about this option.

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

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

## REGISTERED CREDIT-BEARING CERTIFICATE PROGRAMS

TITLE	CIP CODE	SEMESTER CREDIT HOURS
Accounting Systems Specialist	52.0301	39
Business Technologies Specialist	11.0899	39
Cosmetology (1,000 hour program)	12.0401	33.33
Massage Therapy	51.3501	44.50
Clinical Medical Assistant	51.0801	45
Medical Office Assistant	51.0710	38
Practical Nurse Certificate Program	51.3901	51
Network Administration & Computer Security	11.1003	39

# THE 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 occurred because of World War I, many positions previously held by men opened up to women. Many young women became desperate for the opportunity to obtain the office skills needed to fill those well-paying positions.

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

In 1919, fifty students graduated from Mildred Elley's school. The student population soon outgrew the Elley home and plans were made to find a bigger location. In 1927, the school moved to a modern commercial building at 227 Quail Street. For nearly seventy years this building was the site of educational and career opportunities for many women.

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

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

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

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

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

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

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

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

# APPROVALS, ACCREDITATION, AND PROFESSIONAL AFFILIATIONS

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## APPROVALS

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

Division of Professional Licensure  
Office of Private Occupational School Education  
1000 Washington Street, Suite 710  
Boston, Massachusetts 02118  
(617) 727-5811  
[occupational.schools@mass.gov](mailto:occupational.schools@mass.gov)

Mildred Elley - Pittsfield, MA Campus is licensed to operate as a Cosmetology school and the Cosmetology program is approved by the Board of Registration of Cosmetology and Barbering at the Division of Professional Licensure.

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

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

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

## ACCREDITATION

Mildred Elley is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES) to award certificates, and diplomas. 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 and staff maintain memberships in the following organizations:

American Massage Therapy Association (AMTA)  
American Medical Technologists (AMT)  
American Nurses Association (ANA)  
Association of Asthma Educators  
Associated Bodywork and Massage Professionals (ABMP)  
Berkshire Chamber of Commerce (1Berkshire)  
International Society for Technology in Education (ISTE)  
Massachusetts Computer Using Educations (MassCUE)  
Massachusetts Health Information Clearinghouse  
Massachusetts and Rhode Island League for Nursing (MARILN)  
Massachusetts Nursing Association  
Massachusetts Teachers Association (MTA)

Microsoft Partner  
National Association of Student Financial Aid Administrators (NASFAA)  
National Board for Respiratory Care (NBRC)  
National Certification Board for Therapeutic Massage and Bodywork (NCBTMB)  
National CPR Foundation  
National Health Career Association (NHA)  
National League for Nursing (NLN)  
SkillsUSA  
Southern Vermont Medical Reserves Corps

# ACADEMIC POLICIES AND PROCEDURES

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## ADMISSION TO FULL-TIME STUDY

Mildred Elley accepts applications for admission from candidates who are high school graduates or recipients of a 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 at Mildred Elley's Pittsfield Campus. An applicant's notarized attestation of high school graduation is acceptable; however, the institution reserves the right to request proof of a High School Diploma or an equivalency certificate, such as a Certificate of High School Equivalency (GED), issued by a recognized State Department of Education. The applicants must also sign an enrollment agreement.

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

## Criminal Offender Record Information Checks

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

## 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 school 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.

## 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 from a recognized school providing secondary education within the United States or its equivalent; **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.

## Requirements for Admission to the Practical Nurse Program

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 “B-” 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**
- Achieve a minimum composite score of 50 on the TEAS VI exam, **and**
- Successfully complete and graduate from the Mildred Elley Clinical Medical Assistant, Certificate program with a cumulative grade point average of 3.0 or higher,

### 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 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 school, 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 school, 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 *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 and ENG 102,. (A student is permitted to retake only one of these courses to attain a “B-“ grade.), **and**
  - Achieve a passing grade in MA 100, **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 during each module. 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.

## **Requirements for Admission to the Medical Assisting Programs**

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

## **Criminal Offender Record Information Checks**

Level 1 Clinical Students with access to children or patients will be required to undergo a Criminal Offender Record Information (CORI) check. Depending on the contents of a student's CORI report, participation in an academic program, or clinical affiliation related thereto, may be denied. CORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Sections 167-178B, and consistent with guidelines of the Executive Office for Health and Human Services, and/or the Commonwealth's Department of Public Health.

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

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

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

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

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

## **ENROLLMENT AS NON-MATRICULATED STUDENT**

Mildred Elley regularly opens some of its credit-bearing course sections to non-matriculated students. The Institution's matriculated students will receive first priority for all courses offered.

## **TRANSFER CREDIT**

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

- The course is required for the student's enrolled program 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 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.

### **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.

### **Student Progress Report**

Students are provided with a written report of progress at the time 50% of the course has been completed, either in person or via an online student portal.

# STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

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

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

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

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

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

ATTEMPTED CREDIT HOURS	SATISFACTORY ACADEMIC PROGRESS		
	Both Quantitative and Qualitative Standards Must Be Met		
	Quantitative Standard (minimum percentage of cumulative credit hours completed)	AND	Qualitative Standard (minimum cumulative grade point average (CGPA) attained)
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 school prior to starting classes.

## Appeal Process

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

Submitting an appeal does not guarantee reinstatement of financial aid. If an appeal is granted, the school 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 school bases student's award(s) on funds available at that time.

## Reestablishing Financial Aid Eligibility

A student will reestablish his/her eligibility for financial aid by meeting the quantitative and qualitative requirements of the standards of satisfactory academic progress for the program of enrollment, as described in the chart in the beginning of this section. The student may also reestablish his/her eligibility for financial aid if he/she applies for and

is granted *Probation* status, or if he/she meets the quantitative and qualitative requirements of the standards of satisfactory academic progress while in the *Extended Enrollment* status.

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

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

### **Repeating a Course**

Students who withdraw from a course or who receive a failing grade in any **required** course at Mildred Elley will need to repeat that course in order to fulfill the requirements for graduation. 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, see the *Academic Information* section of this catalog.

## **Returning Students**

If a withdrawn student's application for re-entry into the school 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 educational experience to all of its students. Many of our students receive significant financial aid packages that considerably reduce their out-of-pocket expenditures on tuition, fees, and books/supplies. For questions about tuition charges or financial aid, please contact the Office of Financial Aid.

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

Tuition (*per credit hour*).....\$354.00

## **Tuition Charges (Practical Nursing and Massage Therapy Students)**

Tuition (*per credit hour*).....\$343.00

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

Application Fee.....\$25.00

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

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

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

Lab Fee.....\$25.00

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

Registration and Services Fee.....\$12.00

*Per credit hour; all courses.*

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

ATI Comprehensive Assessment and Review Program.....\$715.00

*One-time fee upon registration in LPN125.*

ATI Live Review.....\$475.00

*One-time fee upon registration in LPN280A.*

Biology Lab Kit.....\$35.00

*All students enrolled in BIO110. Prices may vary.*

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

*Practical Nurse students only.*

Clinical Medical Assistant Certification (CCMA) Fee.....\$155.00

*One-time fee upon registration in MA210.*

CORI Fee.....\$25.00

*Practical Nursing students only.*

Cosmetology Kits (estimated).....\$1200.00

CPR/First Aid Cards.....\$10.00

*Medical Assisting - One-time fee upon registration in HEA100.*

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; pricing depends of package selected.*

National Health Career Association (CCMA) Registration Fee for Licensure Examination.....\$149.00

*Medical Assisting - One-time fee upon registration in MA220.*

Nursing Specific Supplies.....\$145.00

*Practical Nurse PN students only. Prices may vary.*

Phlebotomy Technician Certification (CPT) Fee.....\$117.00

*One-time fee upon registration in MA 200*

Practical Nurse Fee.....\$75.00

*Per credit hour; for all courses with PN prefix.*

Uniforms.....\$150.00

*Practical Nursing - Two sets of scrubs: Estimated: Actual cost will vary by size and quantity.*

Uniforms.....\$84.00

*Medical Assisting - Estimated: Actual cost will vary by size and quantity.*

Uniforms.....\$77.00

*Cosmetology - Estimated: Actual cost will vary by size and quantity.*

## Miscellaneous Fees

Transcript Fee, per official transcript .....	\$6.00
<i>Issued within five business days.</i>	
Expedited Transcript Fee .....	\$30.00
<i>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 examination.</i>	
State (Massachusetts) Licensure Fee .....	\$225.00
<i>Massage Therapy students only.</i>	
NCLEX Review Fee .....	\$500.00
<i>Practical Nurse students only.</i>	
NCLEX Registration Fee for Licensure Examination .....	\$200.00
<i>Practical Nurse</i>	
State (Massachusetts) Licensure Examination Fees.....	\$230.00
<i>Practical Nurse student only.</i>	
Laptop Purchase (Optional) .....	\$975.00

For matriculated students, the school bases tuition on the assumption that a student will remain in school 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 school.

## 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 school. 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 school does not require students to purchase their books or supplies at the school bookstore. The cost of these items is non-refundable.

# 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 Campus President using forms and processes approved by the institution.
- The date the student was expelled/dismissed from the institution.

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

- The date the student died, if the student passed away during the semester;
- The last day of the approved leave of absence, if the student does not return from the approved leave of absence.
- After fourteen (14) calendar days of non-attendance (Cosmetology students only)
- No later than 30 days after the end of the earlier of:
  - the payment period or the period of enrollment
  - the academic year or
  - the student's educational program

The student must inform in a timely fashion, in person or by email if personal appearance is not possible, the Campus President and/or the Office of the Registrar of any withdrawal occurring during a semester.

