



MARIA
COLLEGE

Academic
Catalog
2016-2017



MARIA

COLLEGE

Aspire. Achieve. Become.™

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A MESSAGE FROM THE PRESIDENT

Dear Students,

Maria welcomes you! As the President of Maria College I am honored that you have chosen our college, one founded on the ideas of service, compassion and respect, to prepare you for meaningful and rewarding work. We are proud of the College's affordable educational opportunities to both adult and traditional students and we emphasize a strong foundation in social justice and liberal arts. Three things make Maria a smart choice: affordability, access, and opportunity. This catalog will serve as your guide to academic programs, resources, and services to help make your journey at Maria College successful.



Student success is the heart of Maria College. Maria services and programs are designed to strengthen connection between students and the College to facilitate the successful completion of a degree or certificate. I encourage you to explore the following pages to learn more about Maria and the unique requirements for your academic major. Your assigned Maria Academic Advisor is also a critical component to your success. Please consult with him/her on a regular basis.

At Maria, you will receive an excellent career-relevant education designed to help you realize your goals and dreams as well as a **Mercy** education, inspired by our founders, the Sisters of Mercy, designed to set you apart. At the time Catherine McAuley founded the Sisters of Mercy, all the religious orders of Catholic women were cloistered, meaning they lived within convents and prayed for those in need. Catherine McAuley insisted that her sisters would go out into the world and provide practical care for those who were sick, uneducated and poor.

The Sisters believe that education is the key to one's ultimate success. In the words of Catherine McAuley, "Let us take one day only in hand, at a time, merely making a resolve for tomorrow, thus we may hope to get on taking short, careful steps, not great strides." Maria College is one of 16 Mercy colleges and universities throughout the United States. As a future graduate of Maria you will be part of this large "family of Mercy".

On behalf of the Maria College faculty and staff and its Board of Trustees, we hope your time at Maria will be satisfying and rewarding. We look forward to serving you in the upcoming 2016-17 academic year.

Sincerely,

A handwritten signature in black ink that reads "Thomas J. Gamble". The signature is written in a cursive style with a long horizontal line extending to the left.

Dr. Thomas J. Gamble, President

Service to others...
THE MARIA MISSION

The mission of Maria College is to instill in our graduates a 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 provide educational programs with high academic standards, convenient scheduling and formats for students of any age who may benefit from small classes and a warm, encouraging environment.



MARIA'S CORE VALUES

SERVICE

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

SCHOLARSHIP

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

COMMUNITY

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

INTEGRITY

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

RESPECT

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

COMPASSION

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

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 — 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 programs.

THE CAMPUS

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, 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

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, offers a variety of bachelor degrees, associate degrees and certificate programs. Students can currently pursue the following degrees: Bachelor of Arts in Liberal Arts; Bachelor of Science in Healthcare Management, Health and Occupational Sciences, Nursing, and Psychology; Associate in Applied Science in Management, Nursing, Occupational Therapy Assistant, and Paralegal; Associate in Arts in Liberal Arts with concentrations in English, Psychology and Religious Studies/Philosophy); and Associate in Science in General Studies. Because a Maria education has from its founding been grounded in the liberal arts, Maria's associate degrees qualify for transfer to four-year institutions — a cost-effective benefit that increasing numbers of its graduates elect. 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 and Practical Nurse (LPN Training).

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; and career guidance through the College's Office of Career Services, a service that is available to alumni as well. A student/faculty ratio of 14:1 ensures personal attention and meaningful interaction with faculty and staff.

GOALS AND LEARNING OUTCOMES

MARIA COLLEGE WILL:

- 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:

- 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.

