

# MARIA

COLLEGE

*Aspire. Achieve. Become.™*



2013-2014  
Academic  
Catalog



# MARIA

COLLEGE

*Aspire. Achieve. Become.™*

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# A MESSAGE FROM THE PRESIDENT

Dear Students and Families,

Welcome to Maria College! As Maria's new president, it gives me great pleasure to introduce you to our institution. Maria offers a warm and inviting atmosphere for learning, and our reputation for academic excellence is known throughout the Capital Region.



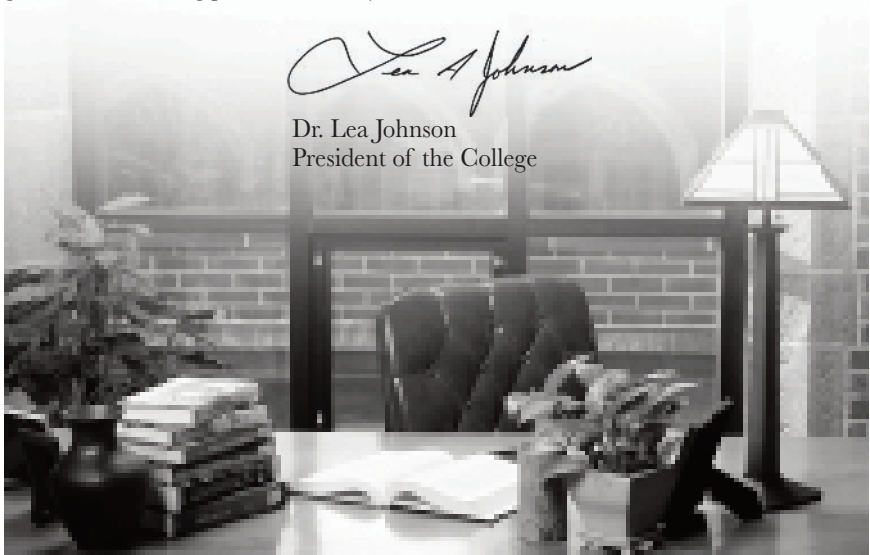
As a Sisters of Mercy institution, Maria College carries forth a long-standing tradition of offering service-related majors. With educational programs in health sciences, liberal arts and business, the Maria curriculum offers opportunities for students to pursue numerous career interests. As high school students, transfer students and working adults now think in terms of career ladders, more and more students are finding Maria to be a perfect fit. Whether pursuing a professional certificate or a degree program, our learning environment is one of small classes and close interaction with faculty. At Maria you are a name, not a number, and you'll find this a campus where faculty and administration are highly invested in your success.

As a provider of higher education for over 50 years, we have realized the importance of keeping education highly affordable. A college education should not present an insurmountable financial burden for families, and at Maria we are working hard to keep our tuition in check. At the same time, we are focused on expanding our majors and providing these programs in flexible schedules to meet the needs of both the high school graduate and the adult learner. Day, evening, weekend and online classes are the future of higher education, and they are already a reality at our campus.

I invite you to prepare for your future at Maria College. I can assure you it is an educational journey that will provide rich opportunity for stimulating personal growth and exciting possibilities for your future success.

A handwritten signature in cursive script that reads "Lea A. Johnson".

Dr. Lea Johnson  
President of the College



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*Service to others...*  
THE MARIA MISSION

Maria College of Albany is a private college that offers a Baccalaureate Degree in Nursing, and Associate Degrees in Accounting, Early Childhood Education, Education Transfer Program, General Studies, Liberal Arts, Management, Nursing, Occupational Therapy Assistant and Paralegal. Its curriculum is grounded in the humanities, seeking to instill in its graduates respect for the dignity of each person and the ability to transform learned skills into caring service.

The ideal of “service to others” is rooted in the Judeo-Christian tradition and the ideals of the Sisters of Mercy who founded and sponsor the College. The intent of the College is to deliver these programs with high academic standards, convenient scheduling formats for students of any age who will benefit from small classes and a warm, encouraging environment.

*Revised by the Board of Trustees January 2009*





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# MARIA'S CORE VALUES

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## SERVICE

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We...

- ~ seek to translate learned skills into competent and caring service.
- ~ cultivate awareness and a sensitive response to persons in need, particularly the poor and disenfranchised.
- ~ use our personal and professional gifts for life enhancement.
- ~ deepen and assimilate more conscious practices of peace, justice and nonviolence.

## SCHOLARSHIP

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We...

- ~ strive for academic excellence.
- ~ nurture a reverence for learning.
- ~ maintain high standards of scholarship and academic integrity.
- ~ develop intellectual curiosity and the practice of critical thinking.
- ~ recognize education as an ongoing process.

## COMMUNITY

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We...

- ~ advocate the fostering of meaningful relationships.
- ~ stand in solidarity with others, both in suffering and in celebration.
- ~ are hospitable to all persons, lifestyles and ideas.
- ~ seek out possibilities of creative connections.
- ~ create opportunities for communication and communion.
- ~ manifest values of complementarity, collaboration and interdependence.
- ~ develop a global perspective.

## INTEGRITY

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We...

- ~ seek to develop congruence in word and deed.
- ~ take responsibility for our own choices.
- ~ are mindful of the connectedness of body, mind, soul and spirit.
- ~ strive for honesty in all spheres of life and work.
- ~ are impeccable with our word.

## RESPECT

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We...

- ~ reverence the dignity of all persons and the beauty of creation.
- ~ practice reverence.
- ~ maintain a spirit of openness to persons, ideas and new ways of thinking and being.
- ~ increase our awareness of the sacredness of the earth and work more effectively toward the sustainability of life and the dignity of all persons.

## COMPASSION

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We...

- ~ respond to suffering with sensitivity and loving care.
- ~ learn to observe with the eyes and ears of the heart.
- ~ reach out to others in need.
- ~ are kind and considerate.
- ~ seek to forgive rather than harbor grudges.
- ~ are not judgmental.

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# EVOLUTION OF A COLLEGE

In 1958, the Religious Sisters of Mercy founded Maria as a Sister Formation and Liberal Arts college with a student body of 52. Today we serve just over 1,000 students, men and women, who attend our day, evening and weekend classes, and are enrolled in our online course offerings. From its founding, the mission of the College has been to educate for service — service to the greater Capital Region and to the communities in which its graduates live and work. Although Maria was established to educate the Sisters of Mercy, the vision soon broadened with the College's first degree program with enrollment open to the community: Early Childhood Education. All degree programs were opened to coeducational enrollment in 1971, and today male enrollment accounts for more than 20% of Maria's student body.

To demonstrate its conviction that the opportunity to learn should be made available to the serious student, Maria established innovative flexible scheduling formats. These formats serve those who want to learn — from recent high school graduates and those seeking to advance or change careers, to older students returning to school from the home — and whose personal schedules have excluded them from further education. In 1971, the College established an active Evening Division, which offers degrees in a three-year sequence. In 1981, Maria created the first Weekend College in northeastern New York, with classes every other weekend. The Weekend College, which makes it possible to earn an associate degree in a two-year time frame, best serves the needs of the mature student who must coordinate family and career responsibilities with educational opportunity.

The Learning Resource Center, which was created in 1982 and has become a major support service for Maria students, has two goals. The first is to provide tutorials for development/remediation in math computation and concepts, study skills and language arts; the second is to provide the general student body with supplemental learning materials. The center's resources include computers and audiovisual equipment, and it is staffed and available to students in all divisions.

## THE CAMPUS

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The College's intimate campus helps create an academic atmosphere that embraces both the timeless and the contemporary: timeless because of the commitment to humanities-based learning, and contemporary because of the modern environment in which these classic convictions of the human spirit are nurtured. Maria's main building was constructed in 1959 and today houses classrooms, computer and information processing laboratories, multimedia and learning resource centers,

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administrative and faculty offices, and a working library with more than 60,000 volumes and on- and off-campus Internet access.

The cloistered convent of a Dominican order that abutted the campus was purchased from the Catholic Diocese of Albany in 1970 to house Maria's health care programs. In 1984, the convent was transformed into a state-of-the-art allied health facility. The convent — renamed Marian Hall — had been renovated to preserve architectural integrity, and in 1986, was designated an historic building by the Historic Albany Foundation.

## **MARIA TODAY**

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Maria has enjoyed more than five decades of growth due in great part to the success of its graduates, but underlying this success is the delicate balance the College has maintained between its commitment to the liberal arts and the highly contemporary, career-oriented degrees it offers. This balance breathes life into an educational philosophy that seeks to instill in its graduates respect for the dignity of the individual, as well as the ability to transform learned skills into vehicles of service.

The College, a nonprofit, independent, coeducational institution, serves nearly 1,000 students from across the Capital Region each year, and offers a bachelor's degree program, as well as a variety of associate degree and certificate programs. Students can currently pursue the following degrees: Bachelor of Science in Nursing, Associate in Applied Science (Accounting, Early Childhood Education, Management, Nursing, Occupational Therapy Assistant and Paralegal); Associate in Arts (Education Transfer Program and Liberal Arts – Concentrations in English, Psychology and Religious Studies/Philosophy); and Associate in Science (General Studies). Because a Maria education has from its founding been grounded in the liberal arts, Maria's degrees qualify for transfer to four-year institutions — a cost-effective benefit that increasing numbers of its graduates elect. The wide range of associate degree programs is therefore both a gateway to a professional career and preparation for further education. Professional Certificate programs, which are especially attractive to students already in the workforce who wish to advance their careers, are available in the following: Bereavement Studies, Gerontology, Paralegal, Practical Nurse (LPN Training) and Teaching Assistant.

Maria's commitment to the needs of the individual student is nowhere more evident than in its guidance and counseling programs: academic guidance through a faculty advisor assigned each student; personal counseling through the Counseling Center; spiritual guidance through the Campus Ministry Office; and career guidance through the College's Career Planning and Placement Office, a service that is available to alumnae/i as well. A student/faculty ratio of 14:1 ensures personal attention and meaningful interaction with staff.

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# GOALS AND LEARNING OUTCOMES

## **MARIA COLLEGE WILL:**

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- Provide high quality career and transfer programs for a student population diverse in age and background, and deliver these programs without discrimination at moderate costs, with flexible time scheduling, while maintaining high academic standards.
- Design methods of instruction that provide quality education, which includes maintaining an expert faculty and integrating the latest technological developments into the curriculum.
- Be alert for the needs of the student population that can best be served by a small college with close faculty/student relationships.
- Deliver all programs in a cost-effective, fiscally sound manner.

## **MARIA COLLEGE GRADUATES WILL BE ABLE TO:**

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- Use ethical reasoning and critical thinking to make reflective and discerning decisions in their personal and professional lives.
- Demonstrate career skills supported by a broad general education.
- Speak and write technically correct English and read for meaning in a wide range of materials.
- Demonstrate competency in the use of contemporary forms of technology.
- Obtain, manage and evaluate information effectively using the library and other information resources.
- Synthesize material from multiple academic disciplines, which develops and inspires the desire for life-long learning.
- Analyze scientific, qualitative and quantitative evidence.

*Reaffirmed by the Board of Trustees February 7, 2012.*



# 2013-2014 ACADEMIC CALENDAR

DAY AND EVENING DIVISION	WEEKEND COLLEGE
August 2013	September 2013
26 Classes Begin	7 Classes Begin
30 Last Day to Add Classes	9 Last Day to Add Classes
December 2013	December 2013
10-13 Final Examinations (D)	15 Final Examinations
9-12 Final Examinations (E)	
January 2014	January 2013
21 Spring Semester Begins	18 Spring Semester Begins
24 Last Day to Add Classes	19 Last Day to Add Classes
May 2014	April 2014
6-9 Final Examinations (D)	26 Final Examinations
5-8 Final Examinations (E)	

May 18, 2014 ~ Commencement

## Holidays And Vacations

September 2, 2013	Labor Day
October 14, 2013	Columbus Day
November 27-29, 2013	Thanksgiving Recess
December 16, 2013 - January 17, 2014	Christmas Recess
January 20, 2014	Martin Luther King Day
March 17-21, 2014	Spring Recess
April 18, 2014	Good Friday



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## ACCREDITATION AND MEMBERSHIP

*Maria College is chartered by the Board of Regents of the University of the State of New York and its programs are registered with the New York State Education Department, Room 981, Education Building Annex, Albany, New York 12234, Phone: (518) 486-3633.*

*Maria College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, Phone: (267) 284-5000. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.*

### **THE COLLEGE HOLDS MEMBERSHIP IN:**

- ~ Accreditation Commission for Education in Nursing
- ~ Accreditation Council for Occupational Therapy Education
- ~ Albany-Colonie Regional Chamber of Commerce
- ~ American Association of Collegiate Registrar and Admissions Officers
- ~ American Association of Community and Junior Colleges
- ~ American Association for Higher Education
- ~ American Council on Education
- ~ American Counseling Association
- ~ American Library Association
- ~ Association of Catholic Colleges and Universities
- ~ Capital District Counseling Association
- ~ Capital District Library Council
- ~ College Entrance Examination Board
- ~ Commission on Independent Colleges and Universities of the State of New York
- ~ Conference for Mercy Higher Education
- ~ Council of Independent Colleges
- ~ Middle States Association of Collegiate Registrar and Admissions Officers
- ~ National Association for Education of Young Children
- ~ National Association of Independent Colleges and Universities
- ~ National Catholic Education Association
- ~ New York Counseling Association
- ~ New York State Associate Degree Nursing Council
- ~ New York State Disabilities Services Council
- ~ New York State Library Association
- ~ National Council of Associate Degree Programs
- ~ Phi Theta Kappa International Honor Society

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# ACADEMIC REGULATIONS

## ACADEMIC CLASSIFICATIONS

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### **Matriculated Students:**

A matriculated student is one who is enrolled full or part time in a degree or certificate program.

**Nonmatriculated Students:** A nonmatriculated student is one who does not intend to seek a degree from Maria College but wishes to take less than 12 credits of course work at Maria for the purpose of personal fulfillment or to obtain academic credit. An individual who wishes to become a nonmatriculated student at Maria should review course offerings (available on the website), complete the registration form, and submit the form to the Registrar prior to the close of the add/drop period to be registered for classes. The nonmatriculated student is restricted from taking any courses in a major field of study, such as in PN or AD Nursing or Occupational Therapy. A nonmatriculated student is permitted to take courses in the RN Baccalaureate Completion Program with permission of the Chair of the Nursing Program. The nonmatriculated student will be assigned a user name and password for Web Services and Blackboard and is expected to become familiar

with student orientation materials available on Web Services. The same policies and procedures apply regardless of student status. The nonmatriculated student benefits from all institutional supports related to the learning experience but is not eligible for financial aid.

**Full-time Students:** A full-time student must carry a minimum of 12 credit hours a semester.\* Unless required, credit load over 18 credit hours for those enrolled in a lower division (professional certificate or associate degree) program or over 16 credit hours for those enrolled in an upper division (bachelor's degree) program must be approved by the academic dean and are subject to a fee.

**Part-time Students:** A part-time student carries fewer than 12 credit hours a semester. Part-time students may change their status to full-time by applying for full-time admission. Provided a student is eventually accepted into a degree program, credits earned before formal matriculation may be used toward a degree.

### **Transfer of Credit Policy:**

Maria College will accept transfer credit for courses taken at other

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*\*A credit hour is earned for the successful completion of 15 academic hours of class or 30 hours of laboratory experience or the equivalent amount of work over a different amount of time. While hybrid and online courses at Maria College meet for fewer hours or with no direct faculty instruction, the learning outcomes are identical to face-to-face courses and require the equivalent amount of work.*

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accredited institutions of higher education provided:

- The course is required for the student’s enrolled degree or certificate program at Maria College.
- The content of the course to be transferred is equivalent to the content of the course required at Maria College.
- The level of the course to be transferred is equivalent to the level of the course required at Maria College.
- The length, credit 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 Maria College.
- Transfer credit may only be granted once for any given course.
- A grade of “C” or better has been earned (at least 2.0 on a 4.0 grading scale).

### **Transfer Students Lower**

**Division:** Transfer students may be granted a maximum of one year of credit toward a degree for courses completed at another accredited institution; quality points are not transferable. However, transfer students must complete 36 credit hours of work at Maria College to be eligible for graduation, regardless of the number of transfer credits presented at entrance; for those entering any allied health program,

there is a seven-year limit on transfer credit for Anatomy/Physiology and Microbiology. Students wishing to be considered for the Practical or Associate Nursing Programs may repeat science courses only once.

**Science Two-Time Policy:** To be admitted to or continue in nursing, a student may repeat any science course (Chemistry, Biology, and Anatomy and Physiology) only once. For example, if a student must repeat both AnP 105 and AnP 106, the student will not qualify for admission into the nursing program as this will be viewed as repeating AnP twice. Unsuccessful attempts at another college and withdrawal from a science course count toward one time.

**Upper Division:** Students enrolled in the bachelor’s degree program in nursing will be granted 60 credit hours from their associate degree programs in nursing.

An additional 16 credit hours may be transferred in at the upper level if the course meets the requirements of the transfer policy.

### **Foreign School Transfer Credit**

**Evaluation:** Students who have attended a postsecondary institution outside the United States and desire transfer credit must submit a Comprehensive Course-by-Course Evaluation Report of their foreign school academic record from the World Education Service (WES). Once Maria College has received the course-by-course evaluation report from WES, the College

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will review the report and grant appropriate transfer credit.

World Education Services, Inc. (WES)  
Bowling Green Station  
P.O. Box 5087  
New York, N.Y. 10274-5087  
<http://www.wes.org/students/index.asp>  
Phone: (212) 966-6311  
Fax: (212) 739-6100

**Auditors:** Students desiring to audit classes may obtain a registration form from the Registrar’s Office. If a student is currently enrolled at the College, permission must be obtained from both the student’s advisor and course instructor. A nonmatriculated student may audit courses. Courses audited are subject to tuition and additional fees, and registration is subject to course availability within established enrollment limits. The audit option is not allowed in online courses, independent study or skills-based courses.

Auditing students are expected to attend class regularly and should consult with the instructor to determine what else is expected in the course. Instructors are not obligated to correct tests or provide feedback for course requirements.

Credit is not awarded for auditing a class. Audited classes are excluded when determining enrollment status (full-time, half-time) and eligibility for the semester Dean’s List. Audited classes are included when determining need for overload permission.

The designation of “AU” is noted on the transcript. An “AU” is not used

in determining class standing, eligibility or GPA. Students may not change to credit status after the drop/add period.

**Senior Citizens Auditing:** Those who are 62 years of age or older may audit one course per semester, tuition free, and may enroll only during the late registration period, on a space-available basis and with the consent of the instructor.

Please visit our website for FAQs on auditing.

## SPECIAL CREDIT PROVISIONS

**Advanced Placement:** Maria College recognizes college-level courses taken by students while they are still attending high school. Advanced Placement scores of 5, 4 and 3 normally earn college credit. Courses given such credit may not then be taken at the College. Application for credit must be made with the Director of Admissions at the time of application.

**Challenge Examinations:** Students may waive a course requirement and receive credit based on a proficiency examination. There is a fee charged for testing and a prorated fee for credit earned. Permission for this is given by the program chair.

**Credit for Life Experience:** Maria College recognizes that certain adult students may have gained valuable knowledge in their life from diverse experiences. Some



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of this learning experience may qualify as college-level course work. The guidelines for obtaining life experience credits are available from the Office of the Academic Dean. A fee is required.

**Cross Registration:** Area colleges and universities sponsor a cross registration program that allows full-time students the opportunity to enroll in courses at other institutions. Enrollment is on a space-available basis and is not permitted if the course is offered on the home campus. The majority of credits must be taken at Maria College each semester. There is no extra fee for this opportunity. Permission of the advisor and registrar is required prior to registration at another campus. Visiting students from other colleges may register for classes during the add/drop period provided there is available space. Cross registration is not permitted at the bachelor level and cross registration in online and/or science lab courses may be limited or prohibited.

**Directed Study:** Authorization for directed study must be obtained from the Office of the Academic Dean, the student's program chairperson, his or her academic advisor, and the supervising faculty member.

**Independent Study:** Each academic area offers an opportunity for seniors with an overall average

of "B" or better to undertake an independent project under the supervision of a faculty member. Students must submit a detailed written proposal and approval must be obtained from the Office of the Academic Dean, the student's program chairperson, his or her academic advisor, and the supervising faculty member. The credit hour designation for each independent study project can vary from one to six hours, and students are limited to a maximum of nine credit hours of independent study in their total college program. The grading of independent study projects is either pass-fail or "A-F," as agreed upon prior to registration for the course. Forms for independent study proposals may be obtained from the Office of the Academic Dean.

**Outside Study:** If a matriculated student wishes to take courses at another college and apply them to Maria's degree requirements, permission must be obtained from both the student's advisor and the Academic Dean. This policy applies only to courses not offered at Maria College, the home campus.

**Proficiency Examinations:** Maria College grants credit for the Excelsior College Proficiency Examinations and the College Level Examination Programs (CLEP), when these examinations cover material comparable to that given in courses at the College in areas that can be applied toward the associate

degree. Proficiency credits are treated as transfer credits and must be a course is required. If credit has been granted through examination prior to application to Maria, an official transcript must be sent to the Registrar.

**Variable Credits:** Occasionally, there are students who need one or two credits to round out a program for a semester or to fulfill requirements for graduation. The College divisions have established a list of courses for which variable credit is permitted.

## ACADEMIC STANDING

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**Class Attendance:** Students are expected to attend all assigned classes. If illness or other extenuating circumstances prevent attendance, it is the student's responsibility to make up the work. To expedite this, the student should contact the instructor involved and/or the Academic Dean. If the absence, for whatever reason, makes it impossible for the student to complete the work, withdrawal from the course may be necessary.

**Administrative Withdrawal:** A student who has stopped attending all classes at the 10th week of the semester will be academically withdrawn from the College.

**Grades and Quality Points:** Grades are issued at the end of each

semester using a letter system and a quality point value:

Grade	Quality Points	Grade	Quality Points
A	4.00	C-	1.67
A-	3.67	D+	1.33
B+	3.33	D	1.00
B	3.00	D-	0.67
B-	2.67	F	0.00
C+	2.33	S	0.00
C	2.00	U	0.00

The grade "P" is used for passing work when a course is graded on a pass-fail basis; there are no quality points assigned this grade.

The grade "I" is assigned to a student who, for good reason, is unable to complete the work for the course. The student must be passing the course and receive permission from the instructor and program chair. Normally, all work must be completed within one month after the end of the semester; with the concurrence of the Academic Dean, this deadline may be extended by the instructor. Work not completed by the established deadline will warrant an "F" for the course.

A grade of "S" or "U" is given for satisfactory or unsatisfactory work in developmental courses where no academic credit is assigned. In these courses, "S" indicates a grade of "C" or better.

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“W” is given when a student withdraws from a course and completes the withdrawal form. This may be done up to the 10th week of the semester. Withdrawal after the 10th week results in an “F”. Students who discontinue attending classes and do not officially withdraw may be assigned “Fs” in all courses and will not be allowed to continue at Maria College.

A student who withdraws from a science course (Chemistry, Biology, and/or Anatomy and Physiology) will receive a WP grade if the student was passing the course at the time of withdrawal or a WF grade if the student was not passing the course at the time of withdrawal. This grading policy reflects the Science Two-Time Policy.

To determine a student’s academic standing, a quality point system is used. This is computed by dividing the total number of quality points by the total number of credit hours taken. A quality point average of 2.0 is required for graduation.

**Change of Grade:** The instructor of a course has the sole and final responsibility for any grade reported for that course. Any change of grade (except removal of an “Incomplete”) after the grade is on record in the Office of Student Records must be requested within three months after the end of the semester in which the original grade was issued.

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## HONORS

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- **President’s List:** Any student who earns 12 or more degree credits during a semester is eligible if a 4.0 average is attained and no grade other than an “A” is received. The grades of “W” or “S” will not remove a student from the President’s List if the student has met all other requirements.
- **Dean’s List:** Any student who earns 12 or more degree credits during a semester is eligible if a 3.2 average is attained with no grade less than “C”. The grades of “W” or “S” will not remove a student from the Dean’s List if the student has met all other requirements.
- **Graduation Honors:** Honors are awarded to degree recipients on the basis of attainment in scholarship during the entire college program as reflected in the cumulative quality point average:

Highest Honors	3.8
High Honors	3.5
Honors	3.2

**Phi Theta Kappa International Honor Society:** Phi Theta Kappa recognizes and encourages scholarship among part-time and full-time two-year college students who possess a 3.67 GPA and have completed at least 12 credits. The Society provides opportunities “for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for

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stimulation of interest in continuing academic excellence.” Annual dues are required.

**Course Changes:** Students may add courses during the first five days of a semester with the prior permission of their academic advisors.

Students may repeat a course to raise a grade. All grades are recorded but only the higher grade carries credit and quality points.

Students may withdraw from courses upon academic advisement and the filing of proper request forms up to the end of the 10th week of classes. After the 10th week, or if the required procedures have not been followed, a grade of “F” will be assigned to each dropped course.

Course changes after classes begin must be done in writing at the Office of Student Records.

**Change of Program:** Students who intend to pursue a different program as freshmen are required to submit a Letter of Intent to the Admissions Office. Students who want to change programs, and who already have completed course work requirements of the new program, must obtain the approval of the program chairperson and Academic Dean for permission to change programs. Please refer to the Student Handbook for deadlines and prerequisites.

**Leave of Absence:** A student who wishes to take a leave of absence

must request this in writing from the Academic Dean. In any 12-month period, a student may be granted no more than one leave, and ordinarily it may not extend beyond six months.

A student who does not return at the end of a leave of absence will be considered withdrawn from the College, and this withdrawal will be effective as of the beginning date of the leave of absence. It is the responsibility of the student on leave to be aware of registration dates and to make arrangements with an advisor to enroll for the semester after the leave period.

**Withdrawal from College:**

Should a student find it necessary to withdraw from the College, he or she should arrange conferences with the chairperson and the Academic Dean. Withdrawal becomes official only after the appropriate forms have been completed by the Director of Financial Aid, Director of Library and the Business Manager.

**Probation and Dismissal:** Students who have a cumulative average of less than 2.0 at the end of a semester are placed on academic probation for the following semester. During the probationary period, students are expected to use the services of the College Learning Resource Center.

Students who fail to raise their cumulative average by the end of the probationary period may be subject to academic dismissal.

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Unless the Program Student Handbook specifies otherwise, students who do not maintain a grade of “C” in core subjects will be placed on program probation.

Students who are on probation for two consecutive semesters will be dismissed from the program. Program dismissal does not necessarily imply dismissal from the College.

Students who are dismissed from any program and who wish readmission must submit this request in writing to the program chairperson. Final approval will be based on program recommendations and available openings.

**Student Conduct Code:** Maria College expects that its students, as members of an intellectual community, will maintain standards of personal and academic honesty in all course work and examinations. By enrolling in the College, students agree that possession of alcohol or illegal substances on campus is not allowed.

Further, the College expects that its students will act as responsible, courteous and law-abiding citizens, and to refrain from any activity that infringes on the safety and welfare of fellow students, faculty and staff, and members of the broader community.

Violators of the Student Conduct Code will be afforded a fair hearing, with penalties imposed from letters of warning to dishonorable dismissal from the College.

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## DEGREE AND GRADUATION REQUIREMENTS

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### **Associate Degree Requirements:**

No degree shall be conferred unless the candidate has:

- Completed at least 36 credit hours at Maria College and earned a cumulative quality point average of at least 2.0.
- Completed the college requirements, including three credit hours of Religious Studies, three credit hours of Philosophy (or an additional three credit hours of Religious Studies), and six credit hours of English, including English 111.
- Completed the required Liberal Arts core:
  - For an Associate in Arts Degree (AA) 48 credit hours
  - For an Associate in Science Degree (AS) 32 credit hours
  - For an Associate in Applied Science Degree (AAS) 22 credit hours
- Completed all course requirements for the program in which he or she is matriculated with at least an overall 2.0 quality point average.
- Completed at least 64 college credits through courses at Maria, transfer credit, or credit through approved proficiency examinations.