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

## Return of Funds

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

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

- Unsubsidized Federal Direct Stafford Loan
- Subsidized Federal Direct Stafford Loan
- Federal Direct PLUS; received on behalf of the student
- Pell Grant
- SEOG Program Aid

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

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

## INSTITUTIONAL REFUND POLICY

Mildred Elley believes a fair adjustment policy recognizes both the reality that situations occur over which the student has no control, and that the institution has incurred a continuing cost in faculty, space, and equipment for each enrolled student. The school 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 school bookstore. This policy applies to all students. Tuition will be refunded in full for a student who cancels his/her application or registration for any reason prior to the start of classes.

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

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

WITHDRAWAL DATE	REFUND PERCENTAGE
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 4th week of classes	0%

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

The Institution calculates tuition due, and refunds unearned tuition paid, based on a sixteen week semester basis. At the beginning of each semester, the institution calculates the tuition charges owed based on the number of enrolled credit hours for that semester. The Institution charges per enrolled semester credit hour. The percent of tuition refunded to any student who terminates this agreement is based on the number of weeks attended during the current semester.

<b>Refund LAW (as per M.G.L. Chapter 255, Section 13K):</b>	
	Relevant Date
1. You may terminate this agreement at any time.	N/A
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program. Refund Amount:	5th day after date both parties have signed the contract
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs* described in paragraph 7. Refund Amount:	Program start date
4. If you terminate this agreement during the first week of classes for the semester, you will receive a 100% refund of the tuition, less the actual reasonable administrative costs described in paragraph 7. Refund Amount:	Last date of first week
5. If you terminate this agreement during the first semester and after first week of classes of the first semester, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7. Refund Amount:	Last date of the first semester (weeks 2-16).
6. If you terminate this agreement during the second semester, you will receive a refund of at least fifty percent of the tuition, less the actual reasonable administrative costs described in paragraph 7. Refund Amount:	Last date of second semester(weeks 17-32)
7. If you terminate this agreement during the third semester, you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7. Refund Amount:	Last date of the third semester (weeks 33-48)
8. The school is not obligated to provide any refund if you terminate this agreement during the fourth semester.	First day of fourth semester (weeks 49-64)

9. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.	5th day after date both parties have signed the contract
10. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day, such writing is mailed.	N/A

Administrative Costs Equal: \$50.00

## Withdrawal

If a student withdraws from a Program in accordance with the School’s withdrawal policy, the School shall:

- treat the withdrawal as a termination of the enrollment contract, effective immediately;
- complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
- provide the calculation and any refund to the student within 45 days of the effective date of the termination

If a student stops attending School but does not withdraw in accordance with the School’s withdrawal policy, the School shall:

- for purposes of any payments due from the student or refund due to the student, treat the student’s nonattendance as a termination of the enrollment contract, effective no later than the last date of attendance or last participation in an instructional activity;
- determine the effective date of the termination within 30 days after the end of the period of enrollment, the term, or the Program, whichever is earliest;
- complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
- provide the calculation and any refund to the student within 45 days from the date the School determines that effective date of the termination under 230 CMR 15.04(8)(b).

After April 1, 2017, if a School allows a student to begin participation in a Program while an initial award for financial aid, including student loans, is pending, and the student subsequently is denied some or all of that student loan or financial aid amount, the School shall offer that student in writing an opportunity to terminate the enrollment agreement with a full refund of all Monies Paid, less actual reasonable administrative costs as defined under M.G.L. c. 255, § 13K.

In addition to the requirements of M.G.L. c. 255, § 13K, for programs beginning after April 1, 2017, prior to the completion of five school days or five percent of the Program, whichever occurs first, a School shall afford a student the opportunity to withdraw with a full refund of all Monies Paid, less (1) actual reasonable administrative costs as defined under M.G.L. c. 255, § 13K; and (2) actual reasonable costs of non-reusable supplies or Equipment where a School reasonably provided the student with the supplies or Equipment, so long as the student receives the refund to which they are entitled under M.G.L. c. 255, § 13K. Provided, however, that this provision shall not apply to: (1) Programs not subject to division approval; and (2) Programs 80 hours or less in duration and \$2,000 in total cost.

## Time Limit of Refunds

If a student withdraws from a Program in accordance with the School’s withdrawal policy, the School shall provide the calculation of any refund to the student within 45 (forty-five) days of the effective date of the termination. If a student stops attending School but does not withdraw in accordance with the School’s withdrawal policy, the School shall determine the effective date of the termination within 30 (thirty) days after the end of the period of enrollment, the term, or the Program whichever is earliest.

## 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 forms used by the Commonwealth of Massachusetts. These forms are used to determine eligibility for the federal financial aid programs (Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Work-Study Program, and Federal Direct Stafford Loans, and for the state financial aid programs.

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

If a student is allowed to begin their program while an initial award for financial aid, including student loans, is pending, and the student subsequently is denied some or all of that student loan or financial aid amount, the School shall offer that student in writing an opportunity to terminate the enrollment agreement with a full refund of all monies paid, less actual reasonable administrative costs.

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

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

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

Mildred Elley participates in the following federal financial aid programs:

### **Federal Pell Grant**

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

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

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

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

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

### **Federal Direct Stafford Loan**

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

### **Federal Direct PLUS Loan**

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

### **Veterans**

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

## **Student Veteran Participation in Courses Pending Payment Policy**

### ***Federal Requirement***

The Veterans Benefits and Transition Act of 2018 (Public Law 115-407) was signed into law on December 31, 2018. This law has five sections pertinent to the administration of Veterans' educational or training benefits with two of the provisions directly affecting schools.

Beginning on August 1, 2019, educational institutions must have a policy in place allowing GI Bill and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) to attend a course of education or training for up to 90 days from the date the beneficiary provides a certificate of eligibility, or valid VAF 28-1905. This allows a student to attend the course until VA provides payment to the institution. The educational institution must also have a policy to not impose a penalty, or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from VA.

### ***Policy***

Student veterans may attend classes at Mildred Elley for up to 90 days after submitting proof of eligibility for Chapter 33 or Chapter 31 educational benefits without penalty until the VA provides payment to Mildred Elley. These students will not be required to borrow funds to cover outstanding charges for tuition and fees due to late payment from the VA. Effective 8/1/2019.

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

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

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

## **COMMONWEALTH OF MASSACHUSETTS FINANCIAL AID PROGRAMS**

Mildred Elley participates in the following Commonwealth of Massachusetts financial aid programs:

### **Massachusetts State Grant**

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

### **Massachusetts No Interest Loan**

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

# SCHOLARSHIPS

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

## **Student Activities**

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

## **Student Identification Cards**

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

## **Program-Specific Student Handbooks**

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

## **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 school policies, procedures, rules and regulations and for keeping and updating student files and records, scheduling and registration activities, transcript and enrollment verification requests, immunization records, and transfer credit evaluations. The Registrar is the compliance authority for FERPA.

## **OFFICE OF FINANCIAL AID**

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

## **OFFICE OF LIBRARY SERVICES**

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

### **Campus Library**

The primary purpose of the Campus Library is to provide students with the materials, reference sources, and individual attention necessary to succeed in their programs. The Library offers a circulating collection of books in the subject areas of instruction; a non-circulating reference section; a periodical collection consisting of newspapers, magazines, and journals; an audio-visual selection; and titles for leisure reading. In 2015, the Library had available 1090 physical books, 108 media, such as audio visual materials, cartographic materials, graphic materials, 3 dimensional artifacts regalia, 476 electronic books / media and 4 databases. The Mildred Elley Pittsfield Campus Library also participates in the Inter-Library Loan program through the Berkshire Athenaeum, located within walking distance from campus. Pittsfield Campus students also enjoy borrowing privileges at the Mildred Elley's Albany Campus Main Library and may request Direct Access Program (DAP) cards that allow them to borrow books from library members of the Capital District Library Council (CLDC).

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

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

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

The library is open from 8:00AM to 5:00PM Monday through Friday and 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 school. The ITS Help Desk is available by appointment to assist students who have purchased a computer through the school.

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 school 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 school 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 school. 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**

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

When classes are in session, the institution is open from 8:00 AM to 10:00 PM Monday through Thursday, 8:00 AM to 5:00 PM on Friday, and 8:00 AM to 1:00 PM on Saturday. The school is closed on Sunday.

# NON-ACADEMIC POLICIES AND PROCEDURES

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## CAMPUS SECURITY

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

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

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

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

## 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.

## 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 school community. The use of any social media sites to harass, intimidate or bully a fellow student, faculty, member of the school 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 school 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.

## **CODE OF STUDENT CONDUCT**

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

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

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

The grievance and appeal procedures applies in a variety of situations. These situations include appeals of grades, transfer credit decisions, and other situations where the complaining party believes they might have been treated unfairly and/or in violation of the institutional policies, or where special consideration might be due because of extenuating circumstances.