ACADEMIC CALENDAR

2016-2017

DAY & EVENING DIVISION	WEEKEND COLLEGE
August 2016 29 Fall Semester Begins September 2016 2 Last Day to Add Classes November 2016 4 Last Day to Withdraw December 2016 12-16 Final Examinations January 2017 17 Spring Semester Begins 24 Last Day to Add Classes April 2017 1 Last Day to Withdraw May 2017 8-12 Final Examinations	August 2016 27 Fall Semester Begins September 2016 11 Last Day to Add Classes November 2016 4 Last Day to Withdraw December 2016 4 Final Examinations January 2017 14 Spring Semester Begins 29 Last Day to Add Classes April 2017 1 Last Day to Withdraw 23 Final Examinations

Commencement - May 21, 2017

Holidays & Vacations

September 5, 2016	Labor Day
October 10, 2016	Columbus Day
November 23-25, 2016	Thanksgiving Recess
December 19, 2016 - January 13, 2017	Christmas Recess
February 20, 2017	President's Day
March 13-17, 2017	Spring Recess
April 14, 2017	Good Friday



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
- ~ Capital Region Career Consortium
- ~ Catholic Library Association
- ~ 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
- ~ Environmental Consortium of Colleges and Universities
- ~ International Society of Baccalaureate Scholars
- ~ Middle States Association of Collegiate Registrar and Admissions Officers
- ~ National Association of Colleges and Employers
- ~ 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

ACADEMIC REGULATIONS

CREDIT HOUR DEFINITION

Maria College Credit Hour Policy:

The credit hour policy at Maria College is based on a strict application of the U.S. Department of Education definition of a credit hour and in accordance with New York State Department of Education credit hour regulations and in compliance with the policies set forth by the Middle States Commission on Higher Education. Specifically, the College applies the federal definition of a credit hour: “the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates –

(1) Not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”

All credit-bearing courses at Maria College must comply with Section 50.1 (o) of the New York State Commissioner of Education Regulations: “Semester hour means a credit, point, or other unit granted for the satisfactory completion of a course which requires at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary assignments, except as otherwise provided pursuant to section 52.2(c)(4) of this Subchapter. This basic measure shall be adjusted proportionately to translate the value of other academic calendars and formats of study in relation to the credit granted for study during the two semesters that comprise an academic year.”

Application of the Credit Hour

Policy: The Maria College credit hour policy applies to all courses that award academic credit regardless of the mode of delivery including but not limited to lecture, seminar, laboratory, online, hybrid, and self-paced. Academic departments and the Academic Affairs Committee are responsible for ensuring that credit hours are awarded only for academic work that meets the requirements outlined in this policy. The expectation of contact time inside the classroom and student effort outside the classroom is the same in all formats of a course regardless of mode of instructional delivery whether fully online, hybrid or in-person and online delivery, or delivered in lecture or seminar format. Courses that have less structured classroom formats such

as independent study, internships, cooperative learning, practica, clinical, fieldwork or other academic work leading to the awarding of credit hours must clearly state learning objectives and expected outcomes as well as workload expectations that meet the federal and state standards specified above.

Credit Hour Awarding and

Review Process: Maria College follows a semester format with fall and spring semesters having a minimum of 15 weeks with an additional week for final examinations. Summer semester terms consist of fewer weeks of instruction and weekend terms consist of fewer days of instruction but both formats still adhere to federal and state credit hour regulations in terms of instructional time, amount of work required and expected outcomes. The academic calendar for each of these configurations must provide a minimum of 750 minutes of instruction per credit hour. The standard meeting times for courses at Maria College are three 50-minute classes, two 75-minute classes and one 150-minute class per week (170 minutes with breaks included) which over a 15 week semester plus a 120 minute exam period provide at least 750 minutes of instructional time per credit hour. The academic calendar is prepared by the Registrar for approval by the Vice President for Academic Affairs and College President to assure compliance with federal and state credit hour regulations. The academic calendar for 2016-17 is found on the Maria College

website under Academics/Academic Resources/Academic Calendar.