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**Program Requirement:**

**Science Two-Time Policy:** To be admitted to or continue in nursing, a student may repeat any science course (Chemistry, Biology, and Anatomy and Physiology) only once. For example, if a student must repeat both AnP 105 and AnP 106, the student will not qualify for admission into the nursing program as this will be viewed as repeating AnP twice. Unsuccessful attempts at another college and withdrawal from a science course count toward one time.

**Second Degree:** A second associate degree may be conferred upon the successful completion of an additional 30 credits necessary to fulfill the graduation requirements for the additional degree.

**Bachelor's Degree Requirements:**

No degree shall be conferred unless the candidate has:

- Completed at least 44 credit hours at Maria College and earned a cumulative quality point average of at least 2.0.
- Completed all course requirements for the program in which he or she is matriculated with at least an overall 2.0 quality point average.
- Completed at least 60 college credits through courses at Maria or transfer credit.

**Graduation Requirements:** A candidate for graduation with the degree of Bachelor of Science,

Associate in Arts, Associate in Science or Associate in Applied Science must fulfill the following requirements:

- Application for graduation by the end of the fourth week of the semester in which the student expects to complete matriculation requirements.
- Payment of the \$60 graduation fee.
- The fulfillment of any special requirements which may have been imposed at the time of his or her matriculation.
- The payment of all College bills and the return of all College property in satisfactory condition.
- Attendance at commencement rehearsal and the commencement ceremony, unless officially excused by the Academic Dean.

Exceptions to the degree and graduation requirements are made only by the Academic Dean, but in no event can any exception be made to the total degree hours or minimum quality point average required.

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**STUDENT RIGHT TO KNOW INFORMATION**

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**Student Right to Know Completion/Graduation Rate:**

The Four-Year Average Student Right to Know Completion/Graduation Rate is based on the number of full-time, first-time, degree- and certificate-seeking

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undergraduate students who entered Maria College from 2005 through 2008. It indicates the percentage of students who entered as full-time degree- or certificate-seeking students and graduated within 150% of the normal time necessary to complete their program of study. This rate was 22%.

### **Student Right to Know**

**Transfer-out Rate:** The Four-Year Average Student Right to Know Transfer-out Rate is based on the number of full-time, first-time, degree- and certificate-seeking undergraduate students who entered Maria College from 2005 through 2008. It indicates the percentage of students who entered as first-time, full-time or certificate-seeking students and transferred out to other colleges or institutions before completing their program of study. This rate was 35%.

### **Campus Crime Reporting:**

Federally required campus crime reporting statistics may be obtained through the U.S. Office of Postsecondary Education Campus Security Statistics website at <http://ope.ed.gov/security> or by submitting a request to the Director of Student Records at (518)438-3111 or at [registrar@mariacollege.edu](mailto:registrar@mariacollege.edu).

## **MARIA COLLEGE FERPA POLICY STATEMENT**

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The Family Educational Rights and Privacy Acts of 1974 (commonly

referred to as “FERPA” or the “Buckley Amendment”) is designed to protect the confidentiality of the records that educational institutions maintain on their students, and to give students access to their records to ensure the accuracy of their contents. The Act affords students certain rights with respect to their education records. FERPA applies to the academic records of persons who are, or have been, in attendance at Maria College. FERPA does not apply to records of applicants who are denied admittance or, if accepted, do not attend Maria College. The Act applies to all education records maintained by Maria College, and all parties acting for Maria College, which are directly related to a student. Records containing a student’s name, identification number, or other personally identifiable information, in whatever medium, are covered by FERPA unless identified in one of the Act’s excluded categories.

### **Enforcement and Penalties:**

The Director of Student Records is responsible for College compliance with this policy. Responsibility for administering the Act by the federal government has been assigned to the Family Policy Compliance Office within the United States Department of Education. This office reviews and investigates complaints and attempts to bring compliance through voluntary means.

### **Annual Notification Required:**

Maria College will provide an

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annual notification to currently enrolled students concerning their rights under FERPA by publication in the appropriate catalog.

The annual notice will contain the following information:

- The right of the student to inspect and review academic records.
- The right of the student to petition Maria College to amend or correct any part of the academic record believed to be inaccurate, misleading, or in violation of the privacy rights of the student.
- The right of the student to control the disclosure of personally identifiable information contained in the student's educational records, except as otherwise authorized by law.
- The right of any person to file a complaint with the Family Policy and Regulations Office, U.S. Department of Education, Washington, DC, 20202, if Maria College violates this law.
- The right of the student to obtain a copy of this policy.

**Right of the College to Refuse Access:** Maria College reserves the right to refuse to permit a student to inspect the following records:

- The financial statements and tax returns of the student's parents.
- Letters and statements of recommendation that the student has waived his or her right to

access, or which were placed in the file before January 1, 1975.

- Records connected with an application to attend Maria College, or a component of the College, if that application was denied.
- Those records which are not educational records as defined by FERPA.

**Refusal to Provide Copies:**

Maria College reserves the right to deny access to students' academic records in any of the following situations:

- The student is in default under any federal loan program.
- The student has an unpaid financial obligation to the College.
- There is an unresolved disciplinary action against the student.
- There is an unresolved litigation between the student and the College.
- Other cases as determined by College policy on registration and academic holds, or as determined appropriate by the College.

**Records Not Considered to be Academic Records:**

- Records that are made by faculty, staff, administrative or auxiliary personnel for personal use, which are unavailable to any other individual. These personal notes are to be referred to in departmental and administrative records policies as "sole possession" records.

- An employment-related record that does not result from student status.
- Parents' confidential financial statements, income tax records, and reports received by the College.
- Records maintained by Maria College counseling services, available only to those individuals providing the diagnosis and treatment.
- Alumni records that do not relate to the person as a student.

**Fees for Copies of Records:** The fees for copies at the Office of the Registrar will be \$.50 per page unless otherwise specified. Maria College will not charge for search and retrieval of the records; however, it may charge for copy costs and postage.

**Disclosure of Student Academic Records (without written consent of the student):** Maria College will disclose student academic records without the written consent of the student in the following limited circumstances:

- To school officials and to specified agents of the College who have a legitimate educational interest in the records.
- To certain officials in the U.S. Department of Education, the Comptroller General, the Attorney General of the United States, and state and local educational authorities, in connection with

certain federally or state-supported education programs.

- In situations where a student has sued the College, or the College has taken legal action against a student, as necessary to proceed with legal action as a plaintiff or to defend itself.
- In connection with student's request for, or receipt of, financial aid as necessary to determine eligibility, amount, or conditions of the financial aid, or to enforce the terms or conditions of the aid.
- To organizations conducting certain studies for or on behalf of Maria College. These studies may not permit the personal identification of any student by anyone other than the organizations' representatives. Additionally, all information provided must be destroyed by the requesting organizations when no longer needed for the study's purpose.
- To accrediting organizations to carry out their functions.
- To comply with a judicial order or a lawfully issued subpoena. Maria College will make a reasonable attempt to notify the student in advance of the disclosure when nondirectory information is released in response to subpoenas or court orders.
- To appropriate parties in the case of a health or safety emergency.

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- Directory information as designated by Maria College.

### **Record of Request for**

**Disclosure:** The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party has in requesting or obtaining the information. The record of the request for disclosure may be reviewed by an eligible student.

**Directory Information:** Maria College designates the following items as directory information:

- Name
- Address
- Major/Minor fields of study
- Participation in officially recognized activities
- Pictures
- Academic Honors and Class Standing
- Enrollment status (full time, part time, less than half time)
- Degrees/Awards received

Any student who does not wish to have designated directory information disclosed may file a written notification with the Registrar's Office on or before the 10th day of a semester, or the sixth day of a term. Forms for this purpose will be made available at that office on request.

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## **SERVICES TO STUDENTS WITH DISABILITIES**

The Dean of Student Services coordinates support services for students who identify themselves as having a physical, psychological or learning disability. Maria College is proud to be an educational institution that welcomes and supports a diverse student body. It is committed to providing a supportive environment for students with disabilities. Students who seek "reasonable accommodations" under the ADA or Section 504 are responsible for notifying the College of their disability and for documenting the disability.





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## PROTOCOL FOR POLICY MODIFICATIONS

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Maria College reserves the right to declare a moratorium on the offering of a course or program for insufficient enrollment, and to change courses, the requirements for graduation, tuition, fees, charges and regulations affecting the student body.

Such changes will apply to all enrolled and new students and will be effective on the day promulgated or on such subsequent date as might be established. Fees and charges are nonrefundable except as qualified by the College's refund policy.

*It is the responsibility of each student to be informed of the content of all notices concerning such changes.*

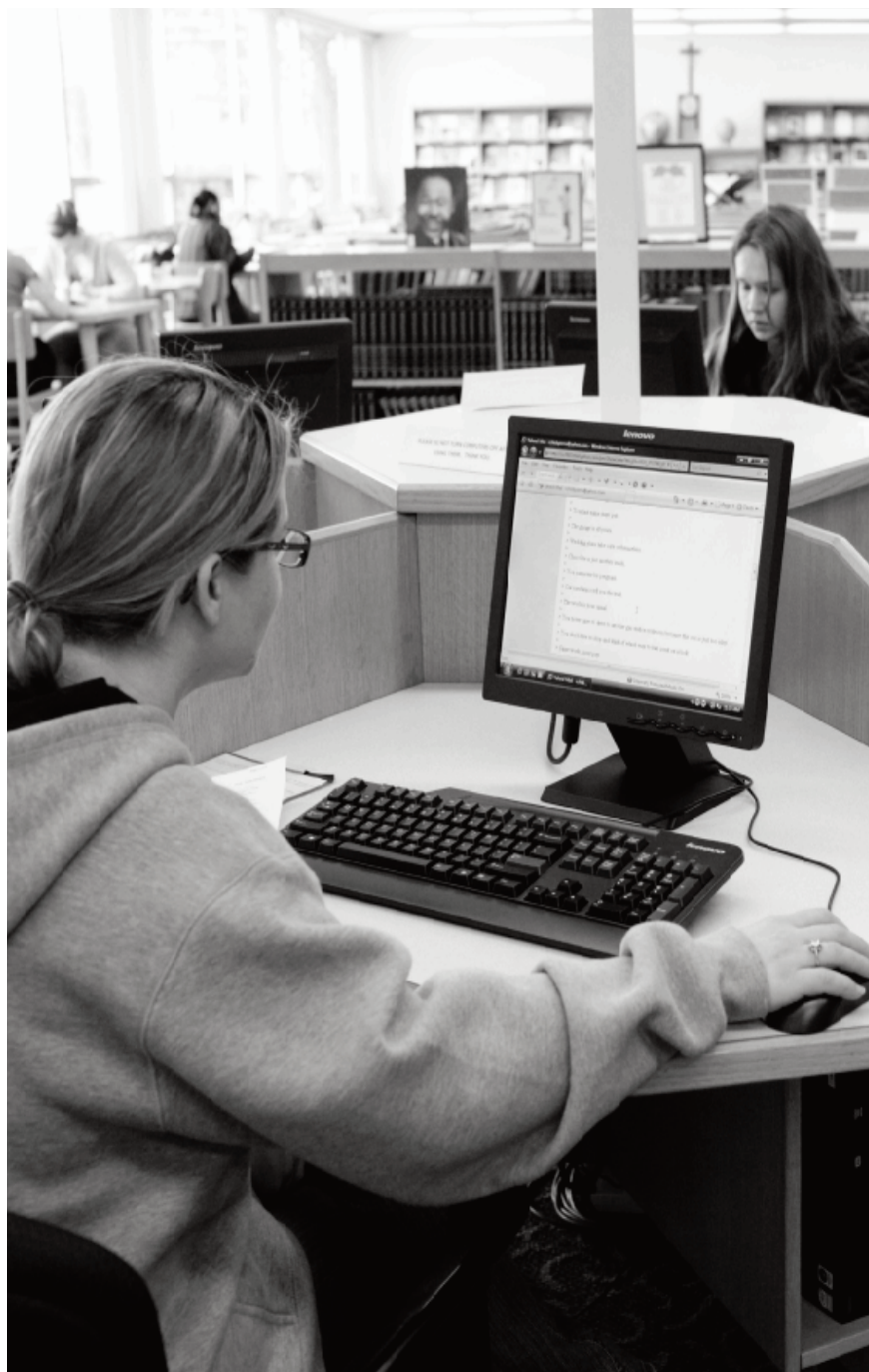
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## STUDENT GRIEVANCE PROCEDURES

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A grievance may involve any area of student life on campus. A student having a grievance should first request a conference with the instructor or other College personnel involved. Should no solution be reached, a formal grievance procedure may be inaugurated. Details are included in the Student Handbook or from the Office of the Academic Dean.





# EDUCATIONAL EXPENSES

## TUITION SCHEDULE

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### Upper Division (RN Baccalaureate Completion Program):

Full-time . . . . . \$6,675/semester  
Part-time . . . . . \$575/credit hour

### Lower Division (Associate/ Professional Certificate):

Full-time . . . . . \$5,405/semester  
Part-time . . . . . \$460/credit hour

**Full-time Students:** Any lower division student carrying 12 to 18 credit hours is considered a full-time student. Unless required, credit hours in excess of 18 will be charged \$460 per credit hour.

Any upper division student carrying 12 to 16 credit hours is considered a full-time student. Credit hours in excess of 15 will be charged \$575 per credit hour.

**Part-time Students:** Any student carrying less than 12 credit hours in any semester is considered part-time.

**Auditing Students:** Any student registered for a course but who does not seek credit is considered an auditor, and will be charged at \$220/credit hour.

**Senior Citizen Audit:** Senior citizens, who are 62 years of age or older, may audit one course per semester, tuition free, and may enroll only during the late registration period, on a space-available basis and with the consent of the instructor.

**Tuition Deposit:** A nonrefundable deposit of \$100 is required of all non-nursing applicants upon acceptance to the lower division programs. A nonrefundable deposit of \$200 is required of all applicants upon acceptance to the associate and upper division nursing programs. This will be credited to the student's account.



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## **OTHER EXPENSES**

### **Full-time students:**

Comprehensive Fee .....\$100/semester

### **Part-time students:**

Comprehensive Fee .....\$50/semester

**Nursing (ADN & PNC) Fee** .....\$600/semester  
*(Includes program fee, materials cost, malpractice insurance, testing)*

Nursing Clinical Makeup Fee .....\$150

Uniforms required .....Outfitter's Fee

**Advanced Placement Review Course Fee (Nur 195)** .....\$200

**PN-RN Transition Skills Course Fee (Nur 199)** .....\$25

**RN-BS Malpractice Insurance** .....\$20

**OTA Fee** .....\$100/semester

**OTA Senior Review Seminar/Testing Fee (OcT 230)** .....\$250

Malpractice Insurance .....\$20/year

Uniforms required .....Outfitter's Fee

### **Technology Fee:**

Full-time students .....\$60

Part-time students .....\$30

### **Laboratory/Academic:**

Art Fee (Ber 120, EAC 130) .....\$20/course

Science Fee .....\$60/course

### **Computer Courses:**

One-credit courses .....\$25/course

Two-credit courses .....\$50/course

Three-credit courses .....\$75/course

### **Miscellaneous and Optional:**

Nursing Admission Testing Fee .....\$45

Admission Testing Fee .....\$15

Graduation Fee .....\$60

Life Experience Credit .....\$100/credit hour

Returned check charge .....\$25

Student locker (optional) .....\$5

### **Parking:**

Parking permits are required for all vehicles parked on campus.

Parking permit .....\$30

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## TUITION LIABILITY POLICY

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Students incur tuition liability at time of registration. All students must officially withdraw/drop any course in writing and submit this documentation to the Office of Student Records, Room 100, Main Building. The date of this transaction will determine if a tuition refund is due.

Students withdrawing for medical reasons incur the same liability as those withdrawing for any non-medical reason.

Non-attendance in a course does not constitute either a drop or withdrawal from the course or limit your financial obligation. It is your responsibility to be aware of the tuition refund policy, how to officially withdraw from a course, and the deadlines to add, drop or withdraw from a course.

## REFUND POLICY

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For all students who withdraw with the approval of the Academic Dean or are dismissed, a refund of tuition will be made accordingly:

### Day and Evening Students:

Withdrawal during the first week of semester . . . . .80%

Withdrawal during the second week of semester . . . . .60%

Withdrawal during the third week of semester . . . . .40%

Withdrawal during the fourth week of semester . . . . .20%

Withdrawal during the fifth week of semester . . . . .no refund

### Weekend Students:

Withdrawal before second scheduled weekend . . . . .80%

Withdrawal before third scheduled weekend . . . . .60%

Withdrawal after third scheduled weekend . . . .no refund

### Summer Session Students:

Withdrawal during the first week of session . . . . .80%

Withdrawal after the first week of session . . . . .no refund

## TUITION REFUND INSURANCE

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Students may opt to purchase tuition refund insurance. This policy will assist in minimizing financial loss for students who must withdraw from a semester due to serious illness or accident. Contact the Business Office for more information.

## RETURN OF TITLE IV FUNDS

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Federal regulations require Maria College to prorate financial aid eligibility for recipients of Title IV Federal Educational Assistance who withdraw from the College. If more than the student's eligibility has already been advanced, Maria



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College must repay the programs affected and recoup the money from the student. The proration formula is based on the number of days in the enrollment period from the beginning of the semester until the day of withdrawal. The effective date is the date on which the student notifies the College of withdrawal from all classes. Maria College is required to refund a portion of the financial aid received until 60% of the enrollment period has elapsed. If a student withdraws without notifying the College, the student is considered to have earned 50% of the financial aid received.

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## PROCEDURES FOR PAYMENT

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Accounts are due and payable at time of registration. Checks should be made payable to Maria College and sent to the Business Office. In addition to cash payment, students may use MasterCard and Visa. Verified financial aid will be credited to student accounts after being validated by the Financial Aid Office. Students will not receive semester reports, transcripts or diplomas until all bills are paid in full. Students who have outstanding debts may not register for courses

*A late payment charge of \$25.00 a month will be applied to any outstanding balance.*



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## FINANCIAL AID AND SCHOLARSHIPS

The U.S. Department of Education no longer prints paper financial aid applications for colleges and schools to distribute to students. Maria College encourages all students to complete the Free Application for Federal Student Aid (FAFSA) electronically. If a student does not have access to a computer and the Internet, a student can request a paper copy of the FAFSA by calling 1-800-4FEDAID.

Students may complete their FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and can use their FAFSA personal identification number (PIN) as the electronic signature. Students who have completed the FAFSA in a previous year have already received a FAFSA PIN. Students who have not previously applied for financial aid or have misplaced their PIN, can have it emailed from the PIN website at [www.pin.ed.gov](http://www.pin.ed.gov).

After completing the FAFSA, a student can complete an online Tuition Assistance Program (TAP) application by linking to it directly from the FAFSA Confirmation Page, or by going to the quick link button, Apply for TAP, on the HESC website at [www.hesc.com](http://www.hesc.com). Each student will be prompted to get a HescPIN and will use it to “sign” the TAP application, keep track of application information, or to make changes.

Further information about a student’s financial aid status and

financial aid award letter can be viewed through Maria College Web Services. Students can log onto Maria College Web Services using the username and password that are sent after an admissions application is submitted to the College. Students can visit the Financial Aid section of Web Services to see if any additional documents must be submitted to process their financial aid awards. After the Financial Aid Office calculates a student’s eligibility for financial aid, the financial aid award letter can be viewed and accepted using Web Services. The financial aid award letter will indicate the types and amount of financial aid for which the student qualifies. A student can expect to view the financial aid award letter in Web Services about two weeks after the College receives the results of the FAFSA. When a student’s information is updated in Web Services, an email message will be sent to the email address the student provided on the FAFSA form. Enrollment in other than registered degree programs may jeopardize eligibility for aid awards.

### **VERIFICATION OF FEDERAL APPLICATION DATA**

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The U.S. Department of Education selects certain students for the College to verify the information reported on the Free Application for Federal Student Aid. If selected for verification, the Financial Aid Office

is required to request documentation to verify what had been reported on the FAFSA, including an IRS Tax Transcript, tax return schedules, all W-2 Wage and Tax Statements, and any other applicable information for students, their spouses and parents. The verification process must be completed within 60 days of the verification request. If the financial

aid information in the Student Aid Report needs to be corrected or revised, students will be notified that financial aid eligibility may be changed; however, if the verification process is not completed within the 60-day time frame, ineligibility for federal or institutional financial aid, including the Federal Direct Loan, would result.

## **Associate Degrees and Certificate Programs**

### **Standards of Satisfactory Academic Progress for Federal and State Financial Assistance**

In order to remain eligible for federal and state financial assistance, a student must maintain the following standards of satisfactory academic progress:

At end of increment number	1	2	3	4	5	
Before being certified for this TAP Payment (School Code 2093)	1st	2nd	3rd	4th	5th	6th
A student must have accrued at least this many credits: (Quantitative Standard)	0	6	15	30	45	60
With at least this grade point average (Qualitative Standard)	0	1.50	1.80	2.00	2.00	2.00

## **Bachelor's Degree**

### **Standards of Satisfactory Academic Progress for Federal and State Financial Assistance**

In order to remain eligible for federal and state financial assistance, a student must maintain the following standards of satisfactory academic progress:

At end of increment number	1	2	3	4	5	6	7	8	9	
Before being certified for this TAP Payment (School Code 6093)	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
A student must have accrued at least this many credits: (Quantitative Standard)	0	6	15	30	45	60	75	90	105	120
With at least this grade point average (Qualitative Standard)	0	1.50	1.50	2.00	2.00	2.00	2.00	2.00	2.00	2.00

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**Increments:** For full-time students, the increment of evaluation for satisfactory academic progress will be at the end of each semester. For part-time students, the increment of evaluation will be after two semesters of enrollment.

**Appeal Process:** The College does not allow for mitigating circumstances; however, a student may appeal his or her loss of eligibility to the Director of Financial Aid. All appeals must be done in writing and must provide appropriate documentation of the circumstances of the appeal. A student must also provide a letter from a disinterested third party supporting their basis for appeal. A student may not appeal a loss of financial aid eligibility more than twice.

**New York State TAP Grant One-Time Waiver:** The New York State Commissioner of Education Regulations permit a student to receive a one-time waiver of the good academic standing requirement as an undergraduate student. A student is only allowed one waiver in his or her lifetime for undergraduate study.

If a student has previously received a one-time waiver, the student is not eligible for another waiver. To receive the one-time waiver, the student must clearly demonstrate that the academic deficiencies are the result of a documented medical condition, a documented family

emergency or some other extraordinary documented condition. Requests for one-time waivers must be done in writing and must provide appropriate documentation of the circumstances for the appeal.

**Regaining Eligibility:** After all appeals have been exhausted, a student may be considered for additional financial aid eligibility after an absence of one calendar year if the student has been readmitted to the College, or if the student has attended for at least one increment without the benefit of financial aid and the academic deficiencies are remedied.

**Transfer Students:** Students who have been awarded transfer credit will be evaluated using the increment that is nearest, but does not exceed, the number of transfer credits accepted by the College. For example, a student who transfers in 18 credits will be placed at the second interval and be expected to achieve the qualitative and quantitative standards of the third interval. For New York State TAP grant eligibility, placement may be either in accord with the number of payments received or the number of credits earned, whichever is more beneficial to the student.

**Incomplete and “W” Grades:** For purposes of evaluating a student’s eligibility for financial aid, incomplete and withdrawn grades are considered the same as failing grades. These grades will be

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evaluated quantitatively as credits attempted but not earned, and qualitatively as 0. A student's eligibility for financial aid will be reevaluated upon successful completion of an incomplete grade.

**Noncredit Remedial Grades:** For the purposes of evaluating a student's eligibility for financial aid, satisfactory, noncredit remedial grades will be evaluated quantitatively for the equivalent credit hours, and qualitatively as a minimum passing grade. Unsatisfactory noncredit remedial grades will be evaluated quantitatively as the equivalent credits attempted but not earned, and qualitatively as 0.

**Additional Degree:** If a student completes one degree at Maria College, and is seeking an additional degree and has been accepted into the new degree program, his or her satisfactory academic progress will be evaluated using the methodology for transfer students and based on the number of credits accepted from the previous degree and applied towards the new degree.

**Resumption of Study:** A student who resumes his or her educational objective after an absence of at least one increment will be evaluated using either the next increment

based on his or her previous attendance, or will be evaluated using the methodology for transfer students based on the number of credits previously earned, whichever is more beneficial for the student. The student is responsible for completing and submitting a Resumption of Study form to the Office of Student Records, and must meet one of the following criteria.

- 1. Reactivate** — any student wishing to resume his or her studies at Maria College can be reactivated in the previously admitted program of study if he or she was in good academic standing when he or she left the College. For some programs of study, the permission of the department chairperson will also be required. Good academic standing is defined as having a cumulative grade point average of 2.0 or better.
- 2. Reapply** — any student wishing to resume his or her studies at Maria College, who left the College not in good academic standing, must reapply for admission and again meet the criteria for acceptance to the College. Not in good academic standing is defined as having a cumulative grade point average of less than 2.0.

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# FINANCIAL AID PROGRAMS

## **Federal Pell Grant Program**

Pell Grants are awarded to undergraduate students who have not earned a bachelor's or a professional degree. The maximum Pell Grant award for the 2013-14 award year (July 1, 2013 to June 30, 2014) is \$5,645. The maximum may change each award year and depends on program funding. The amount a student is awarded will depend not only on financial need, but also on the costs to attend school, status as a full-time or part-time student, and if a student plans to attend school for a full academic year or less. A student may receive a Pell Grant for a maximum of the equivalent of six years of full-time study.

## **Federal Supplemental Educational Opportunity Grants**

The Federal Supplemental Educational Opportunity Grant (FSEOG) program is for undergraduates with exceptional financial need. Award amounts are between \$100 and \$4,000 a year, depending on financial need and available funds.

## **Federal Work-Study Program**

Federal Work-Study (FWS) provides part-time jobs for undergraduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the recipient's course of study. Students are paid an hourly rate no less than

the current federal minimum wage. Employment is available in various campus departments or in a community service agency. Student working hours will depend on the need for services.

## **Federal Aid to Native Americans**

An applicant must be a member of a Native American tribe within New York State. Applications can be obtained from the Native American Education Unit, NYS Department of Education, Albany, NY, 12230.

## **NYS Tuition Assistance Program**

The New York State Tuition Assistance Program (TAP) helps eligible New York residents pay tuition at approved schools in New York State. Depending on the academic year in which study begins, an annual TAP award can be up to \$5,000. The award range is dependent on NYS taxable income from the previous year. For associate degree students, there is a limit of six (6) payments. For bachelor's degree students, there is a limit of eight (8) payments. Associate degree students may apply using the TAP Code 2093. Bachelor's degree students may apply using the TAP Code 6093. You must be registered full-time (12 or more credit hours) to be eligible for a NYS TAP grant.

## **NYS Scholarships for Academic Excellence**

NYS Scholarships for Academic Excellence provide up to \$1,500

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per year for up to five years of undergraduate study in New York State. This program provides scholarship assistance to outstanding New York State high school graduates. Each year, 8,000 scholarships are awarded – up to 2,000 scholarships of \$1,500 and 6,000 scholarships of \$500 – to top scholars from registered New York State high schools. Awards are based on student grades on certain Regents exams. Recipients can also receive other nonloan student aid, but the total cannot exceed the cost of attendance.

### **NYS Aid for Part-Time Study**

New York State aid to part-time students is available to NYS residents registered for three but fewer than 12 credit hours a semester. Eligibility is dependent on a student's NYS net taxable income and the status of the NYS budget. An APTS award cannot exceed tuition charges. Applications are available at the Financial Aid Office and online.

### **NYS Volunteer Recruitment Service Scholarship**

New York State offers scholarships to volunteer fire and volunteer ambulance companies to use as a recruitment and retention incentive for new members.

Students should request the application from their volunteer company official.

### **NYS Memorial Scholarships**

NYS Memorial Scholarships provide financial aid to children, spouses and financial dependents of deceased firefighters, volunteer firefighters,

police officers, peace officers, and emergency medical service workers who have died as the result of injuries sustained in the line of duty in service to the State of New York. Students must establish eligibility by submitting a Memorial Scholarship Supplement available at [www.hesc.com](http://www.hesc.com).