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

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

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

- 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 with ten (10) business days from the date it was received and communicate the decision to the complainant in writing within ten (10) 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 complaint, at any time, may contact the Office of Private Occupational School Education (OSE), Division of Professional Licensure, 1000 Washington Street, Suite 710, Boston, Massachusetts 02118, telephone (617) 727-5811, email: [occupational.schools@mass.gov](mailto:occupational.schools@mass.gov), website: [www.mass.gov/dpl/schools](http://www.mass.gov/dpl/schools) or the Accrediting Bureau of Health Education Schools, 7777 Leesburg Pike, Suite 314, N. Falls Church, VA 22043, and website: [www.abhes.org](http://www.abhes.org)

## **DISCIPLINARY POLICY AND ACTION PROCESS**

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

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

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

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

### **Grounds for Disciplinary Action**

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

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

6. Academic dishonesty, as defined elsewhere in the catalog, or engagement in acts that can be construed as copyright infringement;
7. Disorderly, lewd, or indecent conduct; use of profanity, hate speech, or vulgar language; bullying, harassment, hazing, assault and/or sexual assault of members of institutional community, including but not limited to visitors, students, faculty, administration, and staff members;
8. Failure to pay or honor financial obligations to the institution; or
9. Failure to comply with the Code of Student Conduct.

## Disciplinary Actions

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

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

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

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

## Disciplinary Process

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

## **CAMPUS CLOSINGS**

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

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

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

## **RECORD RETENTION POLICY**

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

### **Student Records Retention and Methods Policies**

Private Occupational School Licensed by the Division of Professional Licensure under M.G.L. c. 112, § 263 must retain students' records in accordance with the following record retention schedule:

#### **Retention Period**

The following records must be retained for at least one (1) year from students' graduation or separation from the school:

- Results of all examinations and evaluations performed.

The following records must be retained for seven (7) years from student's graduation or separation from the school:

- Student attendance records, which reflect any leaves of absence (including information about the status of the leave), dates of completion (anticipated and actual), and dates students received diplomas or certificates;
- The student's signed enrollment contract, as well as any addendums, extensions, or amendments to that contract;
- All records to support any effective dates of termination of an enrollment contract used in a payment / refund calculation under 15.04(5) or (6);
- Written progress reports that provide students with appropriate reports of progress at least once during the program or course (for courses with durations of thirty hours or more, a progress report must be provided by the time fifty percent of the course has been completed);
- Records of any externships;
- Copies of any student complaints;
- School disciplinary reports; and
- Students' loan documents including disclosure forms and disbursement schedules.

The following records must be retained for a minimum of sixty (60) years:

- Students' official grades;
- Certificates of completion;
- Transcripts; and,

- Documents reflecting payments made by or on behalf of students records of the form and dates of any payments.

## **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 school 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. Students considering a leave must receive the approval of the Dean of Academic Affairs and 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.

## **LEAVE OF ABSENCE POLICY – COSMETOLOGY PROGRAM ONLY**

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

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

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

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

Students considering a leave 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.

## **MILITARY LEAVE POLICY**

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

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

## **FREEDOM FROM HARASSMENT POLICY**

Mildred Elley is committed to the fundamental belief that all people should be treated with dignity and respect. Harassment will not be tolerated in any context. All members of the school 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. School officials will act on all complaints within fifteen (15) business days after receipt of the report. Informal resolution including mediation may be attempted before formal proceedings occur.

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

## **SEXUAL OFFENSE PREVENTION POLICY**

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

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

## **COMMONWEALTH OF MASSACHUSETTS M.G.L. C. 269 PROBATION AGAINST HAZING**

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

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

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

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

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

## **VOTER REGISTRATION DISSEMINATION PRACTICE**

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

## **COPYRIGHT INFRINGEMENT PREVENTION**

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

## **STUDENT DIVERSITY**

Mildred Elley is committed to building and maintaining a diverse school community. We seek to foster an environment where all individuals can study, work and teach comfortably and without fear of prejudice or behaviors that might

infringe on universal respect and kindness towards others. We practice a zero tolerance policy on all forms of harassment in order to preserve the dignity of our students, faculty and staff.

## **FIRE SAFETY PROCEDURE**

The following procedure will be followed for a building evacuation:

- Faculty members locate the class roster and announce to class that they will be exiting the building by following you closely through the hallway and the nearest exit.
- Close classroom door.
- Exit with your roster and students out the nearest exit.
- The class will be taken to the large parking lot that faces the building. All faculty, staff and students must proceed to this location.
- Attendance will be taken to ensure all students have exited the building.
- Attendance rosters will be provided to executive management upon return to the building.

Please note that students in other areas of the building will be accounted for by the manager or staff in that department (Financial Aid, Student Services, Registrar, etc.).

Mildred Elley conducts quarterly fire drills. In addition, a routine inspection of fire extinguishers and other fire detection items is performed quarterly. All fire drills and fire incidents are recorded in the Institutional Fire Log maintained by each school manager. There have been no fires reported at any campus in 2016-2017 academic year.

## **DRUG VIOLATIONS**

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

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

The period of ineligibility for financial aid funds depends on whether the conviction was for sale or possession, and whether the student had previous offenses. (*2016-2017 FSA Handbook*)

# ACADEMIC INFORMATION

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

## ACADEMIC DISHONESTY

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

1. **Plagiarism:** Using materials or quotations from someone else's work without acknowledging them or using appropriate paraphrasing, thus representing such work as one's own. This includes cutting and pasting phrases from internet websites and copying and/or modifying another person's electronic or paper document for one's own use without permission and explicitly informing the faculty member of such use;
2. **Cheating:** Using unauthorized materials in closed-books exams, copying work of other students, or using unauthorized devices (such as calculators or mobile phones) where not expressly allowed by the instructor or staff member;
3. **Giving Assistance in Dishonest Acts:** For example, knowingly permitting one's electronic or paper documents to be copied or modified by another student for their own use, or sharing knowledge of test questions with other students.
4. **Deception:** Providing false information to a faculty or staff member, for example, 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, Pittsfield, MA Campus

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

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 school advises students to recognize the possible negative effect of any course withdrawal on their academic progress requirements and eligibility for financial aid. Program changes, and requests for the applicability of transfer credits, or proficiency credits, must also be processed by the conclusion of the add/drop period, should the outcome affect the student schedule.

## **ADVISEMENT**

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

## **ATTENDANCE**

The School is required to keep attendance for each class taught. Each instructor is required to take attendance in each course taught and enter the attendance in SONIS, the student information system

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. If a student fails to register attendance as outlined in any single course, that student will be withdrawn from that course alone. This may result in the student being enrolled as part time, and would have an impact on financial aid availability for the semester.

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

## **ACADEMIC CALENDAR**

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

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

## **COURSE SCHEDULE CHANGES**

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

## **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 School 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 school 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.

## **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.

## **GRADUATION HONORS**

At commencement exercises, the school 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)

## COSMETOLOGY MAKE UP POLICY

Students are required to make up absent hours before they can be awarded a passing grade for the course. In addition, students cannot make up time before the absences actually accrued. The school provides students with a schedule of designated make-up hours available. No more than 30% of hours for each class can be made up in make-up hours.

## 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.

### Intercampus Video IV

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

### Hybrid: HY

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

### Online Local: OL

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

### Online: O

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

## HONORS AND AWARDS

A student receiving a GPA of at least 3.500 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	IL	Information Literacy
AE	Appearance Enhancement	IT	Information Technology
BIO	Biological Sciences	LPN	Practical Nurse
BM	Business Management	MA	Medical Assisting
CM	Cosmetology	MAT	Mathematics
DLP	Computer Applications	MTM	Massage Therapy
ENG	English/Oral Communications	NT	Nail Technology
ES	Esthetics	PHI	Philosophy
GS	General/Interdisciplinary Studies	POM	Professional Office Management
HEA	Health and Wellness	PSY	Psychology

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

## GRADING SYSTEM

The following is the grading scale used at the institution:

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

Internship courses are graded as Pass/Fail.

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

## **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 school 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. 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.

## WITHDRAWAL FROM A COURSE

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

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

## WITHDRAWAL FROM THE INSTITUTION

A student who plans to withdraw from the school 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 school’s tuition refund policy.

## PROGRAM CHANGES

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

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

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

## **PROFICIENCY EXAMINATION POLICY**

Mildred Elley has a Proficiency Examination Policy to accommodate students who may already be accomplished in a specific subject area. Proficiency examinations allow students to test out of course(s) required in their program. The only courses for which proficiency examinations are available are DLP (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 school and may not be used as a repeated grade. Students are advised to speak with their Financial Aid Advisor before proceeding. Proficiency tests can only be taken before or during the first week of the module, in which the proficiency credit is to be applied.

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

## **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 School. If credit has been granted through examination prior to application to Mildred Elley, an official transcript must be sent to the Registrar.

## **TRANSFER TO ANOTHER COLLEGE**

Students who intend to transfer to other colleges or enroll in four-year institutions after completing their program of study at Mildred Elley must determine the requirements of those institutions and plan their program of study accordingly. Mildred Elley makes no guarantee, claim, or representation that the credits earned at Mildred Elley will transfer to other institutions. The ability to transfer credits will be determined by the college to which the student is transferring.

Students must be aware that articulation agreements differ from institution to institution. To obtain details regarding which Mildred Elley programs are eligible and acceptable for transfer, please contact the Office of the Dean of Academic Affairs. Similarly, students who intend to take state or foreign examinations, certifications, or licensure tests must determine requirements of those jurisdictions prior to commencing their program of study. Mildred Elley makes no guarantee, claim, or representation that the programs of study completed or credits earned at Mildred Elley will qualify its graduates for or guarantee the passage of such examinations, certifications, or licensure tests.