The faculty and academic program chairs have responsibility for developing, maintaining and evaluating the curricula comprising specific academic programs. Existing courses are evaluated for adherence to federal and state credit hour regulations on an annual basis with findings reported to the Academic Affairs Committee chaired by the Vice President for Academic Affairs. New courses are developed and approved at the program level and are subsequently submitted to the Academic Affairs Committee for approval or denial. The Committee is responsible for certifying that all proposed new or revised courses conform to the federal and state credit hour regulations. Syllabi submitted with proposals for new or revised courses are examined by the Committee for contact time and for verifying that the expected student learning outcomes for the courses meet the credit hour standard.

Credit Hour Specifications:

Courses consisting of lecture or seminar based learning environments have students who meet in person or online to participate in various forms of group instruction provided by a faculty member. For lecture and seminar courses, one credit is awarded for a minimum of 50 contact minutes per week or 750 contact minutes for the entire semester. The minimum out-of-class student work for one credit is 100 minutes per week or 1500 minutes

for the entire semester as mandated by federal regulations. There are 2250 minutes or 37.5 hours of total instructional contact time and out-of-class student work per credit for the entire semester.

Laboratory courses involve experiential learning in group settings under direct supervision of a faculty member with students conducting laboratory experiments or studies. The minimum contact time per credit for laboratory courses is twice that of a lecture-based course. For laboratory courses, one credit is awarded for a minimum of 100 contact minutes per week or 1500 contact minutes for the entire semester. The minimum out-of-class student work for one credit of a laboratory course is 50 minutes per week or 750 minutes for the entire semester. There are 2250 minutes or 37.5 hours of total instructional contact time and out-of-class student work per credit for the entire semester.

Clinicals are courses which involve experiential learning under direct supervision of a faculty member with students performing work in a clinical setting. The minimum contact time per credit for a clinical course is two times that of a lecture but may vary depending on the amount of outside work assigned. For clinical courses, one credit is awarded for a minimum of 120 contact minutes per week or 1800 contact minutes for the entire semester. With an additional minimum of 30 minutes per week or 450 minutes per semester of out-of-class student

work for clinical courses, there are 2250 minutes or 37.5 hours of total instructional contact time and out-of-class student work per credit for the entire semester.

Fieldwork courses involve experiential learning in a professional setting under direct supervision of fieldwork educators who serve as site supervisors and performance evaluators. The total amount of required hours may be mandated by professional accrediting organizations. The minimum contact time per credit for fieldwork courses is 160 minutes per week or 2400 minutes or 40 hours for the entire semester. Similarly, internship courses involve experiential learning under the direct supervision of a site supervisor or preceptor and require a minimum of 160 minutes per week or 2400 minutes or 40 hours per credit for the entire semester.

ACADEMIC CLASSIFICATIONS

Matriculated Students:

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

Non-matriculated Students: A non-matriculated 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 non-matriculated student at Maria must complete an

application through the Admissions Office prior to registering for classes. The non-matriculated student will be assigned a user name and password for MyMaria and Blackboard and is expected to become familiar with student orientation materials available on MyMaria. The same policies and procedures apply regardless of student status. The non-matriculated student benefits from all institutional support services 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 credits per semester. Students who wish to take more than 19 credits in a semester must complete a change of status form with signatures of approval from the department chair and their academic advisor.

Part-time Students: A part-time student carries fewer than 12 credits 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 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).
- There is a seven-year limit on transfer credit for Anatomy and Physiology and Microbiology, and a five-year limit on all Computer Science courses.
- Students wishing to take a course(s) at another college and apply them to their academic program at Maria must complete a change of status form in advance with signatures of approval from the department chair and their academic advisor, and must attach a course description to the form.

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 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
www.wes.org/students/index.asp
Phone: (212) 966-6311
Fax: (212) 739-6100

Auditing Courses: A student may audit courses with the permission of the instructor and his/her advisor and only on a space-available basis. Regulations governing the auditing of courses are as follows:

- All courses except online and hybrid courses can be audited.
- A maximum of two courses per semester may be audited.
- Audited courses do not count in determining a student's course load.
- Audited courses do not count toward full-time status.
- Audited courses are not eligible for financial aid.