### **NYS Veterans Tuition Awards**

Veterans Tuition Awards (VTA) provide up to \$1,000 per semester for full-time study or \$500 per semester for part-time study to eligible veterans matriculated at an undergraduate or graduate degree-granting institution or in an approved vocational training program in New York State.

### **NYS Children of Deceased or Disabled Veterans**

Regents awards to children of deceased or disabled veterans are independent of family income or tuition charge, and are in addition to other grants or awards. Information regarding eligibility may be obtained from the Financial Aid Office.

### **Veterans Administration Educational Benefits**

Maria College degree programs are eligible for educational benefits extended by the Veterans Administration. The College will certify all nursing courses based on the number of enrolled credit hours, including all course contact hours, clinical hours and lab hours.

### **Federal Direct Stafford Loans**

To qualify for a Federal Direct Stafford Loan, a student must fill



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out a FAFSA so eligibility can be determined. A subsidized loan is awarded on the basis of financial need. For a student who is eligible for a subsidized loan, the government will pay (subsidize) the interest on the loan while in school. Depending on financial need, a student may borrow subsidized money for an amount up to the annual loan borrowing limit for the student's level of study.

A student might be able to borrow loan funds beyond the subsidized loan amount even if the student does have demonstrated financial need. In that case, a student may be eligible for an unsubsidized loan. The College will subtract the total amount of other financial aid from the cost of attendance to determine if a student is eligible for an unsubsidized loan. Unlike a subsidized loan, the student borrower is responsible for the interest from the time the unsubsidized loan is disbursed until it is paid in full. The student borrower can choose to pay the interest or allow it to accrue (accumulate) and be capitalized (that is, added to the principal amount of the loan). Capitalizing the interest will increase the amount to repay. A student can receive a subsidized loan and an unsubsidized loan for the same enrollment period as long as the student does not exceed the annual loan limits.

A dependent undergraduate first-year student enrolled in a program of study that is at least a full academic year may be eligible to

borrow up to \$5,500. A dependent undergraduate student who has earned 24 credits may borrow up to \$6,500 if the remainder of the program is at least a full academic year. A dependent bachelor's degree student may be eligible to borrow up to \$7,500 per year.

An independent undergraduate student or a dependent first-year student whose parents have applied for but were unable to get a PLUS Loan (a parent loan), and who is enrolled in a program of study that is at least a full academic year, may be eligible to borrow up to \$9,500. An independent undergraduate student or a dependent student whose parents have applied for but were unable to get a PLUS Loan, and who has earned 24 credits, may borrow up to \$10,500 if the remainder of the program is at least a full academic year. An independent bachelor's degree student may be eligible to borrow up to \$12,500 per year.

These amounts are the maximum yearly amounts a student can borrow in both subsidized and unsubsidized direct loans, individually or in combination. Because a student borrower can't borrow more than the cost of attendance minus the amount of any Federal Pell Grant and other financial aid, the amount received may be less than the annual maximum amounts.

The Financial Aid Award letter, which requires students to accept offered amounts before loan

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originations are submitted to the U.S. Department of Education, is the preferred document for the active confirmation process. However, Maria's Office of Student Records will accept written and signed notification requesting disbursement of loan proceeds, assuming the identity of the requesting student can be clearly determined.

The Financial Aid Office will originate each loan for an academic period determined by a student's anticipated enrollment status; if the enrollment status changes, the Financial Aid Office must be notified in writing. Maria College is required to verify student eligibility prior to disbursing loan proceeds. If enrollment status has dropped below half time or satisfactory academic standing has not been maintained, loan eligibility has changed and funds will not be disbursed.

Maria College uses the Multi-Year Master Promissory Note, which must be completed to qualify for Federal Direct Loans. This will permit applicants to complete a single loan application for their entire attendance at the College. The Federal Direct Loan Master Promissory Note can be completed at [www.studentloans.gov](http://www.studentloans.gov).

All Federal Direct Loan borrowers are required to complete student loan entrance counseling. Student borrowers can complete this loan counseling online at [www.studentloans.gov](http://www.studentloans.gov), click on

"Entrance Counseling." All Federal Direct Loans require multiple disbursements: if approved for fall and spring semesters, a quarter will be disbursed at the beginning, the balance at the midpoint of each semester; if approved for only one semester, half will be disbursed at the beginning, the balance at its midpoint.

### **Federal Perkins Loan**

The Perkins Loan is a low-interest (5%) loan made with government funds in which the school is the lender, and which must be repaid to the school. Students may borrow a maximum of \$5,500 a year for undergraduate study, but due to limited funding Maria College will generally award less than the annual maximum. Under certain circumstances, these loans may be cancelled over a five-year period, e.g., by working full time as a nurse, or as a teacher in low income area schools, or as a law enforcement or corrections officer. Students are required to complete their promissory note and entrance counseling electronically at [www.ecsi.net](http://www.ecsi.net).

### **Federal Direct Parent Loans for Undergraduate Students**

Parents may borrow an amount that cannot exceed the yearly tuition and other costs of dependents enrolled at least half time, less any other aid for which they qualify. Parents must pass a credit check or have a cosigner for the loan. The interest rate is variable, but cannot exceed 9%. Repayment must begin 60 days after disbursement, but may be postponed under certain conditions.

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## PROCEDURE FOR APPEALING LOCAL FINANCIAL ASSISTANCE

The nonrecipient must start the appeal process within five business days of the awarding of the nongovernmental, local financial assistance. The appeal must be in writing and be delivered to the Director of Student Records. Within 10 days of receiving the appeal notice, the local scholarship selection committee will determine if the original application was received on or before the required application date and/or the applicant met the eligibility criteria specified in the written description of the award. If the applicant did not submit the application by the stated deadline or does not meet the published eligibility criteria for the local scholarship, the appeal process is terminated, and written notification will be delivered to the applicant within 10 business days.

If the local scholarship selection committee determines that the application was received in a timely manner and the applicant otherwise met the eligibility criteria for the local scholarship, the appeal will be forwarded to the Vice President for Academic Affairs and the Affirmative Action Coordinator for review.

The Vice President for Academic Affairs and the Affirmative Action Coordinator will review the appeal and determine whether the application was eliminated due to issues based on, according to the Federal Register, Volume 44, No. 56, 17167, “race, color, national origin, sex, handicap, except to overcome the effects of past discrimination.” The applicant will be notified of the decision in writing within 10 business days by the College Affirmative Action Coordinator.

If the applicant contests the decision of the Vice President for Academic Affairs and the Affirmative Action Coordinator, the President will review the entire record including the recommendation. Within seven business days, the President will decide either to dismiss the grievance for lack of evidence or recommend appropriate redress if unlawful discrimination is found. In all cases, the President will review carefully all information.

The Affirmative Action Coordinator will communicate the President’s determination to the grievant and other involved parties within five business days after receiving it. This will end the grievance procedure at the College.



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# SCHOLARSHIPS

## **Allied Health Scholarships**

These scholarships are awarded annually to students already employed in the health care field and who wish to acquire an associate degree in the health care field.

## **Caron Family Scholarships**

Established by the late Reverend Francis X. Caron, these scholarships are awarded annually to entering freshmen. Preference will be given to students whose major field of study is Liberal Arts. Caron Scholarships may be renewed.

## **Capital District Association Education Scholarship**

Established in 1998 by The Capital District Association for the Education of Young Children, this scholarship is awarded every third year to a graduating Early Childhood major from Maria College who has maintained a 3.0 average and has been accepted to an accredited four-year college as an Elementary Education major.

## **\*Guido Scholarships**

Honoring Kathleen Sheehan Guido, these scholarships are awarded annually to students who have completed two semesters and whose major field of study is in Allied Health. Guido Scholarships may be renewed.

## **\*Kelley Memorial Scholarship**

Established by World War II Veterans of Watervliet, NY, in memory of Reverend Francis A. Kelley. The scholarship is administered by the Albany Roman Catholic Diocese and awarded to students enrolled in Nursing who have maintained a 3.0 average.

## **\*Mary K. Knappek Scholarships**

Mary K. Knappek Scholarships are awarded annually to female students enrolled in the Nursing Program.

## **\*Judith Ann Marotta Scholarship**

Established by Mr. and Mrs. Thomas M. Eckert in recognition of Judith's retirement from many years of service to Maria College. This scholarship is awarded to a full-time Early Childhood Education student.

## **Laureen A. Fitzgerald, RSM, Scholarship**

The Laureen A. Fitzgerald, RSM Scholarship was established by the Board of Trustees of Maria College in honor of Sister Laureen's 34 years as President of Maria College. The scholarship is established for the benefit of a student from the Capital District, who exemplifies the spirit of the Sisters of Mercy and is based on financial need.



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**\*The Timothy McDonald Scholarship**

Established by Timothy McDonald in memory of his mother, Theresa McDonald, a 1948 graduate of St. Peter's Hospital School of Nursing who served St. Peter's Hospital for 31 years as a registered nurse. This scholarship is awarded annually and may be renewed. Preference will be given to students whose major field of study is Nursing.

**\*Jean A. Schmitz Scholarship**

The Schmitz Scholarship is awarded annually to students enrolled in Nursing.

**\*Shapiro/Lynch Scholarship**

Established by Peter, Patricia '66, Scott and Allyson Shapiro, this scholarship will be awarded to a student whose field of study is Allied Health.

**\*Thorne Nursing Scholarships**

Established by Mr. and Mrs. Robert G. Feuerriegel in memory of Anne Marie Feuerriegel Thorne, RN, Maria College Class of 1975, these scholarships are granted to Nursing students to be applied toward tuition expense exclusively. The award may be renewed.

**Awards are based on financial need and/or academic achievement.**

*\*Priority for scholarships is given to full-time students.*



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# GENERAL ADMISSION INFORMATION

## **DEGREE PROGRAMS**

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Full- or part-time study at Maria College is offered enrollment permitting in the following degree programs:

### **Bachelor's Degree Program**

- RN Baccalaureate Completion Program

### **Associate Degree Programs**

- Accounting
- Early Childhood Education
- Education Transfer Program
- General Studies
- Liberal Arts (Concentrations in English, Psychology and Religious Studies/Philosophy)
- Management
- Nursing
- Occupational Therapy Assistant
- Paralegal

### **Professional Certificate Programs**

- Bereavement Studies
- Gerontology
- Paralegal
- Practical Nurse (LPN Training)
- Teaching Assistant

## **Admission to the RN Baccalaureate Completion Program**

The admissions requirements for the RN Baccalaureate Completion Program will require that the applicant be a graduate of an accredited ADN program (diploma graduates may qualify if the college-level prerequisite course requirements can be satisfied) and hold a current RN license.

The following prerequisite courses will be required:

- 3 Credits English Composition
- 3 Credits Developmental/ Life Span Psychology
- 8 Credits Anatomy and Physiology
- 4 Credits Microbiology
- 12 Credits Liberal Arts Electives

Admission Criteria:

1. Submit a completed application form with a nonrefundable \$50 fee payable to "Maria College."
2. Completion of an associate degree or diploma in nursing from an accredited school of nursing. (Diploma graduates may qualify if the college-level prerequisite course requirements can be satisfied.)



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3. Current RN license within the United States or U.S. territory, and professional liability coverage or meeting the RN licensure requirement within six months of the completion of the two-year associate degree in nursing.
  4. Ability to meet both College and clinical agency health requirements.
  5. Two favorable references that address professional and/or academic ability (e.g., nursing faculty member, nursing supervisor).
  6. A cumulative grade point average (GPA) of at least 2.5.
  7. Typewritten autobiographical statement, which includes educational and career goals.
  8. Appropriate health clearance requirements on file in the Nursing Program office prior to the beginning of the semester.
  9. Course work within the RN Baccalaureate Completion Program will require the student to have a firm foundation in liberal arts and nursing, as well as a license and ability to practice nursing. These requirements will ensure that the student is prepared to meet the Program's demands. Diploma graduates must have completed their non-nursing course work at a college or university for credits to be applicable for transfer into Maria College.

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## **APPLICATION PROCEDURES FOR ASSOCIATE DEGREE PROGRAMS**

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The Committee on Admissions recommends that application be made well in advance of the semester for which admission is sought. Applicants should have average or above-average high school academic performance, and:

1. Submit a completed application form with a nonrefundable \$35 fee payable to "Maria College."
2. Offer evidence of an anticipated or completed high school diploma or its equivalent.
3. Arrange for an official transcript of the applicant's record to be sent directly to the Admissions Office. All transcripts become the property of Maria College.
4. If not included on the high school transcript, submit scores of the Scholastic Aptitude Test (SAT-I), New SAT, or American College Testing (ACT).

Non-nursing applicants who have and have not taken the SAT or ACT, will be required to take Maria's admissions test. This requirement may be waived if previous college credit gives evidence of proficiency in reading, writing and mathematics. The College, however, reserves the right to require the test of any student who does not have SAT or ACT scores, or who fails to

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provide adequate evidence of proficiency in the above areas.

5. Request that the recommendation form provided by Maria or accessed at [www.mariacollege.edu](http://www.mariacollege.edu) be completed by a guidance counselor, teacher, or other professional and submitted to the Admissions Office. If the applicant has been graduated from high school for a number of years, this recommendation should be requested of a professional who may be more familiar with the applicant.
6. Schedule an interview with the Admissions Office. Admissions review of an application will not begin until the fee and all credentials have been received. A second interview with OTA faculty member is required for Occupational Therapy Assistant applicants.
7. Complete specialized Physical Examination Forms for full-time and part-time students in Nursing, Occupational Therapy Assistant and Early Childhood Education, which will be mailed to students upon their acceptance; students enrolled in these programs are required to have a physical examination each year. Completed forms must be submitted to the appropriate program office by August 15. New York State Public Health Law 2165 requires students attending colleges and universities to demonstrate proof of immunity against measles, mumps and

rubella. The law applies to persons born on or after January 1, 1957. The immunization form will be mailed to students upon their acceptance. Failure to submit required Physical and Immunization Forms may result in forfeiture of space in a given program.

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## **PREREQUISITES FOR ASSOCIATE DEGREE PROGRAMS**

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### **Prerequisites for Accounting, Education Transfer Program, Liberal Arts, Management, Occupational Therapy Assistant, Paralegal:**

- 4 units English
- 2 units of college-preparatory Math
- 2 units of Science (students applying for Occupational Therapy Assistant Program must have 3 units of Science, including Biology and Chemistry)
- 3 units of Social Studies

### **Prerequisites for Early Childhood Education and General Studies:**

- 4 units English
- 2 units of Math
- 2 units of Science
- 3 units of Social Studies

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## Prerequisites for Nursing:

- 4 units English
- 2 units of college-preparatory Math
- 3 units of Science to include Biology and Chemistry
- 3 units of Social Studies

**Nursing Admissions:** Minimum grade point average of 2.30 is required for transfer applicants. Applicants for the Nursing (day and evening) program must submit a complete application for admission early in the fall of the year prior to fall admission. Applicants completing the process later incur the risk of acceptance to a wait list.

A completed application includes the application form, an official high school transcript, official transcripts of all college course work, \$35 application fee, autobiographical essay and one letter of reference.

**Science Two-Time Policy:** To be admitted to or continue in nursing, a student may repeat any science course (Chemistry, Biology, and Anatomy and Physiology) only once. For example, if a student must repeat both AnP 105 and AnP 106, the student will not qualify for admission into the nursing program as this will be viewed as repeating AnP twice. Unsuccessful attempts at another college and withdrawal from a science course count toward one time.

Test of Essential Academic Skills (TEAS) Entrance Exam Requirement for Admission to the ADN Program: The applicant to the nursing program must achieve passing scores on the TEAS V test prior to intended admission semester. Preference for admission is given to applicants who meet the national mean on all four parts of the exam and who score Proficient overall. See [atesting.com](http://atesting.com) for more information about the test.

Acceptable scores are the following:

Reading	70.5%
Mathematics	69%
Science	53.6%
English	63.8%

If the scores on the TEAS exam do not meet the required minimums, the applicant/student will be advised to retest.

An applicant may take the TEAS test twice in a twelve-month period. Test attempts at other colleges are reported to Maria College and will count as an attempt. Scores from two separate exams may be combined in order to meet the TEAS requirement. The repeat attempt may not be earlier than 45 days. The scores of a second attempt prior to 45 days will not be accepted. A third set of scores in any one admission cycle will not be accepted.

TEAS V scores are valid for two years. If the TEAS V exam was taken more than two years before the intended admission semester, then the applicant will need to retest.

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Students may reapply only once and repeat the TEAS test process for admission.

An applicant scoring below the desired TEAS test score may consider enrolling as a General Studies student. Upon completion of remedial course work, the student may retest. Admissions decisions will be based on space availability.

**Core Standards for Clinical Performance:** Nursing students must be able to perform cognitive, sensory, affective and motor functions, which are necessary for the safe practice of nursing and essential to the licensing requirement for nursing. As required under the Americans with Disabilities Act (ADA), Maria College does not base admission, acceptance or continued enrollment on the core performance standards. Instead, the standards should be used to assist applicants and students in the determination of need for ADA-related accommodations. It is highly recommended that applicants determine that they are capable of meeting the core performance standards with or without reasonable accommodations for enrollment and/or progression in the Maria College Nursing Program. For more information about these standards, access the Maria College website or call Admissions (518.438-3111, x217). (Adapted from Southern Regional Education Board Council on Collegiate Education for Nursing, March 1993.)

### **Prerequisites for Advanced Placement in Associate Nursing:**

Qualified LPN applicants may enter the ADN Program in three options:

1. Successful completion of the Advanced Placement Challenge Exam, qualifying admissions into Nur 130. Enrollment is limited each year.
2. Successful completion of the PN-RN Transition Courses (Nur 198 and 199) and 23 required liberal arts credits.

See Course Descriptions, page 115, for a list of prerequisite courses. A resume demonstrating current clinical experience is required to enter Nur 198. These qualify for admission into Nur 240. Class size is based on available space in the Nursing Program. Consent of the Nursing Chair is required for enrollment in Nur 198 for those who have been dismissed from the Maria College ADN Program.

3. Successful completion of the Maria College PNC Program and completion of all required liberal arts credits with the exception of Microbiology (Mic 203) qualifies for admission into Nur 240. Those not immediately entering the ADN Program must have worked as an LPN for at least six months prior to admission. A copy of the license and a letter of employment verification must be submitted at time of application.

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Advanced placement applicants must meet all admission requirements for the Associate Degree Program, as well as program-specific requirements for the level applied for, i.e., Nur 130 or Nur 240 (see course descriptions).

Advanced Placement applicants who meet the minimum requirements will be eligible to sit for the Test of Essential Academic Skills (TEAS) entrance exam. Applicants will be admitted on the basis of meeting the minimum requirements for entry and their TEAS test scores. (See acceptable scores on page 45.)

An applicant scoring below the desired TEAS test score may consider enrolling as a General Studies student. Upon completion of remedial course work, the student may retest. Admissions decisions will be based on space availability.

Those earning advanced placement credit through the Advanced Placement Challenge Exam or the LPN–RN Transition courses (Nur 198 and 199) must begin the next nursing core course within six months of Challenge or LPN–RN Transition Course completion.

Advanced placement from the PNC to the Associate Degree senior year requires the following: the applicant must submit a degree application by April 1 prior to the fall semester in which he or she plans to begin; meet all normal admission requirements for the Associate Degree; and pass his or her NCLEX (LPN) by December 1 of the year the applicant begins Nursing 240.

Qualified applicants must begin the next nursing course within two years of completing the PNC Program.

At the discretion of the Nursing Chair, qualified nursing transfer applicants may be approved to enter the Challenge Review class. Upon successful completion of the Challenge Exams, the applicant may qualify for admissions into Nur 130. Day or evening placement for Nur 130 or Nur 240 depends on space availability.

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## **APPLICATION PROCEDURES AND PREREQUISITES FOR CERTIFICATE PROGRAMS**

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### **Bereavement Studies, Gerontology, Paralegal, Practical Nurse (LPN Training), Teaching Assistant**

1. Submit a completed Certificate application form with a nonrefundable \$35.00 fee payable to Maria College.
2. Offer evidence of an anticipated or completed high school program or its equivalent.
3. Applicants for Certificate Programs need only the highest level transcript. Those applying for the Paralegal, Practical Nurse or Teaching Assistant Certificates are required to submit official high school and college transcripts.
4. Applicants for the Teaching Assistant Certificate Program must submit SAT or ACT scores or take

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the College's admissions test. The admissions test requirement may be waived on the basis of previous college credit, provided the credit demonstrates proficiency in reading, math and writing.

5. Applicants for the Practical Nurse Certificate Program must have a 2.30 GPA to qualify for admissions into the program. A completed application includes the application form, an official high school transcript, official transcripts of all college course work, \$35 application fee, autobiographical essay and one letter of reference.

**Science Two-Time Policy:** To be admitted to or continue in nursing, a student may repeat any science course (Chemistry, Biology, and Anatomy and Physiology) only once. For example, if a student must repeat both AnP 105 and AnP 106, the student will not qualify for admission into the nursing program as this will be viewed as repeating AnP twice. Unsuccessful attempts at another college and withdrawal with a WF grade from a science course count toward one time.

**Test of Essential Academic Skills (TEAS) Entrance Exam Requirement for Admission to the PNC Program:** The applicant to the PNC program must achieve passing scores on the TEAS V test prior to intended admission semester. Preference for admission is given to applicants who meet the national mean on all four

parts of the exam and who score Proficient overall. (See [atitesting.com](http://atitesting.com) for more information about the test.)

Acceptable scores are the following:

Reading	70%
Mathematics	50%
Science	53.6%
English	50%

If the scores on the TEAS exam do not meet the required minimums, the applicant/student will be advised to retest.

An applicant may take the TEAS test twice in a twelve-month period. Test attempts at other colleges are reported to Maria College and will count as an attempt. Scores from two separate exams may be combined in order to meet the TEAS requirement. The repeat attempt may not be earlier than 45 days. The scores of a second attempt prior to 45 days will not be accepted. A third set of scores in any one admission cycle will not be accepted.

TEAS V scores are valid for two years. If the TEAS V exam was taken more than two years before the intended admission semester, then the applicant will need to retest. Students may reapply only once and repeat the TEAS test process for admission.

An applicant scoring below the desired TEAS test score may consider enrolling as a General

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Studies student. Upon completion of remedial course work, the student may retest. Admissions decisions will be based on space availability.

PNC students who plan to apply to the Associate Degree Nursing program need to meet the national mean on all four parts of the TEAS exam. Those scores are: Reading 70.5%, Mathematics 69%, Science 53.6%, and English 63.8%.

Core Standards for Clinical Performance: Nursing students must be able to perform cognitive, sensory, affective and motor functions, which are necessary for the safe practice of nursing and essential to the licensing requirement for nursing. As required under the Americans with Disabilities Act (ADA), Maria College does not base admission, acceptance or continued enrollment on the core performance standards. Instead, the standards should be used to assist applicants and students in the determination of need for ADA-related accommodations. It is highly recommended that applicants determine that they are capable of meeting the core performance standards with or without reasonable accommodations for enrollment and/or progression in the Maria College Nursing Program. For more information about these standards, access the Maria College website or call Admissions (518.438.3111, x217). (Adapted from Southern Regional Education Board Council on Collegiate Education for Nursing, March 1993.)

6. Applicants for the Paralegal Certificate Program must have Computer Technology Concepts and Applied Skills (CSC 111) or a comparable course at another institution to qualify for admissions into the program.

All other Certificate program application procedures are the same as those listed under degree application procedures. (See 5, 6, 7 on page 44.)

## **INTERNATIONAL STUDENT REQUIREMENTS**

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The Test of English as a Foreign Language (TOEFL) is required of all international applicants for admission as full-time students to determine their level of English proficiency and to enable the College to meet their academic needs. The applicant must obtain a minimum score of 500 for paper-pencil test and 173 for computer-based test to qualify for admission. A student must present an official translated copy of academic credentials. Students who have attended a post-secondary institution outside the United States and desire transfer credit must submit a Comprehensive Course-by-Course Evaluation Report of their foreign school academic record from World Education Service (WES). Once Maria College has received the course-by-course evaluation report from WES, the College



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will review the report and grant appropriate transfer credit.

World Education Services, Inc. (WES)  
Bowling Green Station  
P.O. Box 5087  
New York, NY 10274-5087  
<http://www.wes.org/students/index.asp>  
Phone (212) 966-6311  
Fax (212) 739-6100

Once admitted, the student will receive an I-20 Form (Student Visa) but only after completion of an affidavit of financial support. There are no financial assistance programs available to students attending on a visa.

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### **EARLY ADMISSION**

The Early Admission Program is offered for applicants who have demonstrated academic ability and emotional maturity, indicating that they are capable of beginning college-level work before graduation from high school. Under one provision of this program, qualified students are able to enroll in summer session courses between their junior and senior years or are able to enroll in college courses during the academic year in which they are taking senior high school subjects. They are permitted to carry a maximum of two courses a term.

Another provision of the program offers admission to full-time matriculated study for highly qualified students who have completed their junior year in high school. These students must obtain special permission from their secondary school, and upon

completion of 24 credit hours, which satisfy the remaining requirements for the high school program, the high school diploma is awarded by the local school district.

Students granted early admission are assigned a faculty advisor for course selection and supervision of progress.

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### **SPRING SEMESTER ADMISSION**

Applications are accepted for spring semester for some programs. Admission to career programs, however, is often contingent upon the applicant's academic background and/or satisfactory grades from corresponding proficiency examinations. Spring semester applicants follow the regular application procedures.

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### **ACCEPTANCE**

After all application data, including transcripts, test scores and letters of recommendation, have been received, and the applicant has been interviewed, notification of the decision will be sent to the applicant. Upon acceptance, a nonrefundable tuition deposit of \$100.00 (\$200.00 deposit for ADN) must be sent to the Director of Admissions to reserve the place offered. This deposit will be credited to the student's account. Applicants whose scores fall below 380 math or verbal on the original SAT, or 480 SAT-I Verbal or SAT I Math 490 (recentered scale) on the New SAT are required to take the Maria College Placement Test. Applicant scores on

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the placement test or TEAS test may necessitate enrollment in remedial courses.

## **NONDISCRIMINATION POLICY**

Maria College is a nonprofit, independent, coeducational institution which does not discriminate in its enrollment or employment practices for any reason including race, sex, color, national origin, creed, sexual orientation, mental or physical disability. Information about the services, activities and facilities accessible to the handicapped may be obtained in the Office of Student Services, Marian Hall. For further information regarding Title IX and 504, contact Deb Corrigan, Title IX Coordinator, 518.438.3111, x250.

## **LETTER OF INTENT**

Students intending to pursue a different degree at the beginning of the next semester are required to submit a Letter of Intent to the Admissions Office. The Letter of Intent forms can be obtained from the Admissions Office or from the Director of Evening and Weekend College. The form is also available at [www.mariacollege.edu](http://www.mariacollege.edu). Individuals wishing to be considered for a nonhealth-related program, such as Early Childhood Education, Management or Liberal Arts, are eligible to file a Letter of Intent form by November 1 to be considered for the spring semester. Those who have intent for PNC Nursing Program (LPN Training) must submit this

form by December 15. Those having intent for the ADN Nursing Program or the Occupational Therapy Assistant Program must submit this form by March 15. Students filing after these dates may be placed on a waiting list. Students enrolled in General Studies, and who intend to enroll in another program, are expected to earn a “C” or better in all course work during the academic year. Acceptance to the Associate Degree Nursing Program or Practical Nurse Certificate will require minimum of a 2.3 GPA and acceptable TEAS test score.

## **CHANGE OF INTENT**

Students who wish to change their program of intent must complete a Change of Intent form with their advisors and submit the form to the Registrar’s Office. Students will be considered for admission to their new program of choice as of the date the form is recorded. Students who do not complete or submit the form may be placed on a waiting list.

## **EVENING DIVISION**

The Evening Division offers degree programs primarily for those students whose work or family schedules preclude day enrollment. Evening Division courses are identical in content and level to those offered in the Day Division, and are scheduled in three-hour blocks, Monday through Thursday, usually once a week. All evening degree programs are planned to span a three-year

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period, although students may take fewer courses each semester and extend the program over a longer period of time.