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

### **Statement of Behaviors**

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

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

The Practical Nurse (PN) Certificate program is a full-time program. Its graduates are eligible to sit for the licensure exam as a Licensed Practical Nurse in the State of Massachusetts. The PN program starts students on a steadily rotating basis. This rotation means that each course taught in the program will be repeated every third module. This is also dependent upon cohort progression and no class will be repeated unless necessary for an entire cohort. Students and applicants are reminded that their ultimate career goal is dependent upon their ability to pass the state licensure examination. The institution established its policies for the program in order to help its graduates meet this goal.

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

The PN program consists of two components:

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

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

### **Passing Grades**

For students matriculated in the Practical Nursing program, PSY 105, required in the preparatory component of the program must be completed with a minimum grade of “B-” or above. Grades below “B-” are considered to be failing grades for the purpose of the program.

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

After a student is automatically withdrawn from the PN program due to failing grades, the student - must transfer to another 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 school’s discretion. The school does not guarantee readmission into the program once a student has been dismissed from it.

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

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

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

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

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

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

The school requires students admitted into the professional component to:

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

## ATI Achieve

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

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

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

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

## Standard Course Progression – Practical Nurse Certificate

<p><b>MODULE 1</b> HEA 112/BIO 112 (3cr) ENG 102 (3 cr) <i>*Students must pass HEA 112/BIO 112 in order to take BIO 110.</i></p>	<p><b>MODULE 3</b> BIO 210 (4cr) LPN 200A (2cr)</p>	<p><b>MODULE 5</b> LPN 215 (6cr)</p>	<p><b>MODULE 7</b> LPN 235 (6cr)</p>
<p><b>MODULE 2</b> BIO 110 (4cr) PSY 105 (3cr)  <i>*Students must pass BIO 110 in order to take BIO 210 and must pass all coursework to this point in order to enter the PN proper courses.</i></p>	<p><b>MODULE 4</b> LPN 125 (5cr) LPN 200B (2cr)</p>	<p><b>MODULE 6</b> LPN 225 (6cr)</p>	<p><b>MODULE 8</b> LPN 245 (6cr) LPN 255 (1cr)</p>

# PROGRAMS OFFERED

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Our curricula are designed to prepare each student for quality job opportunities with career potential as well as to establish a foundation for further higher education, both in Associate in Occupational Studies/Associate of Applied Science degree programs at Mildred Elley's Albany, New York Campus and other institutions of higher education. Mildred Elley tailors each program to meet the student's goals and provides the support necessary for success.

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

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

Mildred Elley – Pittsfield offers credit-bearing certificate programs.

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

Most courses are usually offered at least once during the calendar year. The institution reserves the right, without prior notice, to change the semester in which a course is offered, to change a course description, or to cancel or add any course. Additional course information can be secured from the Office of the Registrar.

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

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

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

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

**Pittsfield, MA Non-Main Campus (I-391-02)**

Mildred Elley is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES) to award diplomas and certificates. 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
Accounting System Specialist	Certificate	52.0301	61%	100%	--
Business Technologies Specialist	Certificate	11.0899	87%	N/A	--
Clinical Medical Assistant	Certificate	51.0801	58%	81%	--
Cosmetology	Certificate	12.0401	65%	31%	73%
Massage Therapy	Certificate	51.3501	77%	46%	--
Medical Office Assistant	Certificate	51.0710	65%	43%	--
Network Admin and Computer Security	Certificate	11.1003	67%	33%	--
Practical Nursing	Certificate	51.3901	52%	75%	93%

\* 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 Program 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.

At the conclusion of the Business Management Program, 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.

### **Cosmetology**

The aim of the Cosmetology Program at Mildred Elley is to provide students with an education that places emphasis on the skills and knowledge that will enable them to explore potential career paths in the beauty industry.

At the conclusion of the Cosmetology Program, students will:

1. Be prepared for the state licensure examination.
2. Be prepared to operate as an effective and safe cosmetologist.
3. Be able to act in a professional manner consistent with the expectations of the profession.
4. Have the potential skills for a future career as an entrepreneur in the beauty industry.

### **Information Technology**

The aim of the Information Technology Program 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.

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.

### **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 Commonwealth of Massachusetts.

2. Facilitate student learning by applying different learning environments which will promote critical thinking skills
3. Encourage and foster lifelong learning in health care by providing information for Continuing Education in Massage Therapy.
4. 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 Program 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 Program 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 Commonwealth of Massachusetts as evidenced by the NCLEX pass rate.
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.
4. Encourage and foster lifelong learning in health care by providing information for membership to the 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.

# DEPARTMENT OF BUSINESS MANAGEMENT

## Accounting Systems Specialist Certificate Program

48 Weeks  
39 Semester Credit Hours

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

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

In Massachusetts, Mildred Elley is authorized to offer certificate programs only. However, this certificate program provides the foundation courses needed to pursue an Associate's degree in *Business Management* at Mildred Elley's campus in Albany, New York, should a student choose to do so.

### 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
ACC 110	Principles of Financial Accounting	3
DLP 110	Word Processing and Presentation Applications	3
ACC 118	Computerized Accounting Applications	3
DLP 120	Spreadsheet and Database Applications	3
GS 251A	Career Counseling Seminar	1
ACC 120	Principles of Managerial Accounting	3
	Restricted Elective♦ 3	
	General Electives(s)	7
<b>TOTAL SEMESTER CREDIT HOURS</b>		<b>39</b>

- ♦ *Restricted electives in this program include all courses in Accounting (ACC), Business Management (BM), or Professional Office Management (POM) not otherwise included in the program, or related courses in other curricula by permission of Department Chair.*

## Business Technologies Specialist Certificate Program

48 Weeks  
39 Semester Credit Hours

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

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

In Massachusetts, Mildred Elley is authorized to offer certificate programs only. However, this certificate program provides the foundation courses needed to pursue an Associate's degree in *Business Management* at Mildred Elley's campus in Albany, New York, should a student choose to do so.

### SUGGESTED COURSE SEQUENCE

COURSE NUMBER	COURSE TITLE	SEMESTER CREDITS
GS 102	Freshman Seminar	3
BM 112	Business Organization and Management	3
ENG 102	English Composition	3
DLP 105	Document Processing I	3
DLP 110	Word Processing and Presentation Applications	3
IT 110	Computer Concepts	3
BM 200	Customer Service and Sales Management	3
DLP 120	Spreadsheet and Database Applications	3
GS 251A	Career Counseling Seminar	1
IT 120	The Internet and Web Page Design	3
	Restricted Elective♦ 3	
	General Electives(s)	8
<b>TOTAL SEMESTER CREDIT HOURS</b>		<b>39</b>

- ♦ *Restricted electives in this program include all courses in Accounting (ACC), Business Management (BM), or Professional Office Management (POM) not otherwise included in the program, or related courses in other curricula by permission of Department Chair.*

# DEPARTMENT OF COSMETOLOGY

## Cosmetology Certificate Program

48 Weeks  
33.33 Semester Credit Hours  
1,000 Clock Hours

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

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

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

### ACKNOWLEDGEMENT STATEMENT FOR COSMETOLOGY

As a potential cosmetology student I am aware that employment in the beauty industry can be considered physically demanding at times. Further, I understand that as a prospective Cosmetology student the occupation of cosmetology requires a certain amount of physical stamina which includes prolonged periods of standing, sitting and bending at the waist. Lifting and manual dexterity will be required in some cases as well.

### SUGGESTED COURSE SEQUENCE

COURSE NUMBER	COURSE TITLE	SEMESTER / CLOCK CREDITS / HOURS
AE 110	Succeeding in Salon, Spa, and Resort Business	1 / 30.00
CM 110	Cosmetology and Appearance Enhancement I	3 / 90.00
ES 110	Esthetics I	2 / 60.00
AE 120	Applied Anatomy and Physiology	1 / 30.00
CM 120	Cosmetology and Appearance Enhancement II	3 / 90.00
NT 110	Nail Technology I	2 / 60.00
AE 130	Applied Chemistry and Electricity	1 / 30.00
CM 130	Cosmetology and Appearance Enhancement III	3 / 90.00
ES 120	Esthetics II	2 / 60.00
CM 210	Cosmetology Theory, Applications, and Practice I	6 / 180.00
CM 220	Cosmetology Theory, Applications, and Practice II	6 / 180.00
CM 230	Cosmetology Theory, Applications, and Practice III	3.33 / 100.00
<b>TOTAL SEMESTER CREDIT HOURS</b>		<b>33.33 / 1,000.00</b>

Mildred Elley—Pittsfield, MA Campus is licensed as a cosmetology school and its program in Cosmetology is approved by the Board of Registration of Cosmetologists, Division of Professional Licensure of the Commonwealth of Massachusetts. The graduates of the Cosmetology program are eligible to apply to the Board for licensure as an *Operator – Type 2*.