- Students auditing a course are prohibited from taking course learning assessments, examinations and quizzes unless approval is granted by course instructor.
- No credits are given and no letter grade is recorded for an audited course.
- Students are charged one-half tuition for the audited course.
- Senior citizens (62 years and older) may audit one course per semester tuition-free.
- Students are expected to comply with all college and course-related codes of behavior as specified in the course syllabus.
- Students cannot change to credit status after the add/drop period.
- All audited courses are designated "AU" on the transcript.

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 be taken at the College.

Challenge Examinations:

Students may have a course requirement waived by receiving 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 department chair.

Credit for Life Experience:

Maria College recognizes that certain adult students may have gained valuable knowledge in their life from diverse experiences. Some 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 Vice President for Academic Affairs. 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. Permission of the advisor and Registrar's Office 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. Students are required to pay any fees required by the visiting college. Cross registration in online and/or science lab courses may be limited or prohibited.

Independent Study: Each academic area offers an opportunity

for students at an advanced level of study and in good academic standing 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 Vice President for Academic Affairs, his or her academic advisor, and the supervising faculty member. The independent study project can vary from one to six credits, and students are limited to a maximum of three credits of independent study for an associate degree program, and a maximum of six credits for a bachelor's degree 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 Vice President for Academic Affairs.

Individual Study: The purpose of this designation is to provide students an opportunity to complete a core or major field requirement in which the course has insufficient enrollment and will allow them to complete their academic program in a timely manner. This designation is strictly reserved for a core or major field requirement for which there is no acceptable course substitution, and is not to be utilized for any program electives or free electives.

Proficiency Examinations: Maria College grants credit for the

**All documents submitted for a student's academic file become the property of Maria College and will not be released. This includes, but is not limited to, transcripts, GED certificates, and recommendation letters.*

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

GRADES

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. If the absence, for whatever reason, makes it impossible for the student to complete the work, withdrawal from the course may be necessary.

PERCENT	PERCENT	GRADE	QUALITY POINTS*
92.6 - 100	(93-100)	A	(4.0)
89.6 - 92.5	(90-92)	A-	(3.7)
86.6 - 89.5	(87-89)	B+	(3.3)
82.6 - 86.5	(83-86)	B	(3.0)
79.6 - 82.5	(80-82)	B-	(2.7)
76.6 - 79.5	(77-79)	C+	(2.3)
72.6 - 76.5	(73-76)	C	(2.0)
69.6 - 72.5	(70-72)	C-	(1.7)
66.6 - 69.5	(67-69)	D+	(1.3)
62.6 - 66.5	(63-66)	D	(1.0)
59.6 - 62.5	(60-62)	D-	(0.7)
59.5 & lower	(<60)	F	(0.0)

Grades and Quality Points:

Grades are issued at midterm and at the end of each semester using a letter system and quality point values as follows:

* Quality points computed by dividing the total number of quality points by total credits completed.

Grade designations are defined as follows:

A represents outstanding distinction, superior achievement of learning outcomes, demonstrating comprehensive, in-depth understanding of subject matter.

B signifies levels of solid accomplishment, very good understanding of subject matter and very good demonstration of learning outcomes.

C signifies average, adequate



demonstration of learning outcomes and satisfactory understanding of subject matter.

D represents marginal demonstration of learning outcomes, fragmented and mediocre understanding of subject matter.

F is failure, unacceptable demonstration of learning outcomes, failed understanding of subject matter.

P is used for acceptable academic work when a course is graded on a pass/fail basis; no quality points are assigned to this grade designation.

I designates an incomplete grade and is assigned to a student who for acceptable reasons is unable to complete the course work. In order to receive this grade, a student must be passing the course (grade of D- or higher) and must obtain permission from the instructor and department chair. If work is not completed within three months after the end of the semester, the grade will automatically change to a grade of F, unless an extension is granted by the department chair.