The following degrees can be earned in the Evening Division: Accounting, General Studies, Liberal Arts, Management and Nursing, Certificates in Bereavement Studies, Gerontology and Teaching Assistant are also offered.

## **WEEKEND COLLEGE**

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This innovative degree-granting division primarily serves working adults or homemakers for whom day and evening schedules have been an obstacle to continuing their education. Weekend College students can usually complete degrees in the same two-year time frame as traditionally enrolled day students by attending classes in three-hour time blocks on Saturday and Sunday, every other weekend, year round.

Fewer courses can be taken each semester to extend the program over a longer period of time to accommodate personal schedules.

The following degrees may be earned in Weekend College: Accounting, Early Childhood Education, General Studies, Liberal Arts, Management, Occupational Therapy Assistant (OTA) and Paralegal. Certificates in Bereavement Studies, Gerontology, Paralegal and Practical Nurse (LPN Training) are also offered. OTA is three years.

## **ONLINE/HYBRID COURSES**

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As part of the mission to deliver high quality instruction in convenient scheduling formats, Maria College now offers online and hybrid courses. Students with family and work obligations have the opportunity to take college courses in a nontraditional learning environment that allows them to complete course work at locations and times that are convenient. While most work is done from remote

locations, some courses may require on-campus meetings for labs or exams. Most courses span the timeline of a regular semester.

Online students use Blackboard Learn Management System to access online course materials, learn the course content, submit homework assignments, and communicate with the instructor and fellow students. Online course materials may include online versions of textbooks, videos, presentations, visitation to Internet websites and the use of specialized software. Students enrolled in online courses have access to the same support services as students who attend face-to-face courses on campus.

Online courses are not for everyone. This method of instruction is geared toward students who are self-motivated and enjoy using technology. Successful online learners are self-starters with a desire to learn, who take a personal initiative, are resourceful and persistent.

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Online learners work well alone, are not procrastinators, have good reading and comprehension skills, resist distractions, and are comfortable without the social elements of face-to-face courses in the classroom. Maria College has a number of wireless hotspots on campus where students and faculty can connect with a wireless-enabled computer. Wireless hotspots are available in the Library and in the Student Lounge in the Main Building, as well as in the Marian Hall Auditorium. Maria provides a wireless connection to the Internet.

Wireless computer users should always take the necessary steps to protect their computer with virus protection software, spam filtering and anti-phishing software.

A hybrid (blended) course combines asynchronous online learning with on-campus learning strategies.

### **FIRST-YEAR EXPERIENCE**

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Two First-Year Experience courses, one in the fall and one in the spring semester, provide new Maria students with a unique and engaging learning experience, helping students find their place in the Maria community. The courses are designed to foster connections through shared social and academic experiences, while building the foundations for academic success. The First-Year Experience courses are required for all new students in the General Studies, Liberal Arts and Management

Programs. (Transfer students who have 24 or more academic credits are not required to take these courses.)

### **CAREER PLANNING, PLACEMENT AND TRANSFER**

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The Career Development Office is a resource for students and alumnae/i in their career development, in obtaining employment upon graduation and in transferring to four-year colleges. Students have access to a specialized library containing career planning information, potential sources of employment, catalogs from senior institutions, notices of career fairs, civil service announcements, bulletins, manuals, and state and federal employment applications.

The Director of Placement holds seminars on resume preparation, interviewing techniques and job search. In addition, an annual survey of all graduates is conducted to measure trends in employment as well as to gather data on transfer into baccalaureate programs. Copies of the survey are on file in the Career Planning and Placement Office.

A credentials folder is developed for every graduate of Maria College, and it can be sent to prospective employers or transfer colleges upon written request. There is no charge for this service, which is available to alumnae/i as well. No credentials will be issued for students whose accounts are not current.

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**Baccalaureate Transfer:** An increasing number of Maria graduates continue work toward a bachelor's degree immediately upon graduation — in recent years, nearly 25% of each graduating class. Further, surveys conducted by the Development Office indicate that a large number of alumnae/i earn bachelor's or graduate degrees after working in their career fields. Colleges accepting Maria graduates range geographically from New York to Florida, and from Massachusetts to California and Oregon.

**Formal Transfer Agreements:** Maria College has transfer agreements with several four-year colleges for graduates who wish to enroll in bachelor's degree programs. The transfer agreements can also be viewed at [www.mariacollege.edu](http://www.mariacollege.edu).

The following colleges have transfer agreements for graduates of selected curricula:

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*The College of Saint Rose, Albany, NY*  
(Early Childhood Education, Education Transfer Program, Management)

*Utica College, Utica, NY*  
(Occupational Therapy Assistant)

*Dominican College, Orangeburg, NY*  
(Occupational Therapy Assistant)

*Drexel University, Philadelphia, PA*  
(Nursing)

*Russell Sage College, Troy, NY*  
(Nursing)

*Sage Colleges, Albany, NY*  
(Accounting, Education Transfer Program, Liberal Arts, Paralegal, Management, Occupational Therapy Assistant)

*SUNY - New Paltz*  
(Education Transfer Program)

While these are formal transfer agreements, there are numerous other colleges throughout the United States that will accept Maria College graduates on an individual basis.



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# PROGRAMS OFFERED

## DEGREE PROGRAMS

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### **Bachelor Of Science (BS)**

RN Baccalaureate Completion Program – HEGIS 1203.10

### **Associate In Applied Science (AAS)**

Accounting – HEGIS 5002

Education - Early Childhood – HEGIS 5503

Management – HEGIS 5004

Nursing – HEGIS 5208.10

Occupational Therapy Assistant – HEGIS 5210

Paralegal – HEGIS 5099

### **Associate In Arts (AA)**

Liberal Arts – HEGIS 5649

(Concentrations in English, Psychology and Religious Studies/Philosophy)

Education Transfer Program – HEGIS 5608

### **Associate In Science (AS)**

General Studies – HEGIS 5699

## CERTIFICATE PROGRAMS

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Gerontology – HEGIS 5506.20

Paralegal – HEGIS 5099

Practical Nurse (LPN Training) – HEGIS 5209.20

Teaching Assistant – HEGIS 5503



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# BACHELOR'S DEGREE PROGRAM

## **BACHELOR OF SCIENCE (BS)**

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The Bachelor of Science Degree is awarded to those who complete 120 credits: 60 liberal arts and 60 credits in the major. The RN Baccalaureate Completion Program is a program that accepts 60 credit hours from an associate degree program in nursing and requires students to complete 60 credits at the bachelor's level. Graduates of diploma schools may qualify.



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# NURSING

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## BS

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Linda Millenbach, RN, PhD  
*Chairperson*

The focus of Maria College's RN Baccalaureate Completion Program is to educate nurses who utilize evidence for practice decisions throughout a variety of health care settings and have knowledge of contemporary issues shaping nursing and health care.

All students must meet the health requirements of the Nursing Program and health agencies. Satisfactory health clearance and a copy of current CPR registration must be on file in the department prior to the start of the semester in order to maintain admission status.

A student must obtain a minimum grade of "C" in all courses required in the Nursing Program. (A grade of

"C-" is not adequate to meet the minimum requirement of "C".) Failure to successfully complete course work that is required by the Nursing Program results in dismissal from the program. A student may repeat a nursing course only once. Readmission to the RN Baccalaureate Completion Program is not automatic, is at the discretion of the Nursing Chair and faculty, and may depend upon space availability. Readmission may require a written examination. Requests for readmission must be submitted by March 15 for the fall semester and October 15 for the spring semester. This nursing education is accredited by the Accreditation Commission for Education in Nursing (ACEN). Contact information is 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia, 30326, <http://www.nlnac.org/ACEN>. Telephone 404.945.5000, fax 404.975.5020.



## NURSING

*Full-time*

HEGiS 1203.10

Course	First Semester	Credit Hours
CSC 100	Introduction to Computers or	
CSC 111	Comp Tech Concepts & Skills	3
Eng 300	Advanced Composition	3
Nur 301	Nursing Theory & Practice Issues	3
Nur 340	Intro to Research & Evidence-based Practice	3
Nur 360	Health Assessment, Promotion and Diagnostic Reasoning	3
		15
	<b>Second Semester</b>	
*Nur 385	Community Health Nursing & Epidemiology	6
Mat 200	Statistics	3
Phi 300	Health Care Ethics	3
Soc 300	Medical Sociology	3
		15
	<b>Third Semester</b>	
Nur 308	Healthcare Informatics	3
Nur 421	Leadership and Management in Nursing	3
Psy 300	Organizational Psychology	3
*Soc 410	Perspectives in Age	5
		14
	<b>Fourth Semester</b>	
*Nur 460	Nursing Specialty & Synthesis Seminar	6
Nur 480	Evidence for Practice	3
Sci 300	Human Physiology and Pharmacology	4
Soc 320	Alternative/Complementary Therapies	3
		16

## NURSING

*Part-time*

HEGiS 1203.10

Course	First Semester	Credit Hours
Eng 300	Advanced Composition	3
Nur 340	Intro to Research & Evidence-based Practice	3
		6
	<b>Second Semester</b>	
*Nur 385	Community Health Nursing & Epidemiology	6
		6
	<b>SUMMER I</b>	
CSC 100	Introduction to Computers or	
CSC 111	Comp Tech Concepts & Skills	3
		3
	<b>Third Semester</b>	
Nur 301	Nursing Theory & Practice Issues	3
Nur 360	Health Assessment, Promotion and Diagnostic Reasoning	3
		6
	<b>Fourth Semester</b>	
Soc 300	Medical Sociology	3
Phi 300	Health Care Ethics	3
		6
	<b>SUMMER II</b>	
Mat 200	Statistics	3
		3
	<b>Fifth Semester</b>	
Nur 308	Healthcare Informatics	3
*Soc 410	Perspectives in Age	5
		8
	<b>Sixth Semester</b>	
Nur 480	Evidence for Practice	3
Soc 320	Alternative/Complementary Therapies	3
		6
	<b>SUMMER III</b>	
Sci 300	Human Physiology and Pharmacology	4
		4
	<b>Seventh Semester</b>	
Nur 421	Leadership and Management in Nursing	3
Psy 300	Organizational Psychology	3
		6
	<b>Eighth Semester</b>	
*Nur 460	Nursing Specialty & Synthesis Seminar	6
		6

*\*Experiential learning or clinical required for course.*

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# ASSOCIATE DEGREE PROGRAMS

## **ASSOCIATE IN APPLIED SCIENCE (AAS)**

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The Associate in Applied Science Degree is awarded upon completion of occupationally oriented or career curricula. The course of study leading to this degree is an organized curriculum, including a minimum of 22 semester hours of credit drawn from the humanities, the natural and the social sciences, distributed with a balance among those three major areas. The remaining semester hours are in the candidate's specialized career program. Degree programs are offered in Accounting, Early Childhood Education, Management, Nursing, Occupational Therapy Assistant and Paralegal.

## **ASSOCIATE IN ARTS (AA)**

## **ASSOCIATE IN SCIENCE (AS)**

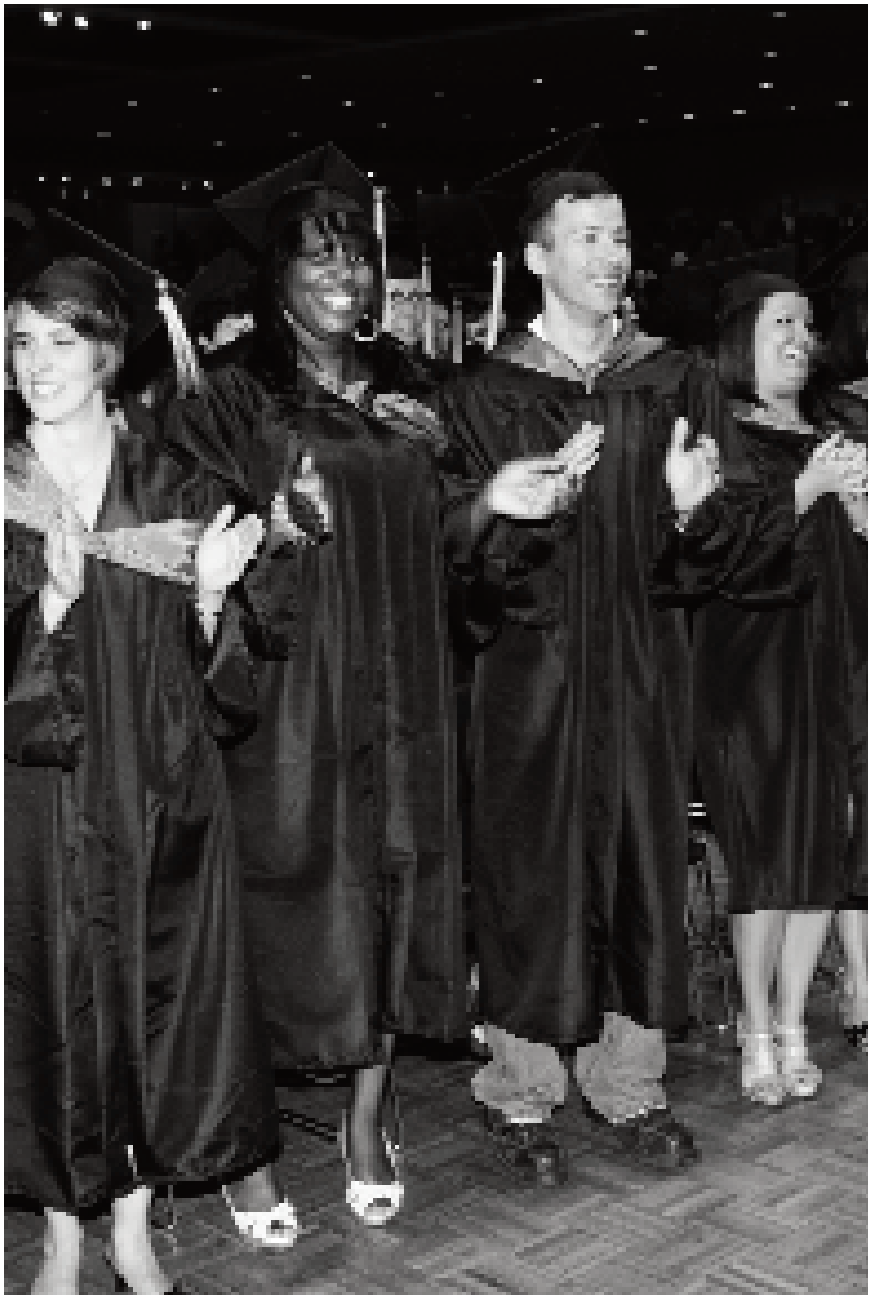
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The Associate in Arts and Associate in Science Degrees are awarded to those students who complete a general education curriculum in liberal arts. The course of study for these degrees is designed to develop judgment and understanding about human beings' relationship to the social, cultural and natural facets of their total environment. The curriculum is organized to include four general education areas: the Humanities, Natural Sciences and Mathematics, Social Sciences, and Religious Studies and Philosophy.

The Liberal Arts Degree has a minimum of 48 credit hours in these four areas for an Associate in Arts Degree. The remaining 16 credit hours may be free electives.

The Education Transfer Degree has a minimum of 50 credits in these four areas for an Associate in Arts Degree. The remaining 14 credit hours are education courses in educational theory and practice, which will transfer to four-year education programs. Eleven of the liberal arts credits are cross-listed as education credits so a graduate may leave the program with a total of 25 education credits.

The General Studies Degree has a minimum of 32 semester credit hours in these four areas for an Associate in Science degree. The remaining 32 credit hours may be free electives.



## ACCOUNTING

### AAS

Sharon M. Hope, MS  
*Chairperson*

The Accounting Degree integrates business and management skills with advanced accounting methods, thus broadening career choices. This degree is designed as both a terminal and a baccalaureate transfer program. The Accounting AAS Degree can be earned in the Day\*, Evening and Weekend College. Online courses are also available.

A strong foundation in business knowledge and skills prepares students for meaningful and productive careers. An emphasis in critical thinking, human resources and technology helps students to develop the requirements for employment in today's business environment. Online courses are an integral part of the business program in that they offer students a broad range of up-to-date business competencies, including written communication, time management and planning, as well as a strong foundation in computer technology.

## ACCOUNTING

### Day Division\*

HEGiS 5002

Course	First Semester	Credit Hours
Bus 236	Financial Accounting	3
Bus 219	Business Organization & Management	3
Eng 111	Composition I	3
Fye 101	First-Year Experience I	1
Mat	Elective	3
CSC 111	Comp Tech Concepts & Skills	3
		<hr/> 16
	<b>Second Semester</b>	
Bus 254	Organizational Communications	3
Bus 237	Managerial Accounting	3
CSC 201	Electronic Spreadsheets	3
Fye 102	First-Year Experience II	1
Mat	Elective	3
Psy 100	General Psychology	3
ReS/Phi	Elective	3
		<hr/> 19
	<b>Third Semester</b>	
Bus 204	Business Law I	3
Bus 226	Intermediate Accounting I	3
Bus 228	Cost Accounting	3
Eco 100	Macroeconomics	3
ReS	Elective	3
		<hr/> 15
	<b>Fourth Semester</b>	
Bus 205	Business Law II	3
Bus 227	Intermediate Accounting II	3
Bus 240	Human Resource Management	3
Eco 101	Microeconomics	3
Eng	Elective	3
Bus 250	Governmental Accounting	3
		<hr/> 18

*\*Programs offered only if enrollment warrants.*

## ACCOUNTING

### *Evening Division\**

HEGiS 5002

Course	First Semester	Credit Hours
Bus 219	Business Organization & Management	3
Bus 236	Financial Accounting	3
CSC 111	Comp Tech Concepts & Skills	3
		9
	<b>Second Semester</b>	
Bus 254	Business Communications	3
Bus 237	Managerial Accounting	3
CSC 201	Electronic Spreadsheets	3
		9
	<b>SUMMER I</b>	
Eng 111	Composition I	3
Psy 100	General Psychology	3
		6
	<b>Third Semester</b>	
Bus 204	Business Law I	3
Eco 100	Macroeconomics	3
Mat	Elective	3
		9
	<b>Fourth Semester</b>	
Bus 205	Business Law II	3
Bus 240	Human Resource Management	3
ReS	Elective	3
		9
	<b>SUMMER II</b>	
Eco 101	Microeconomics	3
Eng	Elective	3
ReS/Phi	Elective	3
		9
	<b>Fifth Semester</b>	
Bus 228	Cost Accounting	3
Bus 226	Intermediate Accounting I	3
Mat	Elective	3
		9
	<b>Sixth Semester</b>	
Bus 227	Intermediate Accounting II	3
Bus 250	Governmental Accounting	3
		6

## ACCOUNTING

### *Weekend College\**

HEGiS 5002

Course	First Term	Credit Hours
Bus 219	Business Organization & Management	3
Bus 236	Financial Accounting	3
CSC 111	Comp Tech Concepts & Skills	3
Eng 111	Composition I	3
		12
	<b>Second Term</b>	
Bus 254	Business Communications	3
Bus 237	Managerial Accounting	3
CSC 201	Electronic Spreadsheets	3
Bus 240	Human Resource Management	3
		12
	<b>Third Term</b>	
Psy 100	General Psychology	3
Mat	Elective	3
ReS/Phi	Elective	3
		9
	<b>SECOND YEAR</b>	
	<b>Fourth Term</b>	
Bus 204	Business Law I	3
Bus 226	Intermediate Accounting I	3
Bus 228	Cost Accounting	3
Eco 100	Macroeconomics	3
		12
	<b>Fifth Term</b>	
Bus 205	Business Law II	3
Bus 227	Intermediate Accounting II	3
Bus 250	Governmental Accounting	3
		9
	<b>Sixth Term</b>	
Eco 101	Microeconomics	3
Eng	Elective	3
Mat	Elective	3
ReS	Elective	3
		12

*\*Programs offered only if enrollment warrants.*



## EDUCATION— EARLY CHILDHOOD

### AAS

The Early Childhood Education (ECE) Degree Program prepares students to work with young children and their families in both the educational and social service settings, as well as preparing them for transfer to four-year institutions. Students will observe and work with young children at various locations, affording them the opportunity to work with diverse populations in educational settings in the broader community. All students must meet the health requirements of the Education Program. Satisfactory health approval will be based upon a physical examination and immunization records.

A student must obtain a minimum grade of “C” in each education course. (A grade of “C-” is not adequate.) The student must pass both the theoretical and clinical components of relevant early childhood courses or the course must be repeated in its entirety.

A student may repeat an education course only once. A student who receives a “C-” or less in an education course for two consecutive semesters may not return to the program. General Studies, Letter of Intent students, who wish to apply (or reapply) to the Education Program, must schedule an appointment with the chairperson. The interview process will include a review of the student’s course work, attendance and preparation.

## EDUCATION—EARLY CHILDHOOD *Day Division\**

HEGiS 5503

Course	First Semester	Credit Hours
Edu 100	Foundations of Education	3
Edu 160	Literacy & Literature for Children	4
CSC 111	Comp Tech Concepts & Skills	3
Eng 111	Composition I	3
Psy 100	General Psychology	3
		16
<b>Second Semester</b>		
Edu 101	Curriculum	4
Edu 110	Disability in Education	4
Edu 130	Creative Expression	3
Edu 150	Classroom Management	2
Phi 201	Contemporary Moral Issues	3
		16
<b>SECOND YEAR</b>		
<b>Third Semester</b>		
Edu 210	Pre-Professional Seminar w/Observation	6
Edu 211	Portfolio Seminar	1
Edu 240	Technology in the Classroom	3
Edu 245	Child Development & Health	4
Soc 101	Introduction to Sociology	3
		17
<b>Fourth Semester</b>		
Sci	Science w/lab	4
ReS/Phi	Elective	3
Eng 103	Speech & Oral Interpretation	3
His 210	20th Century U.S. History	3
Mat	Elective	3
		16

*\*Programs offered only if enrollment warrants.*

*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.*



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# EDUCATION TRANSFER PROGRAM

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## AA

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Holly West, MS  
*Chairperson*

The Education Transfer Program prepares students for transfer to four-year institutions to pursue childhood, middle childhood or secondary education degrees and certification with the career objective to become teachers. Students will take courses in educational theory and practice, which includes field observations and participation, as well as a substantial number of liberal arts courses to ensure successful transfer to either an education or liberal arts four-year degree.

The program goal is to ensure that graduates reach a level of accomplishment comparable to that of quality four-year college education programs, and that all credit hours earned are granted for significant achievement only.

Successful students will demonstrate an understanding of the essential components of the teaching and learning process in academic settings, as well as current educational trends and practices in diverse learning settings.

A student may repeat an Education course only once. A student who receives a “C-” or less in an Education course for two consecutive semesters may not return to the program. General Studies, Letter of Intent students, who wish to apply (or reapply) to the Education Program, must schedule an appointment with the chairperson. The interview process will include a review of the student’s course work, attendance and preparation.

Graduates will transfer to four-year colleges to complete either a degree in education or a degree in liberal arts. This program allows liberal arts students to explore their interest in education without jeopardizing their ability to complete the liberal arts concentration for graduation.

# EDUCATION TRANSFER PROGRAM

## Day Division\*

HEGiS 5608

Course	First Semester	Credit Hours
Edu 100	Foundations of Education	3
Edu 160	Literacy & Literature for Children	4
CSC 111	Comp Tech Concepts & Skills	3
Eng 111	Composition I	3
Psy 100	General Psychology	3
		<hr/> 16
	<b>Second Semester</b>	
Edu 110	Disability in Education	4
Edu 260	Educational Psychology	3
Eng	English Elective	3
Phi 201	Contemporary Moral Issues	3
		<hr/> 13
	<b>SECOND YEAR</b>	
	<b>Third Semester</b>	
Edu 210	Pre-Professional Seminar w/Observation	3
Edu 211	Portfolio Seminar	1
Edu 240	Technology in the Classroom	3
Eng 230	Contemporary American Fiction	4
Eco 100	Macroeconomics	3
ReS/Phi	Elective	3
		<hr/> 17
	<b>Fourth Semester</b>	
Sci	Science with lab	4
Edu 203	Child and Adolescent Development	4
Eng 103	Speech & Oral Interpretation	3
His 210	20th Century U.S. History	3
Mat	Elective	3
		<hr/> 17

\*Programs offered only if enrollment warrants.



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## GENERAL STUDIES

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### AS

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Anne Devlin, MA  
*Chairperson*

The General Studies Degree is designed for students who wish to enter a career program but lack prerequisites and/or a level of skills needed for acceptance into a specific program. It is also designed for students who wish postsecondary education for enrichment or to further develop career goals.

## GENERAL STUDIES

*Day and Evening Divisions*

*Weekend College*

HEGiS 5699

The General Studies student must successfully complete 64 credits as follows:

1. 12 credits to fulfill the College requirement of three credits in Religious Studies and an additional three credits in Philosophy or Religious Studies, and six credits in English, including English 111.
2. Two credits of First-Year Experience course work required.
3. 20 credits of a liberal arts core in areas of Humanities (English, Nonstudio Art and Music, etc.), Natural Sciences (Mathematics, Science, etc.), Social Sciences (Psychology, Sociology, Economics, etc.), and Religious Studies/Philosophy, with a reasonable distribution in three of the four areas.
4. 32 credits of free electives.

The General Studies student is encouraged to consider a block of courses in a particular career field to facilitate future employment or education.



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## LIBERAL ARTS

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### AA

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Anne Devlin, MA  
*Chairperson*

The Liberal Arts Degree is a multipurpose degree providing students the opportunity to pursue a well-rounded education by exploring courses in a wide range of areas, such as psychology, English, science, etc.; to sample various disciplines to determine their educational futures; or to prepare themselves for continued study towards a baccalaureate degree.

## LIBERAL ARTS

*Day and Evening Divisions*

*Weekend College*

HEGiS 5649

The Liberal Arts student must successfully complete 64 credits as follows:

1. 48 credits of liberal arts including the following: six credits in Religious Studies or Philosophy, including ReS 201—Contemporary Moral Issues; six credits in English, including Eng 111—Composition I; three credits in mathematics; three credits in science; and two credits of First-Year Experience courses.

The liberal arts credits must also be distributed as follows:

12 credits in each of three of the following four areas to total 36 credits:

- Religious Studies/Philosophy
- Social Science (Sociology, Psychology, Economics, etc.)
- Natural Science (Mathematics, Science, etc.)
- Humanities (English, Nonstudio Art and Music, etc.)

12 additional credits in any liberal arts course offerings

2. 16 credits, not necessarily in liberal arts areas, which must be approved by an academic advisor.



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## LIBERAL ARTS— ENGLISH CONCENTRATION

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AA

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Anne Devlin, MA  
*Chairperson*

The Liberal Arts Degree with an English concentration allows the student to focus on an interest in writing and literature by taking a variety of English courses. These will provide an in-depth study of language through composition classes and various classes in literature, such as the short story and drama. Upon completion of the degree, a student will have a strong background to transfer to a four-year college to study English, leading to possible careers in teaching, journalism, publishing, public relations, and law, just to name a few. Additionally, employers today consistently note that the top skill they seek in hiring employees is communication, especially in writing.

## LIBERAL ARTS— ENGLISH CONCENTRATION

*Day and Evening Divisions  
Weekend College*

HEGIS 5649

The Liberal Arts–English concentration student must successfully complete 64 credits as follows:

1. 48 credits of liberal arts including the following: six credits in Religious Studies or Philosophy, including ReS 201—Contemporary Moral Issues; six credits in English, including Eng 111—Composition I; three credits in mathematics; three credits in science; and two credits of First-Year Experience courses.

The liberal arts credits must also be distributed as follows:

12 credits in each of three of the following four areas to total 36 credits:

- Religious Studies/Philosophy
- Social Science (Sociology, Psychology, Economics, etc.)
- Natural Science (Mathematics, Science, etc.)
- Humanities (English, Nonstudio Art and Music, etc.)

12 credits in the English concentration

2. 16 credits, not necessarily in liberal arts areas, which must be approved by an academic advisor.