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

CRN	Course Name	Credit Hours	Clock Hrs	Area 1: Manicuring (including 12.5 hours of Artificial Nail Techniques)	Area 2: Hair Straightening and Permanent Waving	Area 3: Shampooing	Area 4: Finger Waving	Area 5: Marcelling and All Iron Curls	Area 6: Skin Care and Facial Grooming	Area 7: Wig Instruction and Scalp Treatments	Area 8: Dyes and Bleaching (Packs, Tints, Rinses, Reconditioning)	Area 9: Hair Cutting	Area 10: Oral, Written, and Practical Tests, Sterilization, Hygiene, and Anatomy	Area 11: Instruction and Lecture on Sanitation	Area 12: Ethics, Salesmanship, Courtesy, and Conduct	Total
AE 110	Succeeding in Salon, Spa, and Resort Business	1.00	30										5	25		30
AE 120	Applied Anatomy and Physiology	1.00	30										30			30
AE 130	Applied Chemistry and Electricity	1.00	30	30												30
CM 110	Cosmetology and Appearance Enhancement I	3.00	90		10	15	15		10		20	15	5			90
CM 120	Cosmetology and Appearance Enhancement II	3.00	90		20	5	5	5		10	15	20	5	5		90
CM 130	Cosmetology and Appearance Enhancement III	3.00	90		30	5	5	5		5	15	20	5			90
CM 210	Cosmetology Theory, Applications, and Practice I	6.00	180		65	5	10	5		10	50	25	10			180
CM 220	Cosmetology Theory, Applications, and Practice II	6.00	180		65		10	10		10	50	25	10			180
CM 230	Cosmetology Theory, Applications, and Practice III	3.33	100		40		5	5		5	20	15	10			100
ES 110	Esthetics I	2.00	60						40				15	5		60
ES 120	Esthetics II	2.00	60						40				15	5		60
NT 110	Nail Technology I	2.00	60	50									5	5		60
<b>Total</b>		<b>33.33</b>	<b>1,000</b>	<b>50</b>	<b>250</b>	<b>25</b>	<b>50</b>	<b>45</b>	<b>80</b>	<b>50</b>	<b>150</b>	<b>125</b>	<b>125</b>	<b>25</b>	<b>25</b>	<b>1,000</b>

# DEPARTMENT OF INFORMATION TECHNOLOGY

## Network Administration and Computer Security Certificate

48 Weeks  
39 Semester Credit Hours

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

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

### SUGGESTED COURSE SEQUENCE

COURSE NUMBER	COURSE TITLE	SEMESTER CREDITS
GS 102	Freshman Seminar	3
ENG 102	English Composition	3
DLP 100	Principles of Digital Literacy	1
IT 110	Computer Concepts	3
IT 120	The Internet and Web Page Design	3
IT 123	Microcomputer Hardware	3
IT 222	Networking I	3
IT 223	Microcomputer Operating Systems	3
IT 224	Networking II	3
<b>General Electives (must choose a total of 1 credit)</b>		
BM 201	Customer Service	1
BM 202	Sales Management	1
BM 231	Introduction to Project Management	1
IT 226	Client Operating Systems	3
Restricted Elective♦		3
<b>Restricted Electives (must choose a total of 3 credits)</b>		
DLP 120	Spreadsheet and Database Applications	3
IT 230	Help Desk Management and User Support	3
IT 232	Computer Security	3
GS 251A	Career Counseling Seminar	1
<b>Mathematics Elective (must choose a total of 3 credits)</b>		
MAT 130	Business Mathematics	3
MAT 150	Finite Mathematics	3
<b>TOTAL SEMESTER CREDIT HOURS</b>		<b>39</b>

# DEPARTMENT OF MASSAGE THERAPY

## Massage Therapy Certificate Program

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

<i>SUGGESTED COURSE SEQUENCE</i>		
COURSE NUMBER	COURSE TITLE	SEMESTER CREDITS
HEA 112/BIO 112	Medical Terminology	3.00
MTM 100	Massage Therapy in Massachusetts	4.00
BIO 110	Anatomy & Physiology I	4.00
MTM 101	Western Massage Techniques I	3.50
BIO 210	Anatomy & Physiology II	4.00
MTM 165	Body Mechanics for Massage Therapists	3.50
MTM 140	Principles of Human Myology & Kinesiology	3.50
MTM 150	Principles of Human Pathophysiology	3.00
HEA 100	Principles of First Aid, CPR, and AED	1.00
MTM 103	Western Massage Techniques II	3.50
MTM 205	Integrative Massage Techniques	3.50
GS 251A	Career Counseling Seminar	1.00
MTM 261A	Clinic I	0.50
MTM 261B	Clinic II	0.50
MTM 261C	Clinic III	0.50
MTM 261D	Clinic IV	0.50
MTM 261E	Special Techniques Clinic	0.50
MTM 171	Sports Massage	3.50
MTM 290	Transition to Professional Practice	1.00
<b>TOTAL SEMESTER CREDIT HOURS</b>		<b>44.50</b>

Completion of the Certificate Program in Massage Therapy meets or exceeds the education requirement for licensing by the Massachusetts Board of Massage Therapy.

Mildred Elley Curriculum Requirements								Massachusetts Board of Registration of Massage Therapy Education Requirements							
Course No.	Course Name	Course Category	Lecture	Lab	Internship	Total	Credit Hours	Anatomy & Physiology: 100 Hrs Required	Pathology: 45 Hrs Required	Kinesiology: 45 Hrs Required	Supervised MT Theory and Technique: 300 Hrs Required	Ethics, Professionalism and Clinical/Internship Experience: 100 hrs Required	Other	Total Distribution Hrs	
BIO 110	Anatomy & Physiology I	M	45	30	0	75	4	75						75	
BIO 210	Anatomy & Physiology II	M	45	30	0	75	4	75						75	
GS 251A	Career Counseling Seminar	O	15	0	0	15	1						1	15	
HEA 100	Principles of First Aid, CPR, and AED	M	14	2	0	16	1						1	16	
HEA 112/BIO 112	Medical Terminology	M	45	0	0	45	3						4	45	
MTM 100	Massage Therapy in Massachusetts	M	60	0	0	60	4				6		0	60	
MTM 101	Western Massage Techniques I	M	45	15	0	60	3.5			60				60	
MTM 103	Western Massage Techniques II	M	45	15	0	60	3.5			60				60	
MTM 140	Principles of Human Myology & Kinesiology	M	45	15	0	60	3.5			6				60	
MTM 150	Principles of Human Pathophysiology	M	45	0	0	45	3		4				5	45	
MTM 165	Body Mechanics for Massage Therapists	M	45	15		60	3.5			60				60	
MTM 171	Sports Massage	M	45	15	0	60	3.5			60				60	
MTM 205	Integrative Massage Techniques	M	45	15	0	60	3.5			60				60	
MTM 261A	Clinic I	M	0	0	22.5	22.5	0.5					22.5		22.5	
MTM 261B	Clinic II	M	0	0	22.5	22.5	0.5					22.5		22.5	
MTM 261C	Clinic III	M	0	0	22.5	22.5	0.5					22.5		22.5	
MTM 261D	Clinic IV	M	0	0	22.5	22.5	0.5					22.5		22.5	
MTM 261E	Special Techniques Clinic	M	0	0	22.5	22.5	0.5					22.5		22.5	
MTM 290	Transition to Professional Practice	M	15	0	0	15	1			15				15	
<i>Subtotal, Major Courses</i>			53	15	112.	803.	43.	15	4	6	31	6	112.	7	818.
<i>Subtotal, General Studies</i>			9	2	5	5	5	0	5	0	5	0	5	6	5
<i>Subtotal, Other Courses</i>			0	0	0	0	0								
<i>Subtotal, Other Courses</i>			15	0	0	15	1								
<b>Total, All Program Courses</b>			<b>55</b>	<b>15</b>	<b>112.</b>	<b>818.</b>	<b>44.</b>								
			<b>4</b>	<b>2</b>	<b>5</b>	<b>5</b>	<b>5</b>								

## **BOARD OF REGISTRATION OF MASSAGE THERAPY**

### **Instructions for Initial Massage Therapist License Application**

1. Please read and review the Board's regulations governing Individual Licensure at CMR 3.00 and/or visit the Board's website at <http://www.mass.gov/ocabelicensee/dpl-boards/mt/regulations/269-cmr/269-cmr-200-definitions.html>
2. If you are ineligible for a Social Security Number, contact the Board for instructions.
3. Regarding Question #4, the address that you choose as your mailing address is public record and will be released to anyone upon request. If you select the business address option, please include the business name,
4. You must be 18 years old and a high school graduate, or its equivalent.
5. If you answered "yes" to Question #8, an official verification of standing is required for every professional license listed, including from every out-of-state licensure jurisdiction. An official verification of standing is required for all licensure status including lapsed, expired, etc. Please contact the appropriate licensing authority/jurisdiction and have the document mailed to you for inclusion with your application. Please maintain the official statement(s) in the unopened, jurisdiction-sealed envelope(s) to accompany your application. The document may also be mailed directly to the Board at 1000 Washington St. Suite 710 Boston, MA 02118. (Please note, verification(s) of standing is not required if professional license is held within the Division of Professional Licensure)
6. Regarding Question #13, you must list all offenses including OUI, DUI, and Operating after/with suspended license or registration. Dispositions of "continued without finding" ("CWF") or "admission to sufficiency of facts" must be reported. Do not include minor traffic offenses.
7. Both the application and checklist pages of this application must be notarized.
8. You must obtain an Official Transcript from your Massage Therapy program and include the still-sealed envelope with your application. You must also include a completed Transcript Analysis Form and include all supporting documents with your application (detailed course descriptions and full breakdown of the clock hours for each course, if noted as credit hours on official transcripts.) *\*Please note: If your program is noted in Credit Hours a complete breakdown of the program Clock Hours is required directly from your school on letterhead.*
9. Two signed letters of reference must accompany your application. One letter must be from an employer in the massage therapy or medical field, massage therapy educator, massage therapist, or health care provider with whom you have had a professional relationship and should address your competence and integrity. The other letter may be from any unrelated person who can comment favorably upon your professional integrity.
10. You must provide a copy of the insurance policy declarations page that indicates the amount and effective date of coverage. The policy must be in your own name and provide for a minimum of at least \$1,000,000 per occurrence and at least \$1,000,000 aggregate. The Board cannot make recommendations about insurers; however, professional associations are usually a good source of information. See the Board's web site for links.
11. If you have taken and passed either the Massage and Bodywork Licensing Exam (MBLEx) administered by the Federation of State Massage Therapy Board (FSMTB) or the National Certification Examination for Therapeutic Massage and Bodywork (NCBTMB) administered by the National Certification Board of Therapeutic Massage and Bodywork (NCBTMB) on or after 2010 submit proof of passage.
12. Include a check or money order for \$225.00 in U.S. funds made payable to the Commonwealth of Massachusetts. The fee is not refundable. Please note that your application will not be processed without the correct fee. The initial fee includes both application processing and your first license.
13. Mail the complete application package to: Board of Registration of Massage Therapy, 1000 Washington Street, Suite 710: *Individual Licensure*, Boston, MA, 02118-6100.
14. Please allow 4-6 weeks for processing. You will be contacted via e-mail if further information is required. If you do not have an e-mail address, you will be contacted by postal mail; but this may take longer.
15. If you have any additional questions, please contact the Board via e-mail: [MassageTherapy@state.ma.us](mailto:MassageTherapy@state.ma.us) or contact Fei Yen Chen by phone (617) 727-9964.
16. Please keep this instruction page for reference.

Revised 9/29/2016

# DEPARTMENT OF MEDICAL ASSISTING

## Clinical Medical Assistant Certificate Program

48 Weeks  
45 Semester Credit 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. Graduates of this program are prepared for entry-level positions in medical clinics, laboratories, private physician's offices, pharmacies and hospitals.

In Massachusetts, Mildred Elley is authorized to offer certificate programs only. However, this certificate program provides the foundation courses needed to pursue an Associate's degree in *Medical Assistant* at Mildred Elley's campus in Albany, New York, should a student choose to do so.

### 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
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>

## Medical Office Assistant Certificate Program

48 Weeks  
38 Semester Credit Hours

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

With the technological advances in the health care field, the office staff plays a key role in the medical office environment. This *Medical Office Assistant* program offers students the skills necessary to meet the administrative requirements of medical offices and allied health care facilities.

This program offers an intensive study of medical office management and procedures and insurance processing. Graduates of this program are prepared for entry level positions as medical secretaries and receptionists, billing specialists, medical records clerks, medical transcriptionists, admitting clerks, and administrative medical assistants.

In Massachusetts, Mildred Elley is authorized to offer certificate programs only. However, this certificate program provides the foundation courses needed to pursue an Associate's degree in *Medical Assistant* at Mildred Elley's campus in Albany, New York, should a student choose to do so.

### SUGGESTED COURSE SEQUENCE

COURSE NUMBER	COURSE TITLE	SEMESTER CREDITS
GS 102	Freshman Seminar	3
DLP 100	Principles of Digital Literacy	1
HEA 112/BIO 112	Medical Terminology	3
BIO 110	Anatomy & Physiology I	4
ENG 102	English Composition	3
BIO 210	Anatomy & Physiology II	4
DLP 105	Document Processing	3
DLP 110	Word Processing and Presentation Applications	3
MA 114	Medical Insurance	3
DLP 120	Spreadsheet and Database Applications	3
General Elective		3
HEA 100	Principles of First Aid, CPR, and AED	1
MA 118	Medical Office Management	3
GS 251A	Career Counseling Seminar	
<b>TOTAL SEMESTER CREDIT HOURS</b>		<b>38</b>

# DEPARTMENT OF PRACTICAL NURSING

## Practical Nurse Certificate Program

64 Weeks  
51 Semester Credit Hours

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

The Practical Nurse program is a credit-bearing program that prepares its graduates for licensure as a practical nurse (PN) issued by the Board of Registration in Nursing (Board) in the state of Massachusetts and subsequent practice of the profession of practical nursing as defined in M.G.L. c. 112, § 80B and 244 CMR 9.02.

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

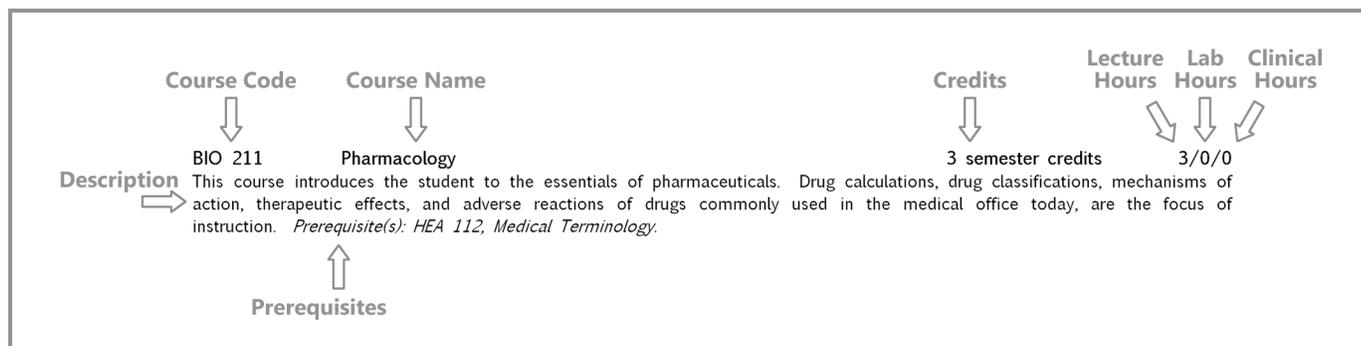
Students are reminded that the Practical Nurse Certificate program has several program-specific policies for progression to the professional stage of the program, minimum grades required for each course, and other program-relevant items. Please refer to a specific section in Academic Policies of this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

### *SUGGESTED COURSE SEQUENCE*

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>SEMESTER CREDITS</b>
HEA 112/BIO 112	Medical Terminology	3
ENG 102	English Composition	3
BIO 110	Anatomy & Physiology I	4
PSY 105	Introduction to Psychology	3
BIO 210	Anatomy & Physiology II	4
LPN 200 A	Pharmacology and Dosage Calculation for Nursing	2
LPN 125	Fundamentals of Nursing Care I	5
LPN 200 B	Pharmacology and Dosage Calculation for Nursing	2
LPN 215	Fundamentals of Nursing Care II	6
LPN 225	Maternity, Pediatric and Mental Health Nursing	6
LPN 235	Nursing Care of the Adult	6
LPN 245	Nursing Care of the Older Adult	6
LPN 255	Transition to the Profession of Practical Nursing	1
<b>TOTAL SEMESTER CREDIT HOURS</b>		<b>51</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. *Prerequisite(s): None.*

#### ACC 118 Computerized Accounting Applications 3 semester credits 2/1/0

Students are prepared to implement traditional accounting and business knowledge in the modern computer environment as it relates to entrepreneurship and the small business. Students review fundamental accounting, interpret and analyze financial data, and investigate source documents while working with the QuickBooks software application. Specific topics include theory and practice in debit and credit journals, ledgers, inventories, taxes, depreciation, amortization, and financial statements. *Prerequisite(s): ACC 110, Principles of Financial Accounting.*

#### ACC 120 Principles of Managerial Accounting 3 semester credits 3/0/0

This course covers accounting techniques and concepts used by managers in daily operations. An emphasis is placed on cost and profitability accounting in production and service activities, budgeting methods, and usage of information technology in accounting and operation support. *Prerequisite(s): ACC 110, Principles of Financial Accounting.*

#### ACC 225 Payroll Accounting 3 semester credits 3/0/0

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

### AE: Appearance Enhancement

#### AE 110 Succeeding in Salon, Spa, and Resort Business 1 semester credit

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

#### AE 120 Applied Anatomy and Physiology 1 semester credit

Students will examine the essentials of applied anatomy and physiology, with an emphasis on acquisition of relevant terminology and recognition of issues affecting daily functions of an appearance enhancement professional. Topics covered in this course generally include: cellular structures; tissues; organs and body systems; and other issues specific to skin, hair, and nails, with review of some disorders and diseases. *Prerequisite(s): Matriculation in the Cosmetology program.*

#### AE 130 Applied Chemistry and Electricity 1 semester credit

In this course, students will engage in exploration of chemical and electrical processes and procedures that appearance enhancement professionals encounter in their daily activities. Topics covered in this course generally include organic and inorganic chemistry; matter; potential hydrogen (pH); electricity; electrical equipment safety; electrotherapy; light therapy; and other issues. *Prerequisite(s): Matriculation in the Cosmetology program.*

### BIO: Biological Sciences

**BIO 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.*

## **BM: Business Management**

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

This course introduces the student to the management functions of planning, organizing, leading, staffing, and controlling. Students learn the skills necessary to manage effectively in complex organizations and study such challenges as globalization and changing technologies confronting organizations today. Topics include: business ownership and organization; managerial skills; learning and motivation; group and team behavior; leadership development; and decision-making. The student will thus come to understand both the structure of business today, as well as the behavior found among its diverse elements. *Prerequisite(s): None.*

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

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

**BM 201 Customer Service 1 semester credit 1/0/0**

This course examines the component of outstanding customer service. Students will explore strategies for success for customer focused organizations, understanding customer needs, dealing with difficult customers and building customer loyalty. *Prerequisite(s): None.*