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LIBERAL ARTS—  
PSYCHOLOGY  
CONCENTRATION

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AA

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Anne Devlin, MA  
*Chairperson*

The Liberal Arts Degree with a Psychology concentration explores the science of behavior and mental processes. The concentration features a core curriculum that emphasizes the scientific and empirical bases of psychology. The goal of the program is to produce graduates with critical thinking skills based on their knowledge of the principles and methodology in psychology. The concentration will provide the background necessary to pursue a bachelor's degree in psychology or related social or behavioral science, and to seek employment in the mental health, counseling or personnel fields.

LIBERAL ARTS—  
ENGLISH CONCENTRATION  
*Day and Evening Divisions  
Weekend College*

HEGIS 5649

The Liberal Arts–Psychology concentration student must successfully complete 64 credits as follows:

1. 48 credits of liberal arts including the following: six credits in Religious Studies or Philosophy, including ReS 201—Contemporary Moral Issues; six credits in English, including Eng 111—Composition I; three credits in mathematics; three credits in science; and two credits of First-Year Experience courses.

The liberal arts credits must also be distributed as follows:

12 credits in each of three of the following four areas to total 36 credits:

- Religious Studies/Philosophy
- Social Science (Sociology, Psychology, Economics, etc.)
- Natural Science (Mathematics, Science, etc.)
- Humanities (English, Nonstudio Art and Music, etc.)

12 credits in the Psychology concentration

2. 16 credits, not necessarily in liberal arts areas, which must be approved by an academic advisor

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LIBERAL ARTS—  
RELIGIOUS STUDIES/  
PHILOSOPHY  
CONCENTRATION

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AA

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Anne Devlin, MA  
*Chairperson*

The Liberal Arts Degree with a Religious Studies/Philosophy concentration engages students in the study of life's most fundamental ethical questions and the quest for ultimate meaning. As a result of this concentration, students will investigate varieties of religious experiences and philosophical perspectives, and demonstrate competency in the skills of problem solving, organizing information logically, critical thinking, researching, writing, and gaining aesthetic awareness. The concentration is especially recommended for students seeking further study in Religious Studies, Philosophy and/or Theology.

LIBERAL ARTS—  
RELIGIOUS STUDIES/  
PHILOSOPHY CONCENTRATION

*Day and Evening Divisions  
Weekend College*

HEGIS 5649

The Liberal Arts–Religious Studies/  
Philosophy concentration student  
must successfully complete 64 credits  
as follows:

1. 48 credits of liberal arts including the following: six credits in Religious Studies or Philosophy, including ReS 201—Contemporary Moral Issues; six credits in English, including Eng 111—Composition I; three credits in mathematics; three credits in science; and two credits of First-Year Experience courses.

The liberal arts credits must also be distributed as follows:

12 credits in each of three of the following four areas to total 36 credits:

- Religious Studies/Philosophy
- Social Science (Sociology, Psychology, Economics, etc.)
- Natural Science (Mathematics, Science, etc.)
- Humanities (English, Nonstudio Art and Music, etc.)

12 credits in the Religious Studies/  
Philosophy concentration

2. 16 credits, not necessarily in liberal arts areas, which must be approved by an academic advisor

# MANAGEMENT

## AAS

Sharon M. Hope, MS  
*Chairperson*

The Management degree offers students a curriculum designed to build the executive skills necessary to successfully compete in contemporary business environments. The program includes specialized instruction in accounting, business law, economics, management, marketing, human resources, social responsibility and entrepreneurship. Students also learn the psychology behind making a company profitable and efficient. The Business Department constantly evaluates this degree to include the latest business skills. The degree is designed as both a terminal and baccalaureate transfer program. Online courses are an integral part of the business program in that they offer students a broad range of up-to-date business competencies including written communication, time management, and a strong foundation in computer technology. Two credits of First-Year Experience are required.

A student must obtain a minimum grade of “C” in all required courses. (A “C-“ is not acceptable.)

*\* Programs offered only if enrollment warrants.*

# MANAGEMENT

## Day Division\*

HEGiS 5004

Course	First Semester	Credit Hours
Bus 219	Business Organization & Management	3
Bus 236	Financial Accounting	3
CSC 111	Comp Tech Concepts & Skills	3
Eng 111	Composition I	3
Fye 101	First-Year Experience I	1
Mat	Elective	3
		<hr/> 16
	<b>Second Semester</b>	
Bus 237	Managerial Accounting	3
Bus 254	Organizational Communications	3
Fye 102	First-Year Experience II	1
Mat	Elective	3
Psy 100	General Psychology	3
ReS/Phi	Elective	3
		<hr/> 16
	<b>Third Semester</b>	
Bus 204	Business Law I	3
Bus 213	Marketing	3
Eco 100	Macroeconomics	3
Eng	Elective	3
Phi 262	Corporate Social Responsibility	3
		<hr/> 15
	<b>Fourth Semester</b>	
Bus 205	Business Law II	3
Bus 240	Human Resource Management	3
Bus 265	Entrepreneurship and Business Planning	3
Eco 101	Microeconomics	3
Psy 205	Psychology of Interpersonal Relations	3
		<hr/> 15

**MANAGEMENT**  
*Evening Division*

HEGiS 5004

<b>Course</b>	<b>First Semester</b>	<b>Credit Hours</b>
Fye 101	First-Year Experience I	1
Bus 219	Business Organization & Management	3
Bus 236	Financial Accounting	3
CSC 111	Comp Tech Concepts & Skills	3
		10
	<b>Second Semester</b>	
Fye 102	First-Year Experience II	1
Bus 254	Organizational Communications	3
Bus 237	Managerial Accounting	3
Mat	Elective	3
		10
	<b>SUMMER I</b>	
Eng 111	Composition I	3
Psy 100	General Psychology	3
		6
	<b>Third Semester</b>	
Bus 204	Business Law I	3
Eco 100	Macroeconomics	3
Mat	Elective	3
		9
	<b>Fourth Semester</b>	
Bus 205	Business Law II	3
Bus 240	Human Resource Management	3
Phi 262	Corporate Social Responsibility	3
		9
	<b>SUMMER II</b>	
ReS	Elective	3
Eng	Elective	3
		6
	<b>Fifth Semester</b>	
Bus 213	Basic Marketing	3
Mat	Elective	3
Psy 205	Psychology of Interpersonal Relations	3
		9
	<b>Sixth Semester</b>	
Bus 265	Entrepreneurship and Business Planning	3
Eco 101	Microeconomics	3
		6

**MANAGEMENT**  
*Weekend College\**

HEGiS 5004

<b>Course</b>	<b>FIRST YEAR</b>	<b>Credit Hours</b>
	<b>First Term</b>	
Bus 219	Business Organization & Management	3
Bus 236	Financial Accounting	3
CSC 111	Comp Tech Concepts & Skills	3
Eng 111	Composition I	3
Fye 101	First-Year Experience I	1
		13
	<b>Second Term</b>	
Bus 201	Business Communications	3
Bus 237	Managerial Accounting	3
Bus 240	Human Resource Management	3
Fye 102	First-Year Experience II	1
Mat	Elective	3
		13
	<b>Third Term</b>	
Mat	Elective	3
Psy 100	General Psychology	3
ReS/Phi	Elective	3
		9
	<b>SECOND YEAR</b>	
	<b>Fourth Term</b>	
Bus 204	Business Law I	3
Bus 213	Basic Marketing	3
Eco 100	Macroeconomics	3
Eng	Elective	3
		12
	<b>Fifth Term</b>	
Bus 205	Business Law II	3
Mat	Elective	3
Psy 205	Psychology of Interpersonal Relations	3
Soc 101	Introduction to Sociology	3
		12
	<b>Sixth Term</b>	
Bus 265	Entrepreneurship and Business Planning	3
Eco 101	Microeconomics	3
LArts	Elective	3
ReS	Elective	3
		12

*\* Programs offered only if enrollment warrants.*

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# NURSING

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## AAS

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Linda Millenbach, RN, PhD  
*Chairperson*

The Nursing curriculum moves from nursing theory to the art and science of patient care, integrating clinical experiences with formal classroom work. Nursing courses are offered in day and evening divisions. Clinical laboratory experiences are conducted at a variety of facilities that will meet the students' clinical objectives.

All students must meet the health requirements of the Nursing Program and health agencies. Satisfactory health clearance and a copy of current CPR registration must be on file in the department by August 15 in order to maintain admission status. All forms are required prior to participation in each of the clinical courses (Nur 120, 130, 240, 250, 260).

A student must obtain a minimum grade of "C" in all courses required in the Nursing Program. (A grade of "C-" is not adequate to meet the minimum requirement of "C".) The student must pass both theoretical and clinical components of a nursing course, or the course must be repeated in its entirety. Failure to successfully complete course work that is required by the Nursing Program results in dismissal from the program. Refer to the Associate Degree Nursing Student Handbook for the readmission policy to the nursing program. Readmission to the Nursing

Program is not automatic, and is at the discretion of the Nursing chairperson and faculty, and may depend upon space availability. Readmission to the Nursing Program beyond Nursing 120 will require written, dosage and skills examinations. The student must be successful in all areas.

All applicants to the nursing program will be required to take the TEAS test. Those scoring below the national means for any of the four sections will be required to complete remedial course work and be retested after remediation to be admitted into the program. See prerequisites for associate degree for details.

Students who are unsuccessful in the PNC Program will not be admitted into AAS Nursing Program.

Requests for readmission must be submitted by February 1 for the fall semester and September 15 for the spring semester. Those who wish to reenter the program after two years must start with Nur 120 to return. Those students who successfully complete a PNC program after failing the ADN program will be considered for readmission to the ADN program.

Graduates of this program are eligible to take the National Council Licensing Examination—RN.

The Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN), formerly the National League for Nursing Accrediting Commission and is a

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member of the National Council of Associate Degree Programs.

Further information on the program may be obtained by contacting the Accreditation Commission for Education in Nursing (ACEN) formerly National League of Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia, 30326, telephone 404.975.5000, fax 404.975.5020, [www.nlnac.org/ACEN](http://www.nlnac.org/ACEN).

ADN Program Outcomes: NCLEX results for 2012: 84 took the licensing exam and 97.62% passed. The national pass rate for 2012 was 84.23%.

### **ADVANCED PLACEMENT THREE OPTIONS**

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To be admitted to any of the options, the student must meet all the prerequisite requirements, including the TEAS.

**Advanced Placement for LPN or Nursing Transfer:** Advanced placement for Licensed Practical Nurses (LPNs) and those approved by the Nursing chairperson is available. They may challenge seven credits in nursing after successfully completing a six-week review course and written, dosage and skills exams. Students who do so will be granted life experience credit and will be exempt from introductory nursing courses Nur 110 and 120. They will advance directly to Nur 130, Nursing III. See the Admissions section for

requirements for advanced placement admissions. Advanced placement classes are held twice a year, fall and spring semesters, on six consecutive Tuesday evenings, usually from 6:00-9:00 p.m.. Students may not repeat the course. LPNs must submit a resume demonstrating current clinical experience. Enrollment in the Advanced Placement Challenge Class is based on available space in the Nursing Program and may not be repeated. If you are unsuccessful in this course you are not eligible for the PN-RN transition course.

**PN-RN Transition:** A second option for advanced placement of LPNs is offered via the PN-RN Transition Course. This course is designed to validate prior learning, and update or enhance the student's nursing knowledge. The applicant must hold a current LPN registration in the United States or its jurisdictions, and must complete both the PN-RN Transition Course (Nur 198) and PN Transition Skills Course (Nur 199), which grants the applicant 15 credits in nursing. Transition Course workload is comparable to the workload of a four-credit course, and the skills gained are also comparable. These courses are offered in the Summer Session. To enter the Nursing Program at the senior level, the applicant must have successfully completed Nur 198 and Nur 199, and 23 of the required liberal arts credits. A resume demonstrating current clinical experience is required to enter Nur 198. Each applicant must be



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successful in both courses to advance in the Nursing Program. See the Admissions section for requirements for advanced placement admissions. Enrollment in the PN–RN Transition Course is based on available space in the Nursing Program. Students may not repeat the course.

**Maria College PNC Graduates:**

Students who graduate from Track II of the Maria College PNC Program will have completed the equivalent of the first year of the ADN Nursing course work and may enter the Nursing Program at the second level by taking Nur 240 in the fall semester. Completion of 25 required liberal arts credits is necessary to qualify for admission. Students who graduate from Track I may qualify with additional required course work.

Applicants must submit a degree application by April 1 prior to the

fall semester in which they plan to begin, meet all normal admissions requirements for the associate degree program, and pass the NCLEX (LPN) by December 1 of the year the applicant begins Nur 240. If the PNC graduate does not start the ADN program immediately after completion of the PNC program, the graduate must have passed the PN-NCLEX and have worked as an LPN for six months prior to admission to the ADN program. A copy of the license and a letter of employment verification must be submitted at time of application. At the discretion of the Chair, some students may be required to take the PN-RN Transition Course.

***Nursing laboratories are not latex-free.***

*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.*



**NURSING**  
*Day Division*  
HEGiS 5208.10

<b>Course</b>	<b>First Semester</b>	<b>Credit Hours</b>
AnP 105	Anatomy & Physiology I	3
AnP 107	Anatomy & Physiology Lab I	1
Nur 110	Nursing I	1
Nur 120	Nursing II	6
Psy 100	General Psychology	3
		14
	<b>Second Semester</b>	
AnP 106	Anatomy & Physiology II	3
AnP 108	Anatomy & Physiology Lab II	1
Eng 111	Composition I	3
Nur 130	Nursing III	8
Psy 200	Developmental Psychology	3
		18
	<b>Third Semester</b>	
Mic 203	Microbiology	4
Nur 240	Nursing IV	8
ReS 201	Contemporary Moral Issues	3
Eng	Elective	3
		18
	<b>Fourth Semester</b>	
Nur 250	Nursing V	9
Nur 260	Nursing VI	3
ReS/Phi	Elective	3
Soc 101	Introduction to Sociology	3
		18

**NURSING**  
*Evening Division*  
HEGiS 5208.10

<b>Course</b>	<b>First Semester<sup>1</sup></b>	<b>Credit Hours</b>
AnP 105	Anatomy & Physiology I	3
AnP 107	Anatomy & Physiology Lab I	1
Psy 100	General Psychology	3
		7
	<b>Second Semester<sup>1</sup></b>	
AnP 106	Anatomy & Physiology II	3
AnP 108	Anatomy & Physiology Lab II	1
Eng 111	Composition	3
		7
	<b>SUMMER I</b>	
ReS 201	Contemporary Moral Issues	3
Psy 200	Developmental Psychology	3
Eng	Elective	3
		9
	<b>Third Semester</b>	
Nur 110	Nursing I	1
Nur 120	Nursing II	6
		7
	<b>Fourth Semester<sup>2</sup></b>	
Nur 130	Nursing III	8
	<b>SUMMER II</b>	
Soc 101	Introduction to Sociology	3
ReS/Phi	Elective	3
		6
	<b>Fifth Semester<sup>2</sup></b>	
Mic 203	Microbiology	4
Nur 240	Nursing IV	8
		12
	<b>Sixth Semester<sup>2</sup></b>	
Nur 250	Nursing V	9
Nur 260	Nursing VI	3
		12

<sup>1</sup> First and Second semester courses must be taken prior to Nur II. Nur I may be taken prior to or concurrent with Nur II.

<sup>2</sup> A clinical experience may be required during day hours.

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# OCCUPATIONAL THERAPY ASSISTANT

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## AAS

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Scott L. Homer, MS, OTR/L  
*Chairperson*

Occupational Therapy courses are offered in the Day Division and Weekend College. Courses are taught in a combination of lecture, discussion and demonstration, with active participation being vital to student learning. Clinical experience is offered in a variety of traditional settings, including hospitals, rehabilitation centers, nursing homes, mental health facilities, developmental centers and schools. Emerging areas of OT practice in community and social systems are used to reflect local current trends in health care. Clinical laboratory and fieldwork education are scheduled during the day hours for all students. Students in the Occupational Therapy Assistant (OTA) Program may need CPR certification, and to complete fingerprinting and a criminal background check for clearance to participate in clinical and fieldwork educational components.

All students must meet the health requirements of the Occupational Therapy Assistant Program and clinical agencies. Satisfactory health clearance, up-to-date immunizations, 2-step PPD (tuberculosis screening) and personal professional liability insurance must be on file with the OTA department prior to participation in each of the courses with clinical components (OcT 111, 116, 117, 210, 216-219). A grade of "C" must be obtained in all required courses. (A "C-" is not acceptable.) Satisfactory performance in clinical experiences is required for continuance in and graduation from the program.

Graduates of the program are eligible to sit for the National Occupational Therapy Assistant Certification Examination, administered by the National Board for Certification in Occupational Therapy (NBCOT), and are eligible to apply for state authorization/licensure. Successful completion of the exam allows the individual to use the title "Certified Occupational Therapy Assistant"(COTA). The majority of states require applicants to pass the certification examination to meet eligibility criteria for state authorization/licensure. A prior felony conviction may affect a graduate's ability to sit for the NBCOT Certification Exam and/or attain state authorization/licensure.

**OTA Program Outcomes:** The total number of graduates who passed the National Board for Certification in Occupational Therapy (NBCOT) certification examination as first-time new graduate\* test takers in 2009-2011 was 21 out of 25, which is a pass rate of 84%. During that three-year time period, the program had 50 graduates.

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of The American Occupational Therapy Association, Inc. (AOTA), 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220, (301) 652-2682). The OTA Program will be reaccruited in the 2020-2021 academic year.

***OTA laboratories are not latex-free.***

*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 certification or authorization licensure.*

*\*New graduates are those taking the exam within one year of graduation date.*

## OCCUPATIONAL THERAPY ASSISTANT

### *Day Division*

HEGIS 5210

Course	First Semester	Credit Hours
AnP 105	Anatomy & Physiology I	3
AnP 107	Anatomy & Physiology Lab I	1
Eng 111	Composition I	3
OcT 111	Introduction to OT <sup>1</sup>	3
OcT 112	OT Skills & Application I	2
Psy 100	General Psychology	3
Sci 100	Medical Terminology and Conditions	3
		18
	<b>Second Semester</b>	
AnP 106	Anatomy & Physiology II	3
AnP 108	Anatomy & Physiology Lab II	1
OcT 114	Daily Living Skills	3
OcT 116	OT Skills & Application II	2
OcT 119	Kinesiology	1
OcT 117	Fieldwork I <sup>2</sup>	1
OcT 120	Occ. Performance Across the Lifespan	3
Psy 205	Psychology of Interpersonal Relations	3
ReS/Phi	Elective	3
		20
	<b>Third Semester</b>	
OcT 210	Fieldwork I - Psychosocial	1
OcT 211	Management Procedures	2
OcT 213	OT in Developmental Disabilities Practice	3
OcT 214	OT in Physical Dysfunction Practice	3
OcT 215	OT in Psychosocial Dysfunction Practice	4
ReS 201	Contemporary Moral Issues	3
Eng	Elective	3
		19
	<b>Fourth Semester</b>	
OcT 216	Fieldwork II — Psychosocial Dysfunction <sup>3</sup>	3-6
OcT 217	Fieldwork II — Physical Dysfunction <sup>3</sup>	3-6
OcT 218	Fieldwork II — Developmental Disabilities <sup>3</sup>	3-6
OcT 219	Fieldwork II — Other <sup>3</sup>	3-6
OcT 230	Professional Issues in Occupational Therapy	2
		14

Clinical Observation and Fieldwork Requirements

<sup>1</sup> OcT 111: Introduction to OT—Includes 40 day hours of clinical observation.

<sup>2</sup> OcT 117: Fieldwork I—Consists of two weeks, full-time days, following spring semester final examinations.

<sup>3</sup> Fieldwork requirement in the Day Fourth Semester or Weekend Eighth Term, following successful completion of academic course work, students select two or three Fieldwork II courses (OcT 216-219), each consisting of four to eight weeks, a total of 16 weeks, and a minimum total of 12 credits. All OTA students must complete Fieldwork II within 18 months following completion of academic course work.

## OCCUPATIONAL THERAPY ASSISTANT

### *Weekend College\**

HEGIS 5210

Course	FIRST YEAR	Credit Hours
	<b>First Term</b>	
AnP 105	Anatomy & Physiology I	3
AnP 107	Anatomy & Physiology Lab I	1
Eng 111	Composition I	3
Psy 100	General Psychology	3
		10
	<b>Second Term</b>	
AnP 106	Anatomy & Physiology II	3
AnP 108	Anatomy & Physiology Lab II	1
Psy 205	Psychology of Interpersonal Relations	3
ReS/Phi	Elective	3
		10
	<b>Third Term</b>	
ReS 201	Contemporary Moral Issues	3
Eng	Elective	3
		6
	<b>SECOND YEAR</b>	
	<b>Fourth Term</b>	
OcT 111	Introduction to OT <sup>1</sup>	3
OcT 112	OT Skills & Application I	2
Sci 100	Medical Terminology and Conditions	3
		8
	<b>Fifth Term</b>	
OcT 114	Daily Living Skills	3
OcT 116	OT Skills & Application II	2
OcT 117	Fieldwork I <sup>2</sup>	1
OcT 120	Occ. Performance Across the Lifespan	3
		9
	<b>Sixth Term</b>	
OcT 119	Kinesiology	1
OcT 210	Fieldwork I - Psychosocial	1
OcT 215	OT in Psychosocial Dysfunction Practice	4
		6
	<b>THIRD YEAR</b>	
	<b>Seventh Term</b>	
OcT 211	Management Procedures	2
OcT 213	OT in Developmental Disabilities Practice	3
OcT 214	OT in Physical Dysfunction Practice	3
		8
	<b>Eighth Term</b>	
OcT 216	Fieldwork II — Psychosocial Dysfunction <sup>3</sup>	3-6
OcT 217	Fieldwork II — Physical Dysfunction <sup>3</sup>	3-6
OcT 218	Fieldwork II — Developmental Disabilities <sup>3</sup>	3-6
OcT 219	Fieldwork II — Other <sup>3</sup>	3-6
OcT 230	Professional Issues in Occupational Therapy	2
		14

\*Weekend College Program offered only if enrollment warrants.

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## PARALEGAL

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### AAS

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Sharon M. Hope, MS  
*Chairperson*

The Paralegal Degree Program prepares students to assist attorneys in virtually every facet of the practice of law. On a typical average day, a paralegal might be involved in handling a real estate closing, interviewing clients and witnesses, drafting legal documents, performing legal research and conducting an investigation. All paralegals work under the supervision of an attorney. This program is offered in the Weekend College, which meets every other weekend in the fall, spring, and summer sessions. Online courses are an integral part of the business program in that they offer students a broad range of up-to-date business competencies, including written communication, time management, and a strong foundation in computer technology.

A student must obtain a minimum grade of “C” in all required courses. A “C-“ is not acceptable.

A one-year Paralegal Certificate is also offered. (See page 87)

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### CAREER OPPORTUNITIES

Paralegals are employed in private law firms, offices of public defenders, court systems, government agencies, corporate legal departments, insurance companies, banks, real estate companies, community services programs, consumer organizations, and health care facilities. Students may also transfer credits to various four-year colleges toward a bachelor’s degree.

**PARALEGAL**  
*Weekend College*

HEGiS 5099

<b>Course</b>	<b>SECOND YEAR</b>	<b>Credit Hours</b>
<b>First Term</b>		
Fye 101	First-Year Experience I	1
CSC 111	Comp Tech Concepts & Skills	3
Eng 111	Composition I	3
Law 101	Introduction to Paralegalism	3
		10
<b>Second Term</b>		
Fye 102	First-Year Experience II	1
Bus 201	Business Communications	3
Eco 100	Macroeconomics	3
Law 102	Legal Research & Writing	4
Law 103	Litigation	3
		14
<b>Third Term</b>		
Law 104	Law Office Procedures	3
Soc 101	Introduction to Sociology	3
Eng	Elective	3
		9
<b>SECOND YEAR</b>		
<b>Fourth Term</b>		
Bus 236	Financial Accounting	3
CSC 105	Computer Applications for Law	3
Law 201	Family Law	3
Law 202	Real Property Law	3
		12
<b>Fifth Term</b>		
Law 203	Trusts and Estates	3
Law 204	Business Organization & Corporate Practice	3
ReS	Elective	3
		9
<b>Sixth Term</b>		
Law 205	Administrative Law	3
Law 209	Criminal Law	3
Phi 261	Legal Ethics	3
LArts	Elective	3
		12

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# PROFESSIONAL CERTIFICATE PROGRAMS

Maria College's Certificate Programs allow students who wish to achieve personal enrichment and career development goals the opportunity to learn specific skills, and gain the experience and confidence needed to advance in their chosen careers.

Maria offers Certificate Programs in Bereavement Studies, Gerontology, Paralegal, Practical Nurse (LPN Training) and Teaching Assistant.

A student must obtain a minimum grade of "C" in all certificate courses.

## BEREAVEMENT STUDIES

*Day and Evening Divisions*

*Weekend College*

HEGIS 5599

The Bereavement Studies Certificate Program is designed to educate in the complex process of dying, to guide in coping with grief and loss, and to empower by teaching spiritual practices conducive to healing and well-being of body, soul and spirit.

<b>Required Courses</b>			<b>Credit Hours</b>
Ber	100	Death, Dying & Bereavement	3
Ber	101	Accompanying the Dying Person and Family	3
Ber	103	Spirituality and Ritual	3
Ber	104	Children and Death	3
			12

<b>Elective Courses</b>			<b>Credit Hours</b>
<i>(3 additional credits required)</i>			
Ber	102	Soul-Searching	1
Ber	106	Support Groups	3
Ber	107	Disenfranchised Grief	1
Ber	109	Traumatic Grief & Crisis Intervention	1
Ber	112	Healing Art of Poetry	3
Ber	120	Healing Grief through the Arts	2
Ber	130	Spiritual Practices for Healing and Wholeness	2
Ber	150	Ritual for Wakes & Funerals	2
Ber	165	Cultural Diversity and Bereavement	1
Ber	185	Family Dynamics and Bereavement	2



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## GERONTOLOGY

Sr. Virginia Sposito, RSM  
*Coordinator*

*Day and Evening Divisions*  
*Weekend College*

HEGIS 5506.20

The Gerontology Certificate Program provides an overview of the aging process for professionals and paraprofessionals employed in the delivery of services to the aged, for those who hope to enter the field, for allied health students who will be working with this population, and for anyone wishing to gain knowledge of the aging process.

<b>Required Courses</b>		<b>Credit Hours</b>
Grn 101	Introduction to Gerontology	3
Grn 106	Elderly Care Services	3
		<hr/>
		6

<b>Elective Courses</b>		<b>Credit Hours</b>
<i>(6 additional credits required)</i>		
Grn 102	Nutrition of Aging	1
Grn 103	Alzheimer's Disease	1 or 2
Grn 104	Social Problems of the Elderly	3
Grn 105	Health of Aging	1
Grn 107	Sociology of Work and Leisure	1
Grn 110	Diversity of Aging	2
Psy 209	Psychology of Aging	3

## PARALEGAL

Sharon M. Hope, MS  
*Chairperson*

*Weekend College*

HEGIS 5099

The Paralegal Certificate Program is designed for students who have an associate or bachelor's degree; however, students without prior college background may be admitted if they have appropriate work experience and otherwise meet college admission requirements. Online courses are an integral part of the business program in that they offer students a broad range of up-to-date business competencies, including written communication, time management and planning, as well as a strong foundation in computer technology. Completion of Introduction to Computers or a comparable course at another institution is a prerequisite for entering the certificate program.

<b>Required Courses</b>		<b>Credit Hours</b>
<b>First Semester</b>		
Law 101	Introduction to Paralegalism	3
Law 201	Family Law	3
Law 202	Real Property Law	3
CSC 105	Computer Application for Law	3
		<hr/>
		12
<b>Second Semester</b>		
Law 102	Legal Research and Writing	4
Law 103	Litigation	3
Law 203	Trusts and Estates	3
Law 204	Business Organization and Corporate Practice	3
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		13

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**PRACTICAL NURSE  
(LPN TRAINING)**

Linda Millenbach, RN, PhD

*Chairperson*

*Weekend College*

HEGIS 5209.20

The Practical Nurse Certificate (PNC), a program within the Department of Nursing, is a 48-credit Certificate Program with up to 32 transferable nursing credits to the ADN Program at Maria College. Upon successful completion of the required course work, students are eligible to sit for the New York State National Council Licensure Examination for Practical Nurses (NCLEX-PN). Passing the Licensure Exam will make the graduate eligible for LPN positions in the health field.