**BM 202 Sales Management 1 semester credit 1/0/0**

This course examines the component of sales management. Tactics of action for managers and front-level employees are explored, with a concentration on best practices in sales management, service culture, verbal and non-verbal communications and utilization of technology. *Prerequisite(s): None.*

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

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

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

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

**BM 222 Office Information and Management Systems 3 semester credits 2/1/0**  
This course reflects current management thinking in office systems, information management, technology, communications, and administrative procedures. Beginning with traditional management practices and theory, this course develops into virtual office assistance and management, concentrating on the Internet as a useful research and administrative tool, and an e-mail client application as electronic communication devices. Special emphasis is placed on e-mail client application proficiency for the office professional. *Prerequisite(s): None.*

**BM 231 Introduction to Project Management 1 semester credit 1/0/0**  
This course explores principles, strategies, and best practices in project management, with a focus on use of information technology. Students will also be introduced to budgeting, performance measurement, and project evaluation and completion. *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 a program of study. Internship is graded as Pass/Fail. *Prerequisite(s): Permission of the Department Chair.*

## **CM: Cosmetology**

**CM 110 Cosmetology and Appearance Enhancement I 3 semester credits**  
This course aims to orient students to the cosmetology and appearance enhancement professions and to begin teaching basic practical skills needed to practice the in the professions. Topics covered in this course include skills critical for success both in professional education and careers; regulatory and licensing requirements for appearance enhancement professions in the Commonwealth of Massachusetts and other jurisdictions; best practices in hygiene and safety in a salon and spa environment; client needs assessment; and essential techniques in shampooing, treatments, hairstyling, and haircutting for both female and male clients. Students will apply demonstrated techniques to a manikin, concentrating on acquisition of manual dexterity and correctness of technique. *Prerequisite(s): Matriculation in the Cosmetology program.*

**CM 120 Cosmetology and Appearance Enhancement II 3 semester credits**  
In this course, students continue to learn and refine techniques in shampooing, treatments, hairstyling, and haircutting; expand their repertoire of cuts and styles; and are introduced to essentials of dyes, color, bleaching, chemical texture services, and other treatments. Students will apply demonstrated techniques to a manikin, concentrating on both accuracy and speed. Students may be granted limited clinic floor privileges upon reaching 250 cumulative hours of instruction in the program by permission of the Department Chair. *Prerequisite(s): Matriculation in the Cosmetology program; CM 110, Cosmetology & Appearance Enhancement I.*

**CM 130 Cosmetology and Appearance Enhancement III 3 semester credits**  
In this course, students continue to learn and refine techniques in shampooing, treatments, hairstyling, haircutting, hair color, and chemical treatments; expand their repertoire of cuts and styles; and are introduced to advanced techniques in these fields (e.g., permanents, etc.). Students may be granted limited clinic floor privileges upon reaching 250 cumulative hours of instruction in the program with the approval of the Department Chair; and full privileges upon reaching 400 cumulative hours of instruction in the program with the approval of the Department Chair. *Prerequisite(s): Matriculation in the Cosmetology program; CM 120, Cosmetology & Appearance Enhancement II.*

**CM 210 Cosmetology Theory, Applications, and Practice I 6 semester credits**  
Students continue learning the theories and techniques of cosmetology in classroom and lab environments, and apply such knowledge on the clinic floor. An emphasis is placed on refining technique, communicating to clients and colleagues, engaging in wide variety of salon and spa employee duties, and developing a portfolio of work for future employment and clientele. Students will take their first pre-practical exam at the end of this course, identifying areas of strength and areas requiring improvement. *Prerequisite(s): Matriculation in the Cosmetology program; CM 130, Cosmetology & Appearance Enhancement III; NT 110, Nail Technology I; and ES 110, Esthetics I.*

**CM 220 Cosmetology Theory, Applications, and Practice II 6 semester credits**  
Students continue learning the theories and techniques of cosmetology in classroom and lab environments, and apply such knowledge on the clinic floor. An emphasis is placed on refining technique, communicating to clients and colleagues, engaging in wide variety of salon and spa employee duties, and developing a portfolio of work for future employment and clientele. Students will take their second pre-practical exam at the end of this course, identifying areas of strength and areas requiring improvement. *Prerequisite(s): Matriculation in the Cosmetology program; CM 210, Cosmetology Theory, Applications, and Practice I.*

**CM 230 Cosmetology Theory, Applications, and Practice III 3.33 semester credits**  
Students continue learning the theories and techniques of cosmetology in classroom and lab environments, and apply such knowledge on the clinic floor. An emphasis is placed on refining technique, communicating to clients and colleagues, engaging in wide variety of salon and spa employee duties, and developing a portfolio of work for future employment and clientele. Students will take their exit examination, simulating a Commonwealth of Massachusetts licensure exam, at the end this course as a graduation requirement. This course is designed to complete the requirements for the Commonwealth of Massachusetts licensure and enable students to register for the licensure examination with the state upon completion of the required 1,000 hours in the program. *Prerequisite(s): Matriculation in the Cosmetology program; CM 220, Cosmetology Theory, Applications, and Practice II.*

## **DLP: 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. *Prerequisite(s): None.*

**DLP 105 Document Processing 3 semester credits 2/1/0**

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

**DLP 110 Word Processing and Presentation Applications 3 semester credits 2/1/0**

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

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

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

## **ENG: English**

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

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

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

In this course, students explore the elements of communications. Through a series of interpersonal exercises and oral presentations, students experience a variety of roles including those of speaker, listener, public speaker, and group member. Techniques for 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.*

## **ES: Esthetics**

**ES 110 Esthetics I 2 semester credits**

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

**ES 120 Esthetics II 2 semester credits**

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

## **GS: General Studies**

**GS 102 Freshman Seminar 3 semester credits 3/0/0**

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

**GS 251A Career Counseling Seminar 1 semester credits 1/0/0**

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

## **HEA: Health and Wellness**

**HEA 100 Principles of First Aid, CPR, and AED 1 semester credit 1/0/0**

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

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

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

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

This course explores the principal applications of federal and state regulations in health care delivery, including issues related to scope of practice for medical assistants and health care practitioners, professional conduct, patient privacy and confidentiality, and medical record maintenance. Students further discuss principles of ethics and morality, and their applications in a variety of situations typically encountered in the health care system. 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.*

## **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.*

## **IT: Information Technology**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**IT 230                      Help Desk Management and User Support                      3 semester credits                      2/1/0**

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

**IT 232                      Computer Security                      3 semester credits                      2/1/0**

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

## **LPN: Practical Nurse**

**LPN 125                      Fundamentals of Nursing Care I                      5 credit hours                      3/1/1**

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

**LPN 200 A                      Pharmacology and Dosage Calculation for Nursing                      2 credit hours                      1.5/.5/0**

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

**LPN 200 B                      Pharmacology and Dosage Calculation for Nursing                      2 credit hours                      1.5/.5/0**

This course 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. *Prerequisite(s): Matriculation in PN program; BIO 110, Anatomy & Physiology I, or BIO 210, Anatomy & Physiology II; LPN 200 A, Pharmacology and Dosage Calculation for Nursing.*

**LPN 215                      Fundamentals of Nursing Care II                      6 credit hours                      2.5/.5/3**

This course continues to build on previously acquired skills and introduces more advanced nursing theory, principles, techniques, interventions, and evaluation. It continues a rigorous focus on the use of the nursing process to safely meet the needs of clients with more complex nursing care problems including pain control. Critical thinking skills are developed beyond the basics. Therapeutic communication, cultural and spiritual aspects of care, nutrition, documentation, and pharmacotherapeutics are integrated throughout the course. Best practices and evidence-based practices are

incorporated. Social issues that impact the health care system and delivery (e.g., homelessness, private and public insurance) and the role of and collaboration with social service agencies is introduced. Care of the dying client and his/her family will be introduced. Supervised structured clinical nursing laboratory and supervised selected clinical experiences in various health care settings are provided concurrently. Simulation activities and case studies are incorporated. *Prerequisite(s): Matriculation in the PN program; LPN 125, Fundamentals of Nursing Care I.*

**LPN 225                      Maternity, Pediatric, and Mental Health Nursing                      6 credit hours                      2/2/2**

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

**LPN 235                      Nursing Care of the Adult                      6 credit hours                      2.5/.5/3**

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

**LPN 245                      Nursing Care of the Older Adult                      6 credit hours                      2.5/.5/3**

In this course, students expand their theoretical and clinical foci and refine their understanding and use of the nursing process. Integrated throughout the course are concepts of nutrition, ethical practice, cultural diversity, spirituality, documentation, and pharmacotherapeutics. Special concentration will be on care of geriatric clients in acute inpatient, long term care, and community settings. Addressing the needs of community-dwelling independent and well older adults is included. Best practices and evidence-based practices are incorporated. Simulation activities and case studies are incorporated. *Prerequisite(s): Matriculation in the PN Program; LPN 125, Fundamentals of Nursing Care I; LPN 215, Fundamentals of Nursing Care II.*

**LPN 255                      Transition to the Profession of Practical Nursing                      1 credit hour                      1/0/0**