The PNC Program is offered during the weekend and can be completed within six semesters by the qualified applicant. The program consists of 47-48 credits (29 Nursing and 18-19 liberal arts). It is recommended that at least 13-14 liberal arts credits be completed prior to the first nursing course. Admissions priority is given to those applicants who have successfully completed the science requirement.

To enter the Practical Nurse Certificate Program, the applicant must provide evidence of a completed high school program or the equivalent. All applicants will be required to take the TEAS test. Those scoring below the cutoff score will be advised to complete remedial work and can retake the TEAS once to meet the cutoff scores for admission into the program. See the prerequisites in the admissions section for the practical nurse program certificate for details.

A complete physical examination and cardiopulmonary resuscitation certification (CPR) are required before the student will be allowed to take clinical courses.

A student must obtain a minimum grade of "C" in all courses required in the PNC Program. (A grade of "C-" is not adequate to meet the minimum requirement of "C"). The student must pass both theoretical and clinical components of a nursing course, or the course must be repeated in its entirety. Failure to successfully complete course work that is required by the Nursing Program results in dismissal from the program. A student may repeat a nursing course only once. Readmission to the PNC Program is not automatic, and is at the discretion of the Nursing Chairperson and faculty, and may depend upon space availability. Readmission to the Nursing Program beyond PNC 101 will require written, dosage and skills examinations. The student must be successful in all three examinations.

Those who wish to reenter the program after two years must start with PNC 101. Any student who is unsuccessful in the PNC program will not be considered for admission to the ADN Program.

The PNC courses are offered only on the weekend and consist of a sequence of four semesters or about 15 months. The first course, PNC 101, which begins in May of each year, has lecture and lab classes during the summer Weekend College, which is generally every other weekend. The college success seminar for PNC (PRD 103) must be taken concurrently with PNC 101.

The remaining nursing courses (PNC 102, 103 and 104) are clinical courses and require student participation every weekend from September through August of the next year. Lecture and lab classes are during Saturday and Sunday of Weekend College. Clinical experience is required off-site at a clinical facility during Saturday and Sunday of the opposite weekends.

Transition to Nur 240 must be within two years of graduating from the PNC

Program. If out of the nursing program for more than two years, the LPN will need to take the PN-RN Transition Course.

*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.*

## TRACK ONE

**Track One** allows a student to complete the Certificate on a part-time basis during the weekend in 47 credits. Of those, 22 to 25 will transfer to the ADN Program at Maria College (15 Nursing and 9-12 Liberal Arts). This track is designed for the student whose interest is to begin working as an LPN after completing the Certificate.

Course	First Term	Credit Hours
Bio 103	Introduction to Human Biology	4
Eng 111	Composition I	3
		7
	<b>Second Term</b>	
Psy 100	General Psychology	3
Soc 101	Introduction to Sociology or	3
Soc 105	Introduction to Gerontology	6
	<b>Third Term</b>	
PNC 101	Fundamentals of Practical Nursing I	4
PRD 103	College Success Seminar for PNC	2
Psy 200	Developmental Psychology	3
		9
	<b>Fourth Term</b>	
PNC 102	Fundamentals of Practical Nursing II	9
	<b>Fifth Term</b>	
PNC 103	Fundamentals of Practical Nursing III	8
	<b>Sixth Term</b>	
PNC 104	Fundamentals of Practical Nursing IV	8

*If enrollment in the program allows, a student could enroll full-time combining weekend PNC course work with evening liberal arts courses.*

PN-NCLEX results for 2012: 32 took the licensing exam and 90.63% passed. The national pass rate for 2012 was 84.23%.

***Nursing laboratories are not latex-free.***

## TRACK TWO

**Track Two** allows a student to complete the Certificate on a part-time basis during the weekend in 48 credits. Of those, 32 will transfer to the ADN Program at Maria College (15 Nursing and 17 Liberal Arts).

Course	First Term	Credit Hours
AnP 105	Anatomy & Physiology I	3
AnP 107	Anatomy & Physiology I Lab	1
Eng 111	Composition I	3
		7
	<b>Second Term</b>	
AnP 106	Anatomy & Physiology II	3
AnP 108	Anatomy & Physiology II Lab	1
Psy 100	General Psychology	3
		7
	<b>Third Term</b>	
PNC 101	Fundamentals of Practical Nursing I	4
PRD 103	College Success Seminar for PNC	2
Psy 200	Developmental Psychology	3
		9
	<b>Fourth Term</b>	
PNC 102	Fundamentals of Practical Nursing II	9
	<b>Fifth Term</b>	
PNC 103	Fundamentals of Practical Nursing III	8
	<b>Sixth Term</b>	
PNC 104	Fundamentals of Practical Nursing IV	8

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## TEACHING ASSISTANT

Holly West, MS

*Chairperson*

*Day and Evening Divisions*

*Weekend College*

HEGIS 5503.00

The Teaching Assistant Certificate allows students to meet the training Level III for Teaching Assistants established by New York State. Completion of the Certificate will enable the graduate to assist the classroom teacher in public school settings, to provide direct instruction to students under the supervision of a New York State licensed educator, and to work with small groups of children in order to help the regular teacher discover the strengths and needs of the students in the use of various instructional resources. The course work can also be applied to the 64-credit hour Associate Degree in Early Childhood Education at Maria.

<b>Required Courses</b>			<b>Credit Hours</b>
Edu	100	Foundations of Education	3
Edu	101	Curriculum	4
Edu	110	Disability in Education	4
Edu	150	Classroom Management	2
Eng	111	Composition I	3
Mat	104	Introductory Algebra for College Students	3
		or	
Mat	106	College Algebra	3
Psy	100	General Psychology	3
Edu	245	Child Development & Health	3-4
		or	
Eng	103	Speech and Oral Interpretation	

25-26



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# COURSE DESCRIPTIONS

## BEREAVEMENT STUDIES

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**Ber 100      Death, Dying and Bereavement      3 credit hours      Fall**

Examines societal and personal attitudes on death, dying and bereavement. A major focus will be on loss and grief, including normal and abnormal grieving patterns in both adults and children. Basic skills for supporting the bereaved will be discussed, as well as community resources identified.

**Ber 101      Accompanying the Dying      3 credit hours      Fall**  
**Person and Family**

Designed to empower participants to ease the dying process by providing emotional and spiritual support to both patient and family, guiding them in anticipatory grieving, reconciliation and celebration.

**Ber 102      Soul-Searching      1 credit hour      Fall**

An exploration of the soulful place of feelings, imagination and connection relative to the experience of death and dying. Participants will imagine their own deaths as well as past losses, and learn the hermetic art of assisting the self and others in soulful living and dying.

**Ber 103      Spirituality and Ritual      3 credit hours      Spring**

An experiential survey of tools of spiritual care designed to facilitate the healing of wounds of grief and loss, as well as enhancing the life and work of the practitioner. Ritual, meditation, prayer, dreamwork, music, the use of the expressive arts and bodywork are among the practices to be explored

**Ber 104      Children and Death      3 credit hours      Spring**

Children—the forgotten mourners. How does our society support children in their grief? The course will examine how adults, including parents, teachers and health care professionals can talk to children about death and loss in general. This study of children's grief will include an examination of the developmental stages and children's reactions to death. Specific techniques and rituals designed for children will be explored and discussed.

**Ber 106      Support Groups      2-3 credit hours      Spring**

A study of the various types of bereavement support groups, including the basics of starting and facilitating a group. Group process and dynamics will be examined as well as group leadership. Training and personal qualifications of facilitators will be discussed. Participation in this course does not automatically qualify one to facilitate groups.

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**Ber 107      Disenfranchised Grief                      1 credit hour                      Spring**  
Designed to address the needs of mourners whose losses are not socially validated. Topics to be discussed will include perinatal deaths, abortion, homosexuality, extramarital affairs, former spouses and the death of pets. Techniques of assessment and support, as well as community resources, will be presented.

**Ber 109      Traumatic Grief and                      1 credit hour                      Spring**  
**Crisis Intervention**  
A presentation of the fundamental concepts of traumatic grief, including primary and secondary losses, physical and psychospiritual reactions to trauma, common problems encountered when working with individuals in crisis, assessment skills and appropriate interventions.

**Ber 112      Healing Art of Poetry                      3 credit hours**  
This unique course will teach the craft of poem-making, including “tools of the trade” such as imagery, figurative language, sound and form. Focused on the process of discovery and personal awakening of the poet within, this course will present key themes of human experience: the journey of life, love and loss, relationships, identity, use of the senses, letting go, joy and death. The course will also include exploring the writing of published poets and guiding students through the creative process, including revision of their own works.

**Ber 120      Healing Grief through the Arts                      2 credit hours**  
The arts have historically been used throughout the world to help people heal from loss and suffering. This course will explore the use of expressive arts in the bereavement process. It will give participants an opportunity to experience how writing, drawing, movement, storytelling and other artistic modalities can be incorporated into grief work. The application of these modalities to the tasks of grief will be addressed throughout the course.

**Ber 130      Spiritual Practices for                      2 credit hours                      Fall**  
**Healing and Wholeness**  
Designed for personal and professional life enhancement, this course will focus on spirituality as an essential component of health, well-being and a meaningful life. Students will study the human energy system; identify and release negative energies; explore their own spirituality and experience a variety of meditative and prayer practices; learn to access imagination, the creative centers of the brain and their own spiritual power; practice assessment and stress reduction techniques; create a personal spiritual plan of care; and receive training in spiritual ministry as it relates to caring for others.

**Ber 150      Ritual for Wakes and Funerals                      2 credit hours**  
A two-credit elective course designed to raise awareness in planning and facilitating personalized funeral and memorial services. This course will be especially helpful



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for clergy, lay ministers, chaplains, deacons and funeral directors in empowering the people they serve to take an active role in planning meaningful end-of-life tributes for loved ones.

**Ber 165 Cultural Diversity and Bereavement 1 credit hour**

The goal of this course is to help the student achieve cultural competence. It includes understanding one’s own culture and biases, becoming sensitive to the cultures of others and appreciating the differences. Students will acquire knowledge and understanding of the values and beliefs of other cultures and learn to apply that knowledge to families facing death, dying and bereavement.

**Ber 185 Family Dynamics and Bereavement 2 credit hours**

This course will focus on the family constellation when facing issues of death, dying and bereavement. Topics will include family systems, communication patterns, boundaries, role flexibility and the familial culture. Family assessments, characteristics and treatment interventions will also be explored in the light of the experience of grief and loss.

**Ber 220 Independent Study 1-6 credit hours**

An opportunity for seniors with an overall average of “B” or better to pursue a project of their own design under supervision. A detailed proposal and approval are necessary prior to registration for independent study.

## **BUSINESS**

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**Bus 120 Personal Finance 3 credit hours Spring**  
**Cross listed as Mat 120**

A finance course that provides students with a comprehensive knowledge base in various aspects of personal finance. It is designed to develop techniques for planning, budgeting, spending and saving in order to achieve personal goals. Students will develop their conceptual understanding of personal finance topics and the mathematics skills necessary in order to apply the concepts to real-life situations. Topics include budgeting to match income and expenses; developing a savings plan; minimizing taxes; controlling spending and credit usage, including loan borrowing and repayment; consumer purchasing strategies; owning and financing a home; determining health, home and auto insurance needs; investment goals and strategies; and planning for retirement. Modeling and analysis of real-world problems are emphasized. Assignments will include objective assessments of personal finance concepts, applying mathematical solutions to personal finance problems, analyzing and evaluating of real-world problems, and crafting suitable solutions.

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- Bus 204 Business Law I 3 credit hours Fall**  
Basic legal principles underlying business relations and their practical applications will be covered, including sources of law, federal and state court functions and jurisdiction, contracts and negotiable instruments.
- Bus 205 Business Law II 3 credit hours Spring**  
Basic legal principles underlying business relations and their practical applications will be covered, including the history and sources of law, federal and state court functions and jurisdictions, contracts, negotiable instruments and the legal environment.  
*Prerequisite: Bus 204*
- Bus 213 Basic Marketing 3 credit hours Fall**  
Introduction to the scope and significance of marketing in the American economy. The structure, functions and behavior of distribution systems will be analyzed, including relationships in marketing networks among manufacturers, intermediate middlemen, retailers, consumers, specialized marketing firms and government agencies.
- Bus 219 Business Organization and Management 3 credit hours Fall**  
An examination of the central elements of a business organization and the managerial functions of planning, organizing, staffing, directing and controlling. Major emphasis will be given to decision making and its opportunities in the capitalistic system. Also included will be study of the application of psychology to the problems of organization and management.
- Bus 220 Independent Study 1-6 credit hours**  
An opportunity for seniors with an overall average of “B” or better to pursue a project of their own design under supervision. A detailed proposal and approval are necessary prior to registration for independent study.
- Bus 223 Office Management 3 credit hours Fall**  
Provides a sound foundation in the theory and practices of administrative office management. The physical and human environment will be studied. Emphasis will be placed on technological advances and their replacement of or integration with existing office technologies. Case studies are used to reinforce the systematic analysis of administrative problems in today’s office environment.
- Bus 226 Intermediate Accounting I 3 credit hours Fall**  
Advanced study of the theoretical foundations of accounting as applied to current assets, fixed tangible and intangible assets, long-term investments and working capital. Provides critical analysis of generally accepted accounting principles, concepts and

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theory underlying the preparation of financial statements. Emphasis is on current theory and practice.

*Prerequisite: Bus 237*

**Bus 227 Intermediate Accounting II 3 credit hours Spring**

Advanced study of the theoretical foundations of accounting with an emphasis on current and long-term liabilities, equity accounts, cash funds, flow reporting and financial statement analysis.

*Prerequisite: Bus 226*

**Bus 228 Cost Accounting 3 credit hours Fall**

An introduction to cost systems and their role in business today. Topics include accounting for material and labor, analysis and apportionment of overhead, analysis of cost variations, cost concepts and managerial analysis, budgeting, as well as job, estimated and standard costs.

*Prerequisite: Bus 237*

**Bus 229 Taxation 3 credit hours Spring**

Introduction to federal income tax law pertaining to the computation of taxable income for individuals.

*Prerequisite: Bus 237*

**Bus 230 Mathematics of Finance 3 credit hours Spring**  
**Cross listed as Math 230**

Provides a foundation in mathematical and algebraic operations as applied to the solution of business problems. Includes fundamental statistical methods, ratio, proportion and percent, simple interest and discount, bank discount, compound interest, annuities and investment applications to business financial operations.

*Prerequisite: College Math Course*

**Bus 236 Financial Accounting 3 credit hours Fall**

An introduction to the theory and practice of accounting. Topics include the accounting cycle, interpretation of financial statements and accounting for asset, liabilities, equity, revenue, and expenses. The course format will include lecture, discussions, problem solving, and computer applications in introductory accounting.

*Formerly Bus 202, Principles of Accounting I*

**Bus 237 Managerial Accounting 3 credit hours Spring**

An introduction to assisting businesses in the managerial decision making process using financial accounts. Partnership and corporation accounting, introduction of cost accounting, budgeting, managerial concepts, statement analysis and cash flow statements will be covered.

*Prerequisite: Bus 236*

*Formerly Bus 203, Principles of Accounting II*

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**Bus 240 Introduction to Human Resource Management 3 credit hours Spring**

An analysis of the basic functions of the human resource department. Topics will include policies and practices governing recruitment, selection, training and placement of human resources in a modern business organization, construction and utilization of job descriptions, and specifications and evaluation techniques. An overview of major governmental legislation regulating employment practices will also be covered.

**Bus 250 Governmental Accounting 3 credit hours Fall-Spring**

Financial and managerial accounting for governmental and other not-for-profit entities. Topics include general and special funds accounting, financial reporting, selected not-for-profit entities and governmental budgeting.

*Prerequisite: Bus 237*

**Bus 254 Organizational Communications 3 credit hours**

Training and practice in written business communication. The importance of an appropriate style and approach will be stressed, and the fundamentals of grammar, sentence structure and spelling reviewed.

**Bus 265 Entrepreneurship and Business Planning 3 credit hours**

Are you an entrepreneur? That is the question many individuals are asking. This course introduces the student to the hyper-growth, highly-specialized entrepreneurship industry, including generating business ideas, starting the company, building the team, writing a business plan, funding sales and marketing, as well developing presentation skills. The focus will be on designing and writing a business plan. (This course also serves as the capstone for the required business core.)

## **COMPUTER SCIENCE**

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**CSC 100 Introduction to Computers 3 credit hours**

This course is an introduction to the varied world of computers. It is designed to familiarize the student with background information on computers, as well as a range of hands-on experiences. This course prepares the student for using computers in an academic environment as well as in functioning as part of an increasingly technological society. Topics include, but are not limited to, using the Internet as an information and research tool; using email as a communication tool; the use of word processing to produce quality documents; a survey of application packages, such as spreadsheets, databases and presentation software; computer components, including hardware and software; an introduction to operating systems, especially Windows file management; Blackboard software; and other topics as time allows.

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**CSC 105 Computer Applications for Law 3 credit hours**

Provides an overview of the use of computers in the law office, including the use of databases, spreadsheets and computerized research. Students will become familiar with computer technology.

**CSC 111 Computer Technology Concepts and Applied Skills 3 credit hours  
(Comp Tech Concepts & Skills)**

This course examines the continuous changes in computer technology that impact society. As technology becomes more seamlessly integrated into our lives, it is important to meet the evolving needs of the job market. In addition to learning the technical fundamentals of computer use, this course will have students utilize the computer to effectively communicate and research information. The course also prepares the student to analyze and solve problems using computer technology. Student assignments include using the Internet as an information and research tool; using email as a communication tool; demonstrating the use of word processing and various application packages, such as spreadsheets, databases and presentation software; identifying and evaluating computer components; explaining the use of and demonstrating how to utilize an operating system, especially Windows file management; using Blackboard software; and other topics as time allows.

**CSC 201 Electronic Spreadsheets 3 credit hours**

Classroom instruction and extensive hands-on practice in electronic spreadsheets using Microsoft EXCEL. Topics will include basic file handling, work sheet setup, printing, graphics, macros and work sheet automation. A few short projects will be assigned.

**CSC 235 Technology in the Classroom 3 credit hours  
Cross listed as Edu 240**

This course focuses on how new computer technologies for learners can be created and used in an educational setting. Student will develop new multimedia environments for learners using the web, video and hypermedia, and students will choose a technology to develop a learning experience for the classroom.

*Prerequisite: CSC 111*

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## **ECONOMICS**

**Eco 100 Macroeconomics 3 credit hours Fall**

A study of aggregate economics: the income expenditure/employment relationship; use of the public budget as a stabilizing or growth-promoting device; analysis of money supply, including banking mechanics, with emphasis on the price-level problem; and some treatment of international trade, particularly gains from trade and the international balance of payments.



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**Edu 130 Creative Expression 3 credit hours Fall**  
Students will focus on children's self-expression through art, music and movement. They will explore the roles, responsibilities and strategies that lead to a play-based curriculum designed to nurture the child's creative expression and intellect. Students will participate in workshops, observe and evaluate art, music and movement activities in classroom settings, and develop appropriate activities, making appropriate accommodations for children with a full range of individual and collective abilities.

**Edu 150 Classroom Management 2 credit hours Spring**  
Students will study and discuss various theoretical approaches to classroom management and identify their potential strengths and appropriate applications to promote optimal learning. They will observe teachers in classroom settings to analyze how each classroom is organized and managed. Emphasis will be placed on organization and planning before the child enters the classroom, meeting the needs of children with a full range of abilities, effective communication, organizing instruction, curriculum planning, procedure and developing rules with children. A minimum of five hours of observation is required.

**Edu 160 Literacy and Literature 4 credit hours Fall**  
**for Children**  
**Cross listed as Eng 160**

This course provides an introduction to children's literature and literacy. Topics the course will address are the history and development of literature for children; major works, writers, and illustrators; various genres and their characteristics; nature and function of illustrations; social issues addressed in children's literature today; uses of children's literature in the elementary curriculum; and review of recent research and theory concerning literacy development (specifically oral language and assessment materials and preparation of rich literacy environments).

**Edu 203 Child and Adolescent Development 4 credit hours**  
**Cross listed as Psy 215**

This course will examine childhood from conception through the end of brain development, with a general theoretical overview emphasis on the areas of emotional, social, cognitive, language and physical development. Topics include the impact of culture and diversity on learning.

*Prerequisite: Psy 100 or instructor permission*

**Edu 210 Pre-Professional Seminar 3-6 credit hours Fall**  
This seminar is intended for education students to acquire supervised observation/participation (Observation Participation Training: OPT) hours in a classroom setting. Students will have the opportunity to apply knowledge and skills they have already acquired in a classroom setting reflecting the age (developmental



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level) they desire to teach. A one-hour weekly class meeting will provide guidance for students to complete their portfolios as a summative experience.

*Prerequisites: Edu 100, Edu 160, Edu 110*

*Corequisite: Edu 211*

**Edu 211 Portfolio Seminar 1 credit hour Fall**

This seminar is intended for Education students to create, gather and organize materials accumulated throughout their course of study in the program. Students will build a portfolio according to New York State Education Learning Standards.

*Corequisite: Edu 210*

**Edu 220 Independent Study 1-6 credit hours**

An opportunity for seniors with an overall average of “B” or better to pursue a project of their own design under supervision. A detailed proposal and approval are necessary prior to registration for independent study.

**Edu 240 Technology in the Classroom 3 credit hours Fall**  
**Cross listed as CSC 235**

This course focuses on how new computer technologies for learners can be created and used in an educational setting. Student will develop new multimedia environments for learners using the web, video and hypermedia, and students will choose a technology to develop a learning experience for the classroom.

*Prerequisite: CSC 100*

**Edu 245 Child Development and Health 4 credit hours Fall**

A study of early childhood development from conception through age 8 across diverse populations with emphasis on social, emotional, physical, language and cognitive development. Health issues as they relate to child development will be explored. Educational implication will be emphasized as theory and research are presented in the context of practical application.

**Edu 260 Educational Psychology 3 credit hours**  
**Cross listed as Psy 260**

Application of the teaching-learning process to education covering human learning in school settings, evaluation and measurement of learning outcomes, individual capabilities and motivations, developmental factors and learning, and social factors of learning.

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## ENGLISH

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### **Eng 100     Language Skills**

**Noncredit**

A remedial course designed to improve the student's writing, reading, vocabulary and study skills. Emphasis is placed on review of basic grammar, writing summaries and essays that include basic reading comprehension and vocabulary, and constructing a research paper.

*Note: Students must successfully complete Eng 100 before enrolling in Eng 111.*

### **Eng 102     Creative Writing**

**3 credit hours**

For the beginning writer of poetry and fiction, emphasis is on various activities to inspire creativity, practice various techniques and forms in poetry, and experiment with the elements of short stories. Class writing, as well as professional writing, will be explored.

### **Eng 103     Speech and Oral Interpretation**

**3 credit hours**

The improvement of the student's overall understanding and effectiveness in the communication process as speaker and listener is the goal. Experiences include formal speech presentations and oral interpretations with critique analyses, and group discussion.

### **Eng 104     Technical Writing**

**3 credit hours**

Teaches writing skills that are part of successful written communication in the workplace.

Emphasis is placed on clear and accurate presentation of technical information. Practical experience in communicating job-related information through various applications will be included.

### **Eng 106     Readings in Health Sciences**

**3 credit hours**

Presents techniques and strategies for improving vocabulary and strengthening reading comprehension. Emphasis will be on comprehension-building strategies, involving the interaction between reader and text to extract meaning. Techniques for critical reading of textbooks and technical material, such as note taking, outlining, questioning, summarizing and annotating text, will be applied to peer-reviewed articles in the allied health fields.

### **Eng 111     Composition I**

**3 credit hours**

A study of the principles of effective written communication with an emphasis on the practical writing needed for academic and professional work. The course concentrates on the development of writing in terms of focus, content, organization, style and mechanics. Students will engage in writing and rewriting using instructor and student feedback. Summaries, short papers, quizzes and APA-style research papers are required.



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proficient readers of short stories. The stories will also allow readers to explore human nature and behavior through the various characters of the stories. Reading, writing and class discussion will be the basis of this study.

**Eng 207 Contemporary Drama 3 credit hours**

One- and three-act plays, from early 20th century to the present, will be read. Students will examine the dramatic structure along with the social implications in relation to the period from which the dramatic statement stems.

**Eng 208 Contemporary Poetry 3 credit hours**

Readings in modern poetry, British and American, aimed at training attention to experience the poet's vision.

**Eng 209 Shakespeare 3 credit hours**

An introduction to the fascinating world found in Shakespeare's works. We will enter this world by exploring some of Shakespeare's sonnets followed by some of his plays, focusing on a tragedy, history and comedy, emphasizing for each Shakespeare's use of language and dramatic techniques, as well as his timeless exploration of human behavior. Our readings will be supplemented with filmed productions of the plays that bring the words and characters to life.

**Eng 211 Poetry 3 credit hours**

A survey of poetry by American and British poets from the 15th century through the postmodern period, with emphasis placed on the understanding of poetry through technical, structural and historical components.

**Eng 214 Women in Literature 3 credit hours**

Explores the various roles played by women in literature and by women as creators of literature.

**Eng 220 Independent Study 1-6 credit hours**

An opportunity for seniors with an overall average of "B" or better to pursue a project of their own design under supervision. A detailed proposal and approval are necessary prior to registration for independent study.

**Eng 230 Contemporary American Fiction 3-4 credit hours**

A study of selected short fiction from the mid-20th century to the present. The selected works reflect the diversity of contemporary American fiction, including works from writers of different ethnic backgrounds as well as different literary styles. Attention will be given to the contemporary American literary canon and whether or not the various works deserve inclusion, as well as to the literary techniques employed by the writers, contemporary literary criticism and the historical context out of which some of the works emerged. Reading, writing and class discussion will be the basis of this study.

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**Eng 300      Advanced Composition                      3 credit hours**

This course involves a study of the principles of correct and effective written communication for professional and public situations. Students will begin with a focus on the essential elements of all writing – purpose, audience and thesis – and will review and develop necessary mechanical and stylistic concerns throughout the course. Developing primary and secondary research skills resulting in several research papers, both expository and argumentative, will also be central to this course and will involve organizational approaches to research, ethical concerns in doing research, finding and evaluating sources for research, documenting information, and analyzing and synthesizing researched information into organized and informative papers.

*Note: Open only to those enrolled in the upper division*

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**FIRST-YEAR EXPERIENCE**

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**Fye 101      First-Year Experience I                      1 credit hour**

This course is designed to provide students with the opportunity to develop skills and strategies for promoting effective and successful learning. The goal of this course is to empower students to become active and responsible partners in their own education. College-level expectations, policies and procedures will be communicated throughout the course in order to orient the students to the functions of the College. Additionally, students will be oriented to student services and campus resources. Emphasis will be placed on awareness of learning styles, time management and setting goals, as well as the development of effective reading, writing, listening, critical thinking and public-speaking skills. Through active and collaborative learning, students will be engaged in a variety of educational experiences, including obtaining, processing, evaluating, synthesizing and applying information.

**Fye 102      First-Year Experience II                      1 credit hour**

An extension of First-Year Experience I, this course is designed to provide further opportunities for students to develop skills and strategies for effective and successful learning in college and beyond. The course is intended to expand the focus on personal, academic, and social growth and development. In addition, it will foster students' communication with, connections to, and participation in the intellectual college community and the community at large. Through active, collaborative and interdisciplinary learning, students will engage in a variety of educational experiences that will prepare students for responsible lives in a diverse, interconnected and changing world. A common reading provides a context for personal, academic and social investigation by students.

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## GERONTOLOGY

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**Grn 101    Introduction to Gerontology                    3 credit hours                    Fall-Spring**  
**Cross listed as Soc 105**

An interdisciplinary approach to the study of aging, this course is designed to provide a basic understanding of the aging process and an overview of the major issues in gerontology.