This course prepares the student to make the transition from student to the role of the practical nurse as a member of the health care delivery system, the team and the discipline of nursing. Trends in health care delivery and nursing education will be discussed. Rules and regulations specific to the Commonwealth of Massachusetts are presented in depth with emphasis on lifelong learning expectations, standards of nursing practice, competency, and accountability in the role following initial licensure. The Massachusetts Determination of Good Moral Character is reviewed. Leadership skills and team building are emphasized. Best practices and evidence-based practices are incorporated. Simulation activities and case studies are incorporated. Students explore skills involving job searches, resume and cover letter development, and interviewing skills. Preparation for the NCLEX-PN is included. *Prerequisite(s): Matriculation in the PN Program; Permission of the Department Chair; LPN 200 A, Pharmacology and Dosage Calculation for Nursing; LPN 200 B, Pharmacology and Dosage Calculation for Nursing; LPN 125, Fundamentals of Nursing Care I; LPN 215, Fundamentals of Nursing Care II; LPN 225, Maternity, Pediatric, and Mental Health Nursing; LPN 235, Nursing Care of the Adult. Corequisite(s): LPN 245, Nursing Care for the Older Adult.*

## **MA: Medical Assisting**

**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 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; and 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 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.*

## **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*

## **MTM: Massage Therapy**

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

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

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

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

**MTM 150 Principles of Human Pathophysiology** **3 semester credits** **3/0/0**  
This course provides an overview of the common pathologies encountered in the practice of massage therapy and how they impact the application of massage, specific indications, contraindications and precautions. It will also examine dermatological, musculoskeletal, endocrine, cardiovascular,

and lymphatic pathologies. Students will explore the location, identification, and palpation of the bellies and attachments of the major muscles of external movement of the body, as well as the bones and bony landmarks to formulate a plan to address specific pathological conditions as it pertains to massage. *Prerequisite(s): Matriculation in the Massage Therapy program; BIO 110, Anatomy and Physiology I; MTM 101, Western Massage Techniques I.*

**MTM 165      Body Mechanics for Massage Therapists      3.5 semester credits      3/.5/0**

This course is designed to give students a practical understanding of the relationship between applying massage techniques and how to prevent injuries due to the physical nature of massage therapy. Students will learn how to develop good body mechanics while applying techniques to reduce effort and stress on their bodies. Consequently, learning to recognize warning signs and common injury sites in order to create a holistic approach to help prevent injuries throughout their career. Furthermore, they will learn to implement general health and nutritional skills that are essential in enhancing their career longevity. *Prerequisite(s): MTM 101, Western Massage Techniques I.*

**MTM 171      Sports Massage      3.5 semester credits      3/.5/0**

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

**MTM 205      Integrative Massage Techniques      3.5 semester credits      3/.5/0**

This course will provide students with an in-depth visual approach in better understanding the more scientific principles behind therapeutic massage as well as formulating a comprehensive treatment plan incorporating multiple modalities covered in this course. Students will practice integrating components of each modality to help better prepare them in planning and organizing effective massage sessions and to transition into Clinic. Body mechanics and hand saving techniques will be reinforced. *Prerequisite(s): Matriculation in the Massage Therapy program; MTM 101, Western Massage Techniques I.*

**MTM 261A      Clinic I      0.5 semester credits      0/0/.5**

This course is dedicated to the actual hands on practice of massage therapy, supervised by a licensed massage or qualified health care professional. Students will practice a variety of skills required of massage therapists, including intake, assessment, consultation, and basic therapeutic massage techniques learned in previous and concurrent coursework. *Prerequisite(s): Matriculation in the Massage Therapy program; MTM 103 Western Massage Techniques II.*

**MTM 261B      Clinic II      0.5 semester credits      0/0/.5**

This course is dedicated to the actual hands on practice of massage therapy, supervised by a licensed massage or qualified health care professional. Students will practice a variety of skills required of massage therapists, including intake, assessment, consultation, and therapeutic massage techniques learned in previous and concurrent coursework. Additionally, students will begin practicing on the clients from the general public. *Prerequisite(s): Matriculation in the Massage Therapy program; MTM 261A Clinic I.*

**MTM 261C      Clinic III      0.5 semester credits      0/0/.5**

This course is dedicated to the actual hands on practice of massage therapy, supervised by a licensed massage or qualified health care professional. Students will practice a variety of skills required of massage therapists, including intake, assessment, consultation, and therapeutic massage techniques learned in previous and concurrent coursework. *Prerequisite(s): Matriculation in the Massage Therapy program; MTM 261A Clinic I.*

**MTM 261D      Clinic IV      0.5 semester credits      0/0/.5**

This course is dedicated to the actual hands on practice of massage therapy, supervised by a licensed massage or qualified health care professional. Students will practice a variety of skills required of massage therapists, including intake, assessment, consultation, and therapeutic massage techniques learned in previous and concurrent coursework. *Prerequisite(s): Matriculation in the Massage Therapy program; MTM 261A Clinic I.*

**MTM 261E      Special Techniques Clinic      0.5 semester credits      0/0/.5**

This course is dedicated to the actual hands on practice of massage therapy, supervised by a licensed massage or qualified health care professional. This course provides students with an opportunity to practice techniques learned in special topics courses in the on-campus massage therapy clinic under the supervision of the clinic instructor. Special techniques often represent emerging practices and trends in the field, as well as established practices such as hot stone massage, neuromuscular and sports massage techniques, massage for special populations, chair massage, and myofascial techniques. *Prerequisite(s): Matriculation in the Massage Therapy program; MTM 261A Clinic I.*

**MTM 290      Transition to Professional Practice      1 semester credit      1/0/0**

This course prepares the students for future transition to professional practice through intensive review of material covered in the massage therapy curriculum and preparation for the state and/or national licensure examination(s). An emphasis is placed on helping the students connect their substantive knowledge to successful future licensure and professional practice outcomes. *Prerequisite(s): Matriculation in the Massage Therapy program; permission of the Department Chair; this course is normally taken in the last semester of program enrollment.*

## NT: Nail Technology

### NT 110 Nail Technology I

2 semester credits

This course is an introduction to the theoretical and practical aspects of nail care and nail technology services. Topics covered in this course include scientific foundations of nail care (nail disorders and diseases, and nail anatomy and physiology); best practices in hygiene and safety in nail care; nail technology supplies (equipment, materials, and products); set-up and procedures for manicuring and pedicuring (pre-service, service, and post-service); and an introduction to advanced nail techniques (nail tips, wraps, gels, and acrylics). *Prerequisite(s): Matriculation in the Cosmetology program.*

## PHI: Philosophy

### 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.*

## POM: Professional Office Management

### POM 110 Introduction to Professional Office Management

3 semester credits

3/0/0

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

### POM 114 Professional Office Management Seminar

3 semester credits

2/1/0

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

## PSY: Psychology

### PSY 105 Introduction to Psychology

3 semester credits

3/0/0

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

### PSY 211 Child Growth and Development

3 semester credits

3/0/0

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

# CAMPUS ADMINISTRATION

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## **Office of the Campus President**

**Michael Gutierrez**

*Campus President*

## **Office of Academic Affairs**

**Carrie Swain**

*Dean of Academic Affairs*

## **Pending Appointment**

*Department Chair, Business Management*

**Genevieve Messina**

*Department Chair, Cosmetology*

## **Pending Appointment**

*Department Chair, Information Technology*

**Angelo Pizzonia**

*Department Chair, Massage Therapy*

**Nicole Vaughan**

*Department Chair, Medical Assisting*

**Theresa Becker**

*Department Chair, Nursing*

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

**Robert Newberry**

*Student Advisor*

**Avi Verdi**

*Student Success Advisor*

## **Office of Career Services**

**Danielle Giardina-Marchbanks**

*Director of Career Services*

## **Office of Library Services**

**Donna Sakaske**

*Assistant Librarian*

## **Office of the Registrar**

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*Associate Registrar*

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A.S., Berkshire Community College

B.S., Southern New Hampshire University

# ACADEMIC CALENDAR, 2018-2019

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ACADEMIC TERM	IMPORTANT DATES
<b>Fall I, 2018</b>	<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
<b>Fall II, 2018</b>	<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
<b>Spring I, 2019</b>	<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
<b>Spring II, 2019</b>	<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
<b>Summer I, 2019</b>	<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
<b>Summer II, 2019</b>	<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.**

*\* 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 Campus President.

## 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

Is owned and operated by:

Empire Education Corporation  
1 Park Place, 3rd Floor  
Albany, New York 12205

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Faith Ann Takes  
Chairman of the Board

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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

# 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**

Please refer to the *Add/Drop* section on page 38.

## **Credit Hours**

Credit hours are the number of hours the course is allocated. Mildred Elley courses may vary from one to four credits hours. Please refer to the *Course Description* section on page 64.

## **Disability**

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

## **FAFSA – Free Application for Federal Student Aid**

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

## **FERPA**

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

## **Financial Aid**

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

## **Full-Time Student**

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

## **GPA – Grade Point Average**

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

## **Internship**

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

## **LOA – Leave of Absence**

Please refer to the *Leave of Absence* section on page 18.

## **Prerequisites**

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

## **Registrar**

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

## **Registration Hold/Other holds**

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

## **SONIS (SIS)**

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

## **Syllabus**

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

## **Transfer Credits**

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

## **Transcript**

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

## **Tutoring**

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

## **Withdrawal**

Please refer to the *Withdrawal* sections on pages 17 and 45.

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**MILDRED ELLEY**

A career institute in Pittsfield, MA

**The Power to Change Your Life**

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**Information Technology**

Department of  
**Massage Therapy**

Department of  
**Medical Assisting**

Department of  
**Practical Nursing**

**Pittsfield, MA Campus**

**Approvals & Accreditation:**

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

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

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

Accredited by the Accrediting Bureau of Health Education Schools (ABHES) to award certificates and diplomas.

**Other Campus  
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**#mildredelley**

**mildred-elley.edu**