**Grn 102    Nutrition of Aging    1 credit hour                    Fall-Spring**

An overview of the physiological, social and environmental status of older adults. Includes the nutritional requirements of persons 65 and over, food and feeding problems associated with aging, and resources available to help meet the nutritional needs of this diverse population.

**Grn 103    Alzheimer's Disease                                        1-2 credit hours                Fall-Spring**

A study of Alzheimer's disease focusing on the magnitude, pathology, progression, treatment and interventions of the disease.

**Grn 104    Social Problems of the Elderly                        3 credit hours                    Spring**  
**Cross listed as Soc 104**

Examination of selected current social problems of the elderly in the United States, such as alcoholism and other addictions, crime, depression, elder abuse and other pertinent issues. Analysis of the issues, as well as treatment of these problems, will be studied.

**Grn 105    Health of Aging    1 credit hour                    Fall-Spring**  
**Cross listed as Soc 108**

A study of the various issues regarding health and aging. Development theory, normal age changes, prevalent diseases of the elderly, and society's view of health and aging will be studied and analyzed.

**Grn 106    Elderly Care Services                                        3 credit hours                    Spring**  
**Cross listed as Soc 106**

An introduction to the care of the elderly in our modern society. The course will focus on historical background and development of services, demographics and assessment of programs.

**Grn 107    Sociology of Work and Leisure                        1 credit hour                    Spring**  
**Cross listed as Soc 107**

An exploration of various options of understanding leisure and its role in our present lives and as we age.





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**His 210      20th Century U.S. History                      3 credit hours**

This course examines the political, economic and social development of the modern United States and its role in world affairs.

**His 220      Independent Study                                      1-6 credit hours**

Offers an opportunity for seniors with an overall average of “B” or better to pursue a project of their own design under supervision. A detailed proposal and approval are necessary prior to registration for independent study.

**His 230      Religion in America                                      3 credit hours**  
**Cross listed as ReS 210**

Designed to introduce the student through an historical approach to the richness and diversity of religious experience in America. The course requirements and objectives serve as resources for helping the student understand the impact religion has had on our nation’s history and sociopolitical culture. Additionally, the course is designed to acquaint the student with the variety of religious expression in America and how this expression has served to shape our common heritage.

**His 250      Topics in History    3 credit hours**

Offers consideration of topics selected on the basis of student need and interest. Approval of instructor is required.

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## **HUMANITIES**

**Hum 101    Introduction to Humanities I                      3 credit hours**

An introduction to arts in Western tradition from preliterate history through the Middle Ages. Emphasis will be placed on the study of history, art in its various forms, music, literature, philosophy and religion, and connections between each will be stressed.

**Hum 102    Introduction to Humanities II                      3 credit hours**

A continuation of Hum 101 that will examine arts in Western tradition from the Renaissance through the modern period. Emphasis will be placed on the study of history, art in its various forms, music, literature, philosophy and religion, and connections between each will be stressed.

*Note: Hum 101 not a prerequisite*

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## **LANGUAGE**

**Spa 101      Contemporary Spanish I                              3 credit hours**

Spanish language and culture will be studied, emphasizing both spoken and written language. Designed for students beginning the study of Spanish.

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**Spa 102 Contemporary Spanish II 3 credit hours**

A continuation of Spanish I, with emphasis on listening, comprehension, speaking, reading and writing.

*Prerequisite: Spa 101 or equivalent*

**LAW**

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**Law 101 Introduction to Paralegalism 3 credit hours Fall**

Provides an orientation and working knowledge of the court system and legal structure of the United States and New York State. Specific written, verbal, analytical and conceptual skills associated with legal reasoning will be developed. The role of the paralegal will be defined from case readings, administrative regulations, statutes and Bar Association guidelines.

**Law 102 Legal Research and Writing 4 credit hours Spring**

Includes the development of basic skills in United States and New York State legal research. Legal analysis, research and writing skills/strategies will be studied, and familiarity with computerized legal research attained.

*Prerequisite: Law 101*

**Law 103 Litigation 3 credit hours Spring**

Designed to train the student in the process of settling controversy in a court of law. All areas of civil litigation will be studied. Included will be an overview and hands-on preparation of the most commonly used legal documents, e.g., affidavits, motions, summons, etc.

**Law 104 Law Office Procedures 3 credit hours Summer**

Provides an overview of the major components of a law office, e.g., law firm structure, division of responsibility, and the role of the paralegal in performing specific legal tasks.

**Law 201 Family Law 3 credit hours Fall**

Studies the law of domestic relations, including laws of marriage, adoption, divorce, annulment, children's rights and family court proceedings. Documents related to these topics will be prepared.

**Law 202 Real Property Law 3 credit hours Fall**

Focuses on the areas of ownership, contracts for the sale of real estate, deeds, mortgages, title examinations, leases, preparation of titles and various real estate transactions.

**Law 203 Trusts and Estates 3 credit hours Spring**

Surveys the procedures used in the law of estate management, examining what comprises the decedent's estate, probate and nonprobate assets, wills, estate taxation and administration.

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**Law 204 Business Organization and Corporate Practice 3 credit hours Spring**

The formation of a corporation, the board of directors and its role, management structure, stockholders, the stock market, reorganization and liquidation will be discussed.

**Law 205 Administrative Law 3 credit hours Summer**

The history of administrative law will be studied. Topics included will be major federal and state agencies, Freedom of Information Act, workers' compensation and labor standards.

**Law 209 Criminal Law 3 credit hours Summer**  
**Cross listed as Soc 209**

A survey of the history and philosophy of law enforcement, including the scope, purpose and clarification of modern criminal law. Various offenses, including crimes against persons and property, will be studied.

**Law 210 Topics in Legal Studies 3 credit hours Fall-Spring**

Topics to be studied will include contracts, torts, constitutional, civil rights and environmental law.

## **MATHEMATICS**

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**Mat 100 Basic Mathematics Skills Noncredit**

This course is designed to help students prepare for success in future mathematics courses and the mathematics components in their chosen programs. Addressed are coping with math anxiety, basic processes of arithmetic, fractions, decimals, ratio and proportion, percents, measurement, statistics and signed numbers. In addition to class time, a computer-aided instruction package is used to provide students with an individualized study plan, including access to online tutorial exercises, video lectures and other math support. This is a remedial course based on mastery of content, with a grade of at least 80 percent required in each area tested for successful completion.

*Note: Students must complete Mat 100 before enrolling in Mat 101.*

**Mat 101 Foundations of Mathematics I 3 credit hours**

A survey course that investigates the nature of mathematics as it applies to various disciplines. Designed to familiarize students with diverse branches of mathematics, the relationships between them, and the use and role of mathematics in everyday life and society as a whole. It provides a basis for further study and appreciation of mathematics. Students will learn to think mathematically in different areas of mathematics, including sets, logic, probability, statistics and selected topics in

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algebra. Students will engage in problem-solving exercises for homework on a regular basis to apply their knowledge. Quizzes and tests are given as assessment tools.

**Mat 102      Foundations of Mathematics II      3 credit hours**

A survey course that investigates the nature of various areas of mathematics other than those studied in Mat 101. It is designed to study topics applicable to various disciplines. In conjunction with developing a familiarity with the uses and roles of mathematics in everyday life and society, students will learn to think mathematically while studying diverse areas of mathematics, including sets of numbers and their structure, selected topics in algebra, an introduction to geometry, consumer mathematics and the metric system. It provides a basis for further study of and appreciation for mathematics. Students will engage in problem-solving exercises for homework on a regular basis to apply their knowledge. Quizzes and tests are given as assessment tools.

**Mat 104      Introductory Algebra      3 credit hours**  
**for College Students**

A comprehensive course that provides students with the groundwork for success in the basics of algebra as well as the further study of algebra topics. It is appropriate for students who have had only a minimum of high school level mathematics. It is designed to present students with a systematic exploration of essential algebraic topics. As a result, students will deepen their conceptual understanding of key ideas, as well as their problem-solving and solution strategies. Topics include the real number system, linear equations and inequalities in one variable, linear equations and inequalities in two variables, systems of linear equations and inequalities, exponents, polynomials, factoring polynomials, rational expressions, roots and radicals, quadratic equations, and an introduction to functions. Students will learn to think mathematically by engaging in problem-solving exercises for homework on a regular basis to apply their knowledge. Quizzes and tests are given as assessment tools.

*Prerequisite: one unit of high school algebra*

*Not open to students who have credit for Math 11, Course III, or Math B at the high school level.*

**Mat 106      College Algebra      3 credit hours**

A comprehensive one-semester course that provides students with a firm foundation in college algebra. It is designed as a follow-up to introductory algebra topics, and assumes familiarity with basic algebraic vocabulary, symbols and notation. It provides students with the groundwork for success in further study of mathematics in pre-calculus or calculus. Students will deepen their conceptual understanding of key algebraic ideas, as well as their problem-solving and solution strategies. Topics include a review of fundamental concepts of algebra, the study

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of equations and inequalities, functions and graphs, polynomial and rational functions, exponential and logarithmic functions, systems of equations and inequalities, and further topics as time allows. Modeling of real-world problems is also emphasized. Students will learn to think mathematically by engaging in problem-solving exercises for homework on a regular basis to apply their knowledge. Quizzes and tests are given as assessment tools.

*Prerequisite: Introductory Algebra for College Students (Mat 104) or the equivalent of three units of college preparatory mathematics (Math 11; Course I, II, and III; or Math A and B) at the high school level.*

**Mat 110 Pre-Calculus**

**3 credit hours**

Designed to be a study of functions and advanced algebra topics in order to provide students with a solid foundation as preparation for successful study of calculus. Students will investigate, explore, compare and contrast the characteristics of linear, polynomial, rational, quadratic, exponential, logarithmic and trigonometric functions in algebraic form, as well as graphically through curve-sketching. Students will also study systems of equations and inequalities, matrices, conic sections, sequences, and an introduction to the concepts of limits and the derivative. Students will apply mathematical skills and make meaningful connections of topics to real-world problems. Students will learn to think mathematically by engaging in problem-solving exercises for homework on a regular basis to apply their knowledge. Quizzes and tests are given as assessment tools.

*Prerequisite: Mat 106, or the equivalent of three units of college preparatory mathematics (Course I, II, and III; or Math A and B; or Algebra, Geometry, and Trigonometry).*

**Mat 120 Personal Finance**

**3 credit hours**

**Cross listed as Bus 120**

A finance course that provides students with a comprehensive knowledge base in various aspects of personal finance. It is designed to develop techniques for planning, budgeting, spending and saving in order to achieve personal goals. Students will develop their conceptual understanding of personal finance topics and the mathematics skills necessary in order to apply the concepts to real-life situations. Topics include budgeting to match income and expenses; developing a savings plan; minimizing taxes; controlling spending and credit usage, including loan borrowing and repayment; consumer purchasing strategies; owning and financing a home; determining health, home and auto insurance needs; investment goals and strategies; and planning for retirement. Modeling and analysis of real-world problems are emphasized. Assignments will include objective assessments of personal finance concepts, applying mathematical solutions to personal finance problems, analyzing and evaluating of real-world problems, and crafting suitable solutions.

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**Mat 200     Statistics****3 credit hours**

Treats the basic principles and methods of descriptive and inferential statistics. Descriptive methods include frequency distributions, measures of location and variability, probability theory (e.g., combinations and permutations, laws and distributions). Inferential methods include estimation, hypothesis testing, t-test, chi-square test, correlation and regression.

*Prerequisite: Mat 101 or the equivalent of three units of college preparatory mathematics.*

**Mat 202     Calculus I****3 credit hours**

Topics will include limits, the derivative of a function, differentials, applications of the derivative and introduction to the integration.

*Prerequisites: Mat 106 and 110, or the equivalent of three units of college preparatory mathematics (Course I, II and III; or Math A and B; or Algebra, Geometry and Trigonometry).*

**Mat 203     Calculus II****3 credit hours**

Topics will include the applications of the definite integral, methods of integration, transcendental functions, indeterminate limit forms, convergent sequences and infinite series.

*Prerequisite: Mat 202*

**Mat 220     Independent Study****1-6 credit hours**

An opportunity for seniors to pursue a project of their own design under supervision. A detailed proposal and approval are necessary prior to registration for independent study.

**Mat 230     Mathematics of Finance**  
**Cross listed as Bus 230****3 credit hours**

Provides a foundation in mathematical and algebraic operations as applied to the solution of business problems. Includes fundamental statistical methods, ratio, proportion and percent, simple interest and discount, bank discount, compound interest, annuities, and investment applications to business financial operations.

*Prerequisite: Mat 101 or equivalent*

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**NURSING**

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**Nur 110     Nursing I****1 credit hour****Fall**

Focuses on understanding nursing as a profession through exploration of historical and contemporary perspectives. Current trends in health care are considered. Emphasis will be placed on roles and responsibilities of the nurse.

*Prerequisite: Matriculated Nursing major, or consent of instructor.*

**Nur 120 Nursing II 6 credit hours Fall**  
 Assessment and awareness of lifestyle behaviors and their effect on adults will be stressed. Challenges to health will be explored using the nursing process. Skills that are essential to health promotion or health assessment will be integrated throughout the course. These skills will be applied in a laboratory practicum, hospital and/or nursing home. Emphasis will be placed on the role of the RN in the caring environment. Course requires theory and clinical experience.  
*Prerequisites: AnP 105, 107 and Psy 100; day students, however, may take these concurrently with Nur 120. Evening students must have completed all AnP and all psychology courses prior to Nur 120.*

**Nur 130 Nursing III 8 credit hours Spring-Summer**  
 The focus is on the family and common health problems. The course will expand and adapt assessment skills to include pregnancy, newborns and children. Common health problems will be explored utilizing the nursing process, and skills to meet the needs of clients across the life span will be developed. These skills will be applied in laboratory practicum, hospital and/or community settings. Emphasis will be placed on the role of the RN in the caring environment. Course requires theory, clinical and laboratory experiences.  
*Prerequisite: Nur 120. Evening Option: All AnP courses; Psy 100, 200. Day Option: AnP 106, 108; Psy 200 may be taken concurrently.*

**Nur 195 Advanced Placement Review Course**  
 A review course for those who have a current LPN license and wish to enter the Associate Nursing Program with advanced placement status. Successful completion allows the student to receive life experience credit for Nur 110 and Nur 120 and to advance directly into Nur 130. The course consists of a six-week review of the content for Nur 110 and Nur 120 and requires the student to successfully pass written, dosage and skills exams. It is typically offered Tuesday evenings. The student may not repeat the course. Class size is based on available space in the nursing program. The course bears no load credit and will not qualify for financial aid eligibility or enrollment status. A copy of the LPN license and documentation of current experience as an LPN must be submitted at application. Course is open to nursing transfer students upon approval by the nursing chairperson. 23 credits taken required prior to approval.

**Nur 198 PN-RN Transition Course 3 credit hours Summer**  
 The PN to RN Transition Course is designed to validate prior learning and update/enhance the student's nursing knowledge. It facilitates transition from the role of licensed practical nurse to that of a student preparing for the role of registered nurse. Nursing process is used as the framework for critical thinking and problem solving. Students holding or eligible to hold a current LPN registration in a United States jurisdiction may take this course. The student will receive 15



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transfer credits in the Nursing Program. For progression into the RN Program, the student must have completed the freshmen nursing student requirements. 23 credits taken required prior to approval.

*Prerequisites: All AnP, Psy 100, Psy 200, Eng 111; chairperson approval. TEAS requirements must be met prior to registration.*

*Corequisite: Nur 199, Mic 203*

**Nur 199 PN-RN Transition Skills Proficiency 1 credit hour Summer**

Designed for the LPN transition student to demonstrate the freshmen registered nurse skills before progressing to the senior nursing courses.

*Corequisite: Nur 198; current clinical experience as an LPN.*

**Nur 220 Independent Study 1-6 credit hours**

An opportunity for second year students with an overall average of “B” or better to pursue a project of their own design under supervision. A detailed proposal and approval are necessary prior to registration for independent study.

**Nur 240 Nursing IV 8 credit hours Fall**

The nursing process will be applied to clients in the mental health setting and to clients with more complex health care problems. The course will expand and adapt assessment skills to include more complex health care needs across the life span. These skills will be applied in laboratory practicum, hospital and/or community settings. Emphasis will be placed on the role of the RN in the caring environment. Course requires theory, clinical and laboratory experiences.

*Prerequisites: Nur 130, all AnP, Psy 200. Prerequisites for Maria College PNC graduates and Transition students: All AnP; Psy 100, 200; Eng 111. Corequisite: Mic 203*

**Nur 250 Nursing V 9 credit hours Spring**

Focus will be placed on clients with multisystem problems. Critical thinking and advanced psychomotor skills will be practiced to meet the needs of clients across the life span. These skills will be applied in laboratory practicum, hospital and/or community settings. Emphasis will be placed on the role of the RN in the caring environment. Course requires theory, seminar, clinical and laboratory experiences.

*Prerequisites: All previous Nursing courses, all AnP, Mic 203, Psy 200 and 18 liberal arts credits*

**Nur 260 Nursing VI 3 credit hours Spring**

Designed to provide the student with an understanding of issues of nursing practice, roles and responsibilities. Legal and ethical responsibilities will be stressed. The role of the nurse as a manager of patient care will be discussed. In managing a group of patients, a clinical preceptorship will be required. This experience may be in an acute, long-term, and/or health care setting.

*Prerequisites: All previous Nursing courses and 33 liberal arts credits*

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**Nur 301      Nursing Theory and                      3 credit hours**  
**Practice Issues**

This course focuses on issues and concepts that influence contemporary professional nursing practice. Theory is discussed in relation to practice and knowledge development. Transformations in health care and the nursing profession created by changing economics, demographics, and technical forces are explored. Concerns related to the ethical, legal, cultural, and social issues that influence nursing practice are examined. The concept of lifelong learning is discussed in the context of transition to baccalaureate education and practice.

**Nur 308      Healthcare Informatics                      3 credit hours**

This course is designed to provide an understanding of the applications of computer technology in nursing and the use of informatics in the health care delivery system. Computer basics, electronic communication within the health care agency, bedside computer technology, client education systems, decision support and integrated hospital information systems will be covered in this computer applications course.

*Prerequisites: CSC 100 or CSC 111*

**Nur 320      Independent Study                              1-6 credit hours**

An opportunity for third year students with an overall average of “B” or better to pursue a project of their own design under supervision. A detailed proposal and approval are necessary prior to registration for independent study.

**Nur 340      Introduction to Research                      3 credit hours**  
**and Evidence-based Practice**

The purpose of this course is to develop skill in the critical analysis of research for expansion of nursing knowledge and evidence for practice. The research methods used in contemporary nursing research are explored through exemplars from literature.

**Nur 360      Health Assessment, Promotion              3 credit hours**  
**and Diagnostic Reasoning**

This course combines dyadic and laboratory experiences to develop advanced skills in assessment of physical, genetic influences, cognitive, cultural and spiritual domains. Practitioner-client interactions, data collection, diagnostic reasoning, communication and the role of the nurse in health promotion are emphasized. Use of evidence-based practice to guide health teaching, health counseling and disease prevention throughout the life span will be explored.

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**Nur 385      Community Care Nursing and Epidemiology                          6 credit hours**

This course focuses on the synthesis of population-based community and public health concepts to promote, maintain and restore health to individuals, families, groups and communities. Community assessment, risk identification, cultural competence, health care policy, the economics of care, and application of community health nursing strategies are emphasized. In addition, epidemiological concepts are explored. There is a 60-hour preceptorship with this course.

**Nur 420      Independent Study    1-6 credit hours**

An opportunity for fourth year students with an overall average of “B” or better to pursue a project of their own design under supervision. A detailed proposal and approval are necessary prior to registration for independent study.

**Nur 421      Leadership and Management in Nursing                                  3 credit hours**

This course focuses on the principles of organizational and systems leadership in nursing and health care. Students will explore the impact of power, politics, policy, social justice, finance and the influence of regulatory agencies on delivery of quality care. The need for the development of leadership and management skills that emphasize ethical and critical decision-making, and collaboration and communication as a member of intraprofessional team will be discussed.

**Nur 460      Nursing Specialty and Synthesis Seminar                                  6 credit hours  
3 hours of class;  
90 hours of clinical**

The purpose of this course is to immerse the student in the complex integration of baccalaureate nursing knowledge and practice in professional systems and settings. This course promotes the synthesis of professional values, complex theoretical knowledge, core clinical competencies, and leadership skills. The clinical experience, in a selected clinical specialty, will enhance the newly defined professional role and allow the student to pursue opportunities for life-long learning.

*Prerequisites: All previous Nursing courses and required non-nursing courses.*

**Nur 480      Evidence for Practice    3 credit hours**

The purpose of this course is to apply critical thinking and reasoning to the core competencies needed for nursing evidence-based practice. The student uses decision support systems in evidence-based methods and applies it to systematic inquiry regarding issues relevant to nursing. Evidence, clinical judgment, interpersonal perspectives and patient preferences are used to improve patient care outcomes and promote quality care.

*Prerequisite: Mat 200*



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have opportunities to practice planning and leadership skills that guide group leisure activities during labs and then apply these skills in community-based settings.

*Prerequisites: OcT 111, 112*

**OcT 117 Fieldwork I 1 credit hour Spring**

A two-week, full-time day, supervised experience that immediately follows completion of second semester occupational therapy courses. Students will be assigned to occupational therapy practice settings to participate in the therapeutic process. Assignments are designed to help the students gain an awareness of the services provided in the assigned setting, giving each student the opportunity to actively apply the knowledge and skills gained in the first year OTA courses as they work with clients and other health care staff.

*Prerequisites: OcT 111-116, AnP 105, 107*

**OcT 119 Kinesiology 1 credit hour Spring-Summer**

The musculoskeletal system, human movement, posture and body mechanics will be studied in lecture and laboratory. Case studies and movement analysis will be used to help the student apply kinesiology principles to occupational therapy treatment techniques.

*Prerequisites: AnP 105, 107*

**OcT 120 Occupational Performance Across the Lifespan 3 credit hours**

Lectures will cover the normal physical, cognitive and psychosocial developmental milestones from conception to death. Current health issues and lifestyle trends will be addressed as they impact an individual's necessary and chosen occupations across the life span. Topics will include issues pertinent to specific age groups, including learning disabilities, eating disorders, substance abuse and problems of the elderly.

*Prerequisites: OcT 111, 112*

**OcT 210 Fieldwork I - Psychosocial 1 credit hour**

A fieldwork learning experience that allows students to apply previous and concurrent learning, especially concepts related to psychological and social components necessary for a healthy, functional life. Utilizing interview, occupational profile, task analysis, group process and group dynamics, the students will engage individuals, groups and/or populations in selected play, leisure and social occupations. While these occupation-based activities may reinforce a participant's motor, cognitive and sensory skills, the primary focus of group activities will be on psychosocial skills necessary to enhance one's quality of life. Students will have opportunities to plan and lead occupational group activities based on identified interests of the participants. These group activities will be provided in community settings such as assistive living facilities, adult day programs, preschools and group homes.

*Prerequisites: OcT 111, 112*

*Co-requisite: OcT 215*

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**OcT 211 Management Procedures 2 credit hours Summer-Fall**  
The official documents of the American Occupational Therapy Association (AOTA), professional journals and websites are utilized to explore what guides and drives occupational therapy practice. This course is presented as a hybrid course using distance learning methods and face-to-face classroom instruction/discussion. The goal is to reinforce communication skills and computer competency as the student studies professional issues, including roles and functions, organizational and administrative principles, clinical reasoning, supervision, reimbursement mechanisms and professional development. The credentialing processes to meet professional and legal criteria to practice are also covered.

*Prerequisites: OcT 111-116, OcT 120; Sci 100*

**OcT 213 Occupational Therapy in Developmental Disabilities Practice 3 credit hours Summer-Fall**

The student is introduced to conditions that interrupt the normal growth and development sequence. Lectures will cover etiology, signs and symptoms of various diagnoses, and the related occupational therapy theory, frames of reference, and treatment methods and techniques. Laboratory sessions stress hands-on learning designed to help the student develop the skills necessary to provide occupational therapy treatments in early childhood school-based programs, and in community-based programs from infancy through adulthood.

*Prerequisites: OcT 111-116, OcT 120; AnP 105-108; Psy 100; Sci 100*

**OcT 214 Occupational Therapy in Physical Dysfunction Practice 3 credit hours Fall**

Lectures and clinical presentations are used to teach medical, neurological and orthopedic conditions that result in physical, cognitive and/or sensory dysfunction. The application of occupational therapy principles and techniques will be reinforced and practiced during laboratory sessions. Case studies, role playing, guest lecturers, and clinical field trips will be used to present disabling conditions and occupational therapy treatment interventions.

*Prerequisites: OcT 111-116, OcT 120; AnP 105-108; Sci 100*

**OcT 215 Occupational Therapy in Psychosocial Dysfunction Practice 4 credit hours Fall**

The theory and application of occupational therapy principles and techniques in the treatment of individuals with psychosocial dysfunction are presented in lectures and laboratory sessions. Students will have opportunities to examine their own perceptions of mental illness, to learn about the history of the treatment of the mentally ill, and the diagnostic characteristics of psychological and behavioral disorders frequently seen in occupational therapy. Group dynamics, frames of references, and community and social services available for individuals with a mental illness will be covered. Emphasis will be on the occupational therapy

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assistant's role in assessment, treatment planning, treatment interventions and documentation. Interpersonal skills, group leadership and interviewing skills are practiced through role-playing and community-based experiences.

*Prerequisites: OcT 111-116, OcT 120; Psy 100, 205; Sci100*

**OcT 216 -219 Fieldwork II – An Introduction**

**Spring**

During the final semester of the OTA curriculum, learning continues with supervised clinical experiences in two of several settings where occupational therapy is practiced. Each Level II Fieldwork (FW II) allows the student to participate and gain competency in observation, assessment, treatment planning, treatment implementation, and documentation as he/she applies previously learned occupational therapy principles, techniques and skills to meet client needs. FW II learning allows the student to transition from academic learner to OTA practitioner. Each clinical experience is typically full time for eight weeks and is scheduled during the normal (day) hours the assigned occupational therapy department provides services. This allows the student to complete the minimum 16 weeks of full-time clinical experience as required by the Accreditation Council for Occupational Therapy Education (ACOTE) Educational Standards in one extended semester. FW II must be completed within 18 months following completion of academic preparation. Those needing to postpone FW II and who are unable to meet this timeline may be required to repeat selected academic courses before registering for OcT 216-219.

*Prerequisite: Completion of all previous course work with a minimum grade of “C” or approval of the Academic Fieldwork Coordinator. In addition, students must show proof of current physical, immunizations, PPD, personal liability insurance, and may be required to have CPR certification, pass fingerprinting, drug testing, and criminal background check satisfactory to the fieldwork facility prior to beginning each fieldwork. Any fees associated with these requirements are the responsibility of the student. Additional information is available in the OTA Student Handbook; questions should be directed to the Academic Fieldwork Coordinator.*

*OcT 216-219 Prerequisite: Completion of all previous course work with a minimum grade of “C” or Academic Fieldwork Coordinator approval.*

**OcT 216 Fieldwork II  
Psychosocial Dysfunction**

**3-6 credit hours**

**Spring**

A supervised clinical practicum and continued study in psychosocial settings, such as traditional psychiatric hospitals and community-based mental health centers.

*Prerequisite: OcT 215, OcT 120; Sci 100*

**OcT 217 Fieldwork II  
Physical Dysfunction**

**3-6 credit hours**

**Spring**

A supervised clinical practicum and continued study in a physical disability setting, including hospitals, rehabilitation centers and nursing homes.

*Prerequisite: OcT 214, OcT 120; Sci 100*





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## PHILOSOPHY

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**Phi 101 Introduction to Philosophy 3 credit hours**

An introduction to the major philosophers and ideas of Western philosophy, including the classical, medieval and modern periods.

**Phi 105 Critical Thinking 3 credit hours**

Designed to assist students in the process of conceptualizing, applying, analyzing, synthesizing and/or evaluating information gathered from, or generated by, observation, experience, reflection, reasoning or communication. Emphasis will be on detecting common logical fallacies and on developing strategies for dealing with problems that arise in thinking.

**Phi 201 Contemporary Moral Issues 3 credit hours**  
**Cross listed as ReS 201**

A presentation of moral problems facing the individual, the family, the community and the nations of the world. Discussion will consider different solutions to the problems offered by modern philosophy and religion. A service learning component may be required.

**Phi 220 Independent Study 1-6 credit hours**

An opportunity for seniors with an overall average of “B” or better to pursue a project of their own design under supervision. A detailed proposal and approval are necessary prior to registration for independent study.

**Phi 261 Legal Ethics 3 credit hours**

An analysis of the ethical dilemmas present when working in the legal field. The American Bar Association (ABA) Code of Professional Responsibility, the ABA Rules of Professional Conduct, readings and case studies will be included.

**Phi 262 Corporate Social Responsibility 3 credit hours**

This course provides an in-depth study of ethical theories, analyzes typical moral dilemmas, and examines the ethical and social implications faced by managers and organizations. Students will apply theories to resolve ethical dilemmas faced by today’s managers to practice ethical problem solving. Consideration will be given to particular ethical issues, such as employee rights and duties, deception, advertising, whistle-blowing, social responsibility, culture, etc.

**Phi 300 Health Care Ethics 3 credit hours**

Health care ethics, a specialized field of ethics, will examine the complex issues that arise in health care, such as patient autonomy, informed consent, end-of-life issues, organ donations, public health care policy, veracity, confidentiality and professional norms. Students will approach health care ethics, using casuistry ethics and the major moral theories.

*Note: Open only to those enrolled in the upper division.*

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## POLITICAL SCIENCE

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**Pol 101      The American Political System      3 credit hours**

An introduction to the basic structures of the United States national government and the political processes with a view toward helping the student to better understand current issues and policies. Topics include the Constitution, national/state relations and powers, the legislative and judicial processes, elections and the activities of interest groups.

**Pol 102      State and Local Government      3 credit hours**

An analysis of the structure and processes of state and local units of government, as well as the political activities of interest groups, parties and candidates. Current political events and trends in modern politics will be examined. Students gain a better awareness of the nature, strengths and weaknesses of the government.

**Pol 200      International Relations      3 credit hours**

An analysis of world politics today, emphasizing the foreign policy and diplomacy of the great powers, the United Nations, arms control and nuclear weaponry, international trade and development, and the prospects for change.

**Pol 201      Leadership in Modern Government      3 credit hours**

Explores some of the world's dominant political systems through an examination of the leadership styles and policies of specific personalities that have directly shaped the world's recent history. Specific leaders focused upon may vary from semester to semester when warranted, so that the course remains as timely as possible.

**Pol 202      Public Administration      3 credit hours**

Treats the art and science of implementing decisions made by those who govern. A chief concern will be the shaping and implementing of public political policy by lawmakers, executives and judges at all levels of government, with particular attention to local and municipal institutions and political behavior.

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## PRACTICAL NURSE CERTIFICATE (LPN TRAINING)

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**PNC 101      Fundamentals of      4 credit hours      Summer  
                         Practical Nursing I**

Familiarizes students with the historical development of nursing, the nursing process, nursing education, and the role and responsibilities of the LPN and health care team. Students will be introduced to the role of the LPN and its impact on human body structure and function. Application throughout the life cycle, basic nutrition, infection control and legal ethical issues will be discussed. A structured



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**PRD 103 College Success Seminar for PNC 2 credit hours**

This course is designed to provide students with strategies for successful learning in college and beyond. Course topics include strategies in reading, mathematics, learning styles, time management, goal setting, note taking, test taking, test anxiety, critical thinking, cultural diversity and other issues that focus on student achievement. By permission of instructor only.

*Corequisite: PNC 101*

## **PSYCHOLOGY**

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**Psy 100 General Psychology 3 credit hours**

An introduction to psychology as a science: a study of cognitive, biological and social processes in understanding the dynamics of human behavior.

**Psy 200 Developmental Psychology 3 credit hours**

The scientific study of the individual across the life span: a study and application of physical, cognitive and behavioral processes across contexts.

*Prerequisite: Psy 100 with a grade of "C" or better*

**Psy 201 Psychology of Learning 3 credit hours**

Study of the principles of psychology applied to education, including consideration of the various aspects of development, the learning process, individual differences, motivation, study habits and the teacher's role in effective learning.

*Prerequisite: Psy 100*

**Psy 202 Adolescent Psychology 3 credit hours**

A survey of the various adjustments encountered by adolescents: psychosexual problems, dependence and independence conflicts, inferiority feelings, drug abuse and the problems of the self-image.

*Prerequisite: Psy 100*

**Psy 203 Child Psychology 3 credit hours**

Practical application of scientific knowledge to an understanding of the child as a developing personality. The phases of development, major mental aspects and their determination, interest and behavior patterns are examined.

*Prerequisite: Psy 100 or consent of instructor*

**Psy 204 Psychology of Abnormal Behavior 3 credit hours**

Minor and major variants of behavior. History of treatment of disordered personalities. The nature of maladjustment, neuroses, psychoses and other variances from normal behavior are considered.

*Prerequisite: Psy 100*

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**Psy 205      Psychology of Interpersonal Relations      3 credit hours**

The application of basic principles and concepts of interpersonal relationships. Topics include verbal and nonverbal communication, personality styles and levels of maturity.

*Prerequisite: Psy 100 or consent of instructor*

**Psy 209      Psychology of Aging      3 credit hours**

Study of the psychological effects that events such as retirement, illness, loss of capacity and the prospect of death have on the elderly. It will also examine physiological, sociological, economic and psychological changes the elderly will encounter.

**Psy 215      Child and Adolescent Development      4 credit hours**  
**Cross listed as Edu 203**

This course will examine childhood from conception through adolescence, with a general theoretical overview emphasis on the areas of emotional, social, cognitive, language and physical development. Topics include the impact of culture and diversity on learning.

*Prerequisite: Psy 100 or instructor permission*

**Psy 220      Independent Study      1-6 credit hours**

An opportunity for seniors with an overall average of “B” or better to pursue a project of their own design under supervision. A detailed proposal and approval are necessary prior to registration for independent study.

**Psy 232      Positive Psychology      3 credit hours**

This course will examine the scientific research on happiness and its application in the areas of positive individual traits, positive emotions and positive institutions. Productivity, health, successful aging, spirituality and national well-being are all functions of happiness. Students will explore the practical ways to promote and maintain happiness, compassion, optimism, wellness, gratitude, mindfulness, creativity and flow, and how to strengthen positive character traits in themselves and others.

**Psy 260      Educational Psychology      3 credit hours**  
**Cross listed as Edu 260**

Application of the teaching-learning process to education covering human learning in school settings, evaluation and measurement of learning outcomes, individual capabilities and motivations, developmental factors and learning, and social factors of learning.

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**Psy 270 Social Psychology 3 credit hours**

This course introduces the student to the scientific study of how individuals think, feel and behave in social situations. It applies the scientific method of systematic observation, description, and measurement in the study of the human condition. This course, while relating the foundations of social psychology, will give special attention to understanding the applications of social-psychological knowledge that have been implemented, extending the reach of the field. Social psychologists are often called on to make contributions in business, medicine, law and other fields.

*Prerequisite: Psy 100*

**Psy 300 Organizational Psychology 3 credit hours**

This is a course in organizational psychology or the study of how individuals working in organizations think and feel about, relate to, and influence one another based on individual, group and organizational processes. Generally, this course will provide students with a background in organizational psychology and an opportunity to learn about various theoretical, conceptual, practical and empirical organizational psychological issues.

*Note: Open only to those enrolled in the upper division. Prerequisite: Mat 200*

**Psy 310 Psychology of Information Technology 3 credit hours**

Information technology is becoming increasingly pervasive and capable. You'll continue to interact with IT daily, and so will your clients, customers, colleagues, family and friends. So, what principles can help guide us to better understand people's reactions to and interactions with IT? How can we use these principles to better think about IT and its design? The answers are neither obvious nor easy, but are essential to improve practices and products. In this course we will view the latest research and theories. We look at cases and examples that range from web pages and common business applications, to games, agents and robots. This will lead us to better understand the impact and the effects of technology on individuals and society.

*Prerequisite: Psy 100 and third year class standing*

**Psy 320 Psychology and the Media 3 credit hours**

This course explores the evolution of the media and its influence on human behavior. Students will analyze the relationship between media and psychology in relationship to culture, ethical and legal issues, advertising, the news, pro-social behavior, violence, sex, pornography and politics. Students also examine ethical and legal issues related to the psychology and the media. Current and future trends and challenges will be discussed as well as media's impact on social change.

*Prerequisite: Psy 100 and third year class standing*

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**Psy 330      Psychology of Terrorism                      3 credit hours**

Psychology is often characterized as a social science meaning that it is a discipline that seeks to understand human social behavior using scientific theories and methods. After September 11, it seems that one of the primary goals of all social scientific disciplines is now to help people understand terrorism and, ultimately, to help eliminate it. That goal may well be quite similar to the goal of reducing intergroup, cultural, religious and ethnic conflict. Toward this end, this course will address several areas of academic psychology in an attempt to help provide such insights into the underpinnings of terrorism. Overall, this class is designed to be an intense, high-level, multidisciplinary experience designed to help you develop your academic skills while also developing a deep understanding of terrorism and its psychological underpinnings.

*Prerequisite: Psy 100*

**Psy 340      Cognitive Psychology                      3 credit hours**

Cognitive Psychology is an upper-division course on human cognition. It is the study of internal mental processes, including perception, attention, memory, knowledge, language, decision making and problem solving. The course will cover basic theoretical models, classic and recent research, new developments in theory, and applications in several areas including design, education and training. The course is designed to provide a solid and broad introduction to human cognition.

*Prerequisite: Psy 205*

**Psy 350      Research Methods I                      3 credit hours**

This course provides students with the foundation they will need to be discerning consumers of psychological research. Emphasis will be on the theoretical and practical aspects of the research techniques used in this field. Topics included will be the methods used by psychologists to obtain information; the properties essential in using these methods for forming appropriate conclusions; and the statistical analysis employed that shapes the interpretation that psychologists use to communicate their findings.

*Prerequisites: Psy 100, Mat 200*

**Psy 360      Research Methods II                      3 credit hours**

The course continues the work from Research Methods I. The focus will be on more advanced statistical analyses of data and their interpretations and uses. The essential parts of a research proposal will be stressed and students will be trained on how to critically analyze research works. They will be provided with the tools necessary to carry out a proposal.

*Prerequisites: Psy 100, Mat 200, Psy 350*

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**Psy 400 Co-Op Seminar****6 credit hours**

Students in the Psychology Program who want to earn academic credit for a co-op must enroll in this seminar. This seminar is designed to supplement the co-op internship experience by assisting students to clarify their career options, explore and analyze organizational and work functions, as well as to share the learning experiences of other students. Through lectures, group discussions, mock interviews and other role-playing exercises, students will be introduced to the dynamic forces and practices that exist in the 21st century global economy.

*Prerequisites: Eligible students will have senior class standing in Psychology Program and be in good academic standing, i.e., grade of “B” or better.*

**Psy 410 Psychopathology****3 credit hours**

This course explores psychopathology, recognizing that pathology expresses itself in different ways at different ages and stages of development. Concepts such as risk and resilience and early predictors of better and worse outcomes will be integrated with a review of the major types of psychopathology seen in children, adolescents and adults. This course is intended to provide a framework for understanding psychological disorders of childhood, adolescence and adulthood. We will focus on the definitions of, and treatments for, a number of disorders. These include cognitive disorders first expressed in childhood and then later in life as dementia and Alzheimer’s, attention deficit and hyperactivity disorder, thought disorders, mood disorders and anxiety disorders. In addition, we will consider the contexts, developmental processes, and environmental/genetic/neurobiological factors that have been found to be associated with the onset of these disorders.

*Prerequisites: Psy 100, Psy 350, Psy 360*

**Psy 420 Human Factors Analysis****3 credit hours**

Human Factors is a specialization of psychology that studies how humans interact with technology and how those interactions may be made better (e.g., more safe, efficient, easy to learn, intuitive, enjoyable, etc.). This course reviews human perception, cognition, memory, attention, biomechanics and motor control, and learning to address ways to take advantage of users’ strengths and to compensate for their limitations. We also consider ways to prevent accidents and injuries and so-called “human error.” This course is designed around three core topics: (1) the history and development of Human Factors, (2) the cognitive psychology and attributes of humans, and (3) an introduction to product evaluation techniques. Emphasis is on the application of human factors and ergonomics principles to solve real-world problems (e.g., helping people understand directions on prescription medicine bottles; helping people figure out how to use self-service checkout stations). This course considers the design of tools/equipment, tasks/jobs and work/living environments from the perspective of the person who will use them. The class is an entry-level survey of the field of human factors.

*Prerequisites: Psy 100, Psy 350, Psy 360*



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**Psy 430      History and Systems                      3 credit hours**  
**of Psychology**

This course provides students with an overview of the historical antecedents and major theoretical systems found in psychology. It surveys the history of psychology from the early Greek philosophers, through the predecessors of the psychological movement, to the beginning of psychology and its contemporary form. Students must be in their senior year in the Psychology Program. Prerequisite: All previous required psychology courses.

**Psy 450      Capstone Seminar                      3 credit hours**

In an architectural context, a capstone is the top-most stone that completes a building. In an academic context, a capstone is the final class that completes a student's curriculum. Capstone classes provide students with an opportunity "to demonstrate comprehensive learning in their major through some type of product or performance" (Palomba & Banta, 1999, p. 124). In other words, a capstone is a class in which senior psychology majors are required to pull together what they have learned in their previous classes and use this integrating experience to demonstrate that they are capable of doing what they should be able to do when they graduate from the program (e.g., think critically, perform research and write in APA style). This process serves a dual purpose. First, it allows psychology majors a final opportunity to practice and demonstrate the skills they will need to succeed after graduation on the job or in graduate school. Second, it provides the Psychology Department with a final opportunity to assess whether or not it has been successful in its mission to produce competent psychology majors.

*Prerequisites: All previous required psychology courses.*

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## **RELIGIOUS STUDIES**

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**ReS 101      Introduction to the Bible                      3 credit hours**

This course is an introduction to the Bible, its historical, literary and theological dimensions. The course will explore the major events and characters in the Bible; it will study the many genres found in the Bible and examine how the Bible continues to influence contemporary life in America. Students will learn how to use basic biblical criticism skills. Students will survey the entire Bible – the Hebrew and Christian scriptures.

**ReS 102      Introduction to                      3 credit hours**  
**Old Testament Studies**

The problems of authorship, criticism, inspiration and literary genre are specifically considered. Historical and archeological situation of scriptural studies is reviewed.

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**ReS 103 Introduction to New Testament Studies 3 credit hours**

Critical reading of the New Testament. The nature of the New Testament witness to the early church, to Jesus and the theologies of Paul, Mark and John.

**ReS 114 World Religions 3 credit hours**

A study of the history and beliefs of the major world religions, past and present. Formerly ReS 104, Comparative Study of Religion.

**ReS 201 Contemporary Moral Issues 3 credit hours**  
**Cross listed as Phi 201**

A presentation of moral problems facing the individual, the family, the community and the nations of the world. Discussion will consider different solutions to the problems offered by modern philosophy and religion. A service learning component may be required.

**ReS 204 Topics in Religious Studies 1-3 credit hours**

Offers consideration of topics selected on the basis of student need and interest. Approval of instructor is required.

**ReS 207 Women and Religion 3 credit hours**

A focus on the variety of women's religious experiences with particular attention to the ways in which these experiences have contributed to and challenged social, political and religious institutions. It will be an interfaith course of women's spiritual lives across time and in religious cultures.

**ReS 210 Religion in America 3 credit hours**  
**Cross listed as His 230**

Designed to introduce the student, through an historical approach, to the richness and diversity of religious experience in America. The course requirements and objectives serve as resources for helping the student understand the impact religion has had on our nation's history and sociopolitical culture. Additionally, the course is designed to acquaint the student with the variety of religious expression in America and how this expression has served to shape our common heritage.

**ReS 220 Independent Study 1-6 credit hours**

An opportunity for seniors with an overall average of "B" or better to pursue a project of their own design under supervision. A detailed proposal and approval are necessary prior to registration for independent study.

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## SCIENCE

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**Science Two-Time Policy:** To be admitted to or continue in Nursing, a student may repeat any science course (Chemistry, Biology, and Anatomy and Physiology) only once. For example, if a student must repeat both AnP 105 and AnP 106, the student will not qualify for admission into the Nursing Program as this will be viewed as repeating AnP twice. Unsuccessful attempts at another college and withdrawal with a WF grade from a science course count toward one time.

### **AnP 105    Anatomy and Physiology I                    3 credit hours**

The first semester of a two-semester sequence that introduces the structure and function of the human body, with an emphasis on providing a foundation for the study of pathological conditions. The processes by which the body maintains a stable internal environment (homeostasis) are stressed throughout. Topics include an introduction to the human body; a review of general chemistry; an introduction to biological chemistry; cells; tissues; fluid, electrolyte and acid-base balance; the integumentary system; the skeletal system; articulations; nerve tissue; and muscle tissue.

*Prerequisites: Biology and Chemistry*

### **AnP 106    Anatomy and Physiology II                    3 credit hours**

The second semester of a two-semester sequence that introduces the structure and function of the human body, with an emphasis on providing a foundation for the study of pathological conditions. The processes by which the body maintains a stable internal environment (homeostasis) are stressed throughout. Topics include an introduction to nervous system organization and function; the central nervous system (brain and spinal cord); the peripheral nervous system (somatic nervous system, autonomic nervous system, sensation); the endocrine system; the cardiovascular system (blood, heart, circulation, lymphatic system); the respiratory system; the urinary system; and the digestive system.

*Prerequisites: AnP 105, 107 with a grade of "C" or better*

### **AnP 107    Anatomy and Physiology I                    1 credit hour** **Laboratory**

Laboratory exercises that complement and supplement the lecture material of Anatomy and Physiology 105. Topics include regional terminology; the axial skeleton; the appendicular skeleton; articulations; fluid, electrolyte and acid-base dynamics; nerve tissue physiology; and skeletal muscles.

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**AnP 108    Anatomy and Physiology II                    1 credit hour**  
**Laboratory**

Laboratory exercises that complement and supplement the lecture material of Anatomy and Physiology 106. Topics include spinal cord; brain; peripheral nervous system; sensation; endocrine system; heart; heart dynamics; circulation; respiratory system; urinary system; digestive system; and reproductive systems.

*Prerequisites: AnP 105, 107 with a grade of “C” or better.*

**Bio 101    General Biology I                                    4 credit hours**

A study of the fundamental concepts of the life sciences, emphasizing cytology, genetics, evolution and ecology. The course includes a survey of the plant and animal kingdoms. Laboratory sessions will demonstrate lecture topics. Some labs take place in natural settings.

*Note: If this course is to be used as a prerequisite for Anatomy and Physiology and/or a health-related program, a grade of “C” or better is required.*

**Bio 102    General Biology II                                    4 credit hours**

A systematic study of animal systems with the emphasis on humans. A comparative approach is used, stressing structure, function and adaptive significance. Laboratory sessions demonstrate lecture topics.

*Note: If this course is to be used as a prerequisite for Anatomy and Physiology and/or a health-related program, a grade of “C” or better is required.*

**Bio 103    Introduction to Human Biology                    4 credit hours**

This one-term course presents an overview of the structure and function of systems in the human body. The human organism will be reviewed at the chemical, cellular, tissue, organ and organ system level. Laboratory session is required.

*Note: If this course is to be used as a prerequisite for Anatomy and Physiology and/or a health-related program, a grade of “C” or better is required.*

**Chm 001    Basic Chemistry    Noncredit**

The basic concepts of the atom, ions, molecules and chemical bonds as they apply to anatomy and physiology. Also included will be fundamental physical concepts that apply to chemical reactions.

*Note: This course will be acceptable as a prerequisite for Anatomy and Physiology.*

**Chm 100    General Chemistry I                                    4 credit hours**

An introduction to general and inorganic chemistry. Topics include the scientific method; an introduction to matter and energy; measurement; atomic structure; chemical bonding and compounds; chemical reactions and reaction kinetics; the mole and stoichiometry; gases; solutions; and acid-base chemistry.

*Note: If this course is to be used as a prerequisite for Anatomy and Physiology and/or entry into an allied health program, a grade of “C” or better is required.*





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**Soc 104      Social Problems of the Elderly      3 credit hours**  
**Cross listed as Grn 104**

Examination of selected current social problems of the elderly in the United States, such as alcoholism and other addictions, crime, depression, elder abuse and other pertinent issues. Analysis of the issues, as well as treatment of these problems, will be studied.

**Soc 105      Introduction to Gerontology      3 credit hours**  
**Cross listed as Grn 101**

An interdisciplinary approach to the study of aging, designed to provide a basic understanding of the aging process and an overview of the major issues in gerontology.

**Soc 106      Elderly Care Services      3 credit hours**  
**Cross listed as Grn 106**

An introduction to the care of the elderly in our modern society, focusing on historical background, development of services, demographics and assessment of programs.

**Soc 107      Sociology of Work and Leisure      1 credit hour**  
**Cross listed as Grn 107**

An exploration of various options of understanding leisure and its role in our present lives and as we age.

**Soc 108      Health of Aging      1 credit hour**  
**Cross listed as Grn 105**

A study of the various issues regarding health and aging. Development theory, normal age changes, prevalent diseases of the elderly, and society's view of health and aging will be studied and analyzed.

**Soc 109      Introduction to Criminal Justice      3 credit hours**

An overview including a survey of the foundations of law enforcement and the criminal justice system. The criminal justice process, as well as the constitutional restraints on the system, will be studied.

**Soc 110      Diversity of Aging      2 credit hours**  
**Cross listed as Grn 110**

This course is designed to provide a basic understanding of the aging process within the context of specific diverse groups in our population, both historically and at the current time.

**Soc 201      Social Problems      1-6 credit hours**

Selected problems are analyzed from both political and sociological points of view. The impact of change will be considered, with attention given to the need for collective action to solve problems.

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**Soc 202      The Family and Community                      3 credit hours**

The family is studied as a social institution. The developmental aspects of the family as a whole and of the individual members will be considered.

*Prerequisite: Soc 101. This may be waived by consent of instructor.*

**Soc 203      Holistic Health    3 credit hours**

Presents recent trends in complementary health practices and their sociological impact, including approaches to and principles of body, mind and spirit.

**Soc 205      Criminology    3 credit hours**

An in-depth analysis and evaluation of criminal behavior. Street crime, organized crime and occupational crime will be discussed. The student will learn to investigate, categorize and describe the theories of criminality and social control.

**Soc 209      Criminal Law    3 credit hours**  
**Cross listed as Law 209**

A survey of the history and philosophy of law enforcement, which will include the scope, purpose and clarification of modern criminal law. Various offenses, including crimes against persons and property, will be studied.

**Soc 220      Independent Study    1-6 credit hours**

An opportunity for seniors with an overall average of "B" or better to pursue a topic of their own design under supervision. A detailed proposal must be submitted before registration.

**Soc 300      Medical Sociology    3 credit hours**

This course will be a study of a sociological perspective on health, illness and wellness. Disparities in health and health outcomes will be emphasized. Institutional structures and social supports will be reviewed, along with current health care reform proposals.

*Note: Open only to those enrolled in the upper division*

**Soc 320      Alternative/  
Complementary Therapies    3 credit hours**

This course provides information on current complementary and alternative therapies. These therapies recognize that a person is a physical, mental and spiritual being, and that disease affects all areas of life. These therapies, each in their own way, attempt to achieve a state of balance to help people return to wellness and remain healthy in the future. Will include discussion on the impact of the health care system on maintaining health and wellness of the individual, family and community.

*Note: Open only to those enrolled in the upper division*



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**Soc 410      Perspectives in Age**

**5 credit hours**

This course will apply sociological concepts to the study of health and aging. Topics of race, class, gender and culture will be broadly studied as they affect attitudes and behaviors toward health and aging. Optimum health will be defined in terms of age, expected changes and health promotion priorities. Health promotion strategies will be explored as methods to protect health and prevent injury. The effects of chronic illnesses on communities and society will be explored. Psychosocial concepts that explain the human response to expected and unexpected health changes will be emphasized in the design of health promotion, health teaching and health counseling interventions. Lifestyle modification necessary for managing impairment will be addressed.

*Note: Open only to those enrolled in the upper division*



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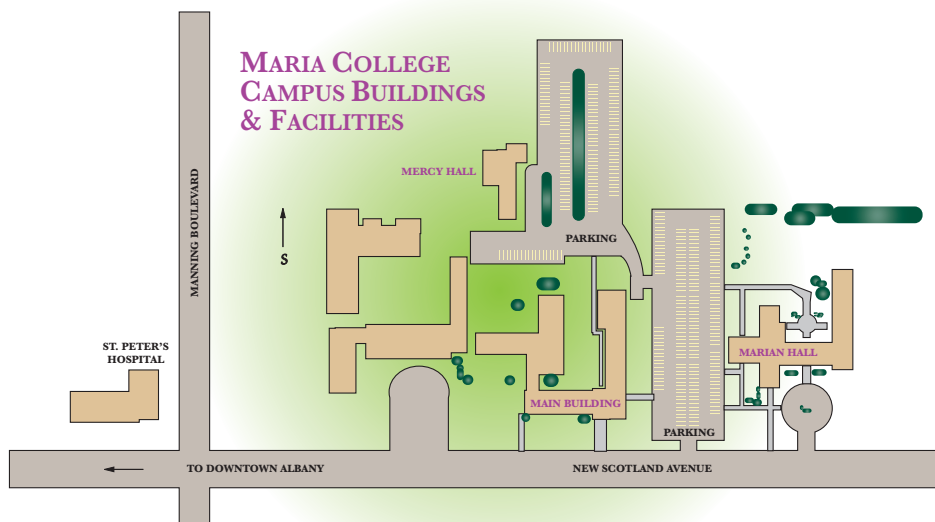


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# Finding your way to and around campus.



## Main Building

Administration Offices  
Bookstore  
Business Office  
Cafeteria  
Career Services  
Classrooms  
Computer Center  
Faculty Offices  
Learning Resource Center  
Library  
Student Lounge

## Marian Hall

Campus Ministry  
Counseling Services  
Marketing and Development  
Lecture Hall and Classrooms  
Nursing Department  
Occupational Therapy  
Assistant Department  
Student Lounge

## Mercy Hall

Admissions Office  
Financial Aid Office  
Registrar  
Classrooms

Minutes from the heart of the Capital District, Maria College is located just down the street from St. Peter's Hospital and Albany Medical Center, and the commercial and political center of New York State.

**Via Northway:** Exit 1E to I-90 East, then follow local directions below.

**Via Thruway:** From either North or South, Exit 24 to I-90 East, then follow local directions below.

**Via I-787:** I-90 West, then follow local directions below.

**Local directions:** From I-90 (either east or west), take Exit 4, merging onto Route 85S toward Slingerlands/Voorheesville. Then, take exit for Krumkill Road. Left off ramp onto Buckingham Drive, to first right on Bender Lane, to left onto Krumkill Road. Left at light onto New Scotland Avenue. Maria College is on the right.



MARIACOLLEGE.EDU

700 NEW SCOTLAND AVENUE, ALBANY, NY 12208

Nondiscrimination Policy: Maria College is a nonprofit, independent, coeducational institution, which does not discriminate in its enrollment or employment practices for any reason, including race, sex, color, national origin, creed, sexual orientation, or mental or physical disability. Information about the services, activities and facilities accessible to the disabled may be obtained in the Office of Student Services, Marian Hall. For further information regarding Title IX and 504, contact Deb Corrigan, Title IX Coordinator, 518.438.3111, x250.



## **BACHELOR'S DEGREE**

RN Baccalaureate Completion Program

## **ASSOCIATE DEGREES**

Accounting

Early Childhood Education

Education Transfer Program

General Studies

Liberal Arts

Management

Nursing

Occupational Therapy Assistant

Paralegal

## **PROFESSIONAL CERTIFICATES**

Bereavement Studies

Gerontology

Practical Nurse (LPN Training)

Paralegal

Teaching Assistant

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