S is given for satisfactory work comparable to a grade of C or better.

U is given for unsatisfactory work comparable to a grade of C- or lower.

W is used for a student who withdraws from a course within the established timeframe for course withdrawal.

WS is used for a student who withdraws from a course and who at

the time of withdrawal is performing at the course-specific standard of performance required for an academic program (for example, grade of C or better in BIO 209).

WU is used for a student who withdraws from a course and who at the time of withdrawal is not performing at the course-specific standard of performance required for an academic program (for example, grade of C- or lower in BIO 209).

Z is used for students not in attendance, but on the class roster, not having officially dropped the course or not having officially withdrawn from the course.

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 Registrar’s Office must be requested within three months after the end of the semester in which the original grade was issued.

HONORS

- **President’s List:** Any student who earns 9 or more matriculated 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 9 or more matriculated 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 or higher
High Honors	3.5 to 3.79
Honors	3.2 to 3.49

Phi Theta Kappa Honor Society:

Phi Theta Kappa is an international honor society of two-year colleges and two-year academic programs offered by four-year colleges. The American Association of Community Colleges (AACCC) recognizes Phi Theta Kappa as the official honor society for community colleges. Founded in 1918, it is the largest honor society in higher education, with members located in all 50 states and abroad. The Beta Rho Kappa Chapter at Maria College, chartered in 2009, recognizes and encourages outstanding academic achievement among part-time and full-time students. The invitation to join the Society is extended to students enrolled at the College who have successfully completed a minimum of 12 credits that could be applied toward an associate degree, and who have a cumulative grade point

average (GPA) of 3.5 or higher (not including transfer credits, remedial, or non-credit coursework). One-time local, regional, and international fees are required to be paid at the time of induction into the society. Members enjoy unique opportunities to apply for scholarships from Phi Theta Kappa, partnering senior colleges, universities and foundations.

ACADEMIC PROCESSES

Course Enrollment: Students may add or drop courses during the first five days of a semester with prior approval of their academic advisors. Students can only add courses in which space is still available unless approval is granted by the instructor.

Course changes after classes begin must be done in writing at the Registrar’s Office.

Maximum Number of Course Attempts: A student can attempt an individual course at Maria College a maximum of three times, excluding course withdrawals. All grades are recorded, but the grade for the most recent attempt is used for calculating the cumulative GPA. There may be a more restrictive policy on course attempts in specific academic programs. A student can audit a course no more than two times. A grade of Z counts as an attempt.

Withdrawal from a Course: Students may withdraw from courses upon consultation with their academic advisors. To officially

withdraw from a course, students must complete and submit a Course Withdrawal form with the required signatures of their advisor and the Business Office and must submit to the Registrar's office by the end of the tenth week of the semester. A grade of W will be recorded for the course(s) listed on the withdrawal form. When program policies require a minimum standard of performance in a course, a grade of WS (withdrawing with a grade of C or better) or WU (withdrawing with a grade of C- and lower) will be assigned. Students who withdraw from a course after the ten week course withdrawal period and before completing final examinations will receive a grade of W, WS or WU if there are documented extenuating circumstances of record at this time. These must be stated in writing and they require the signature of the advisor and the Vice President for Academic Affairs. Students who do not follow the official withdrawal process are considered enrolled students and their grades will be recorded. This regulation may be waived by the Vice President for Academic Affairs when circumstances warrant.

Change of Program: Students who wish to change their academic program after having completed some coursework in their original program must complete and submit a change of status form to the Registrar's Office after having obtained required signatures. Students wishing to change their

program to nursing must also consult with the Director of Advisement for Nursing who will certify that all entry requirements have been met prior to obtaining department chair approval/signature on the change of status form.

Leave of Absence: A student who wishes to take a leave of absence must complete and submit the request for withdrawal/leave of absence form with all necessary signatures. This form is only available at the Registrar's Office. Financial aid regulations stipulate that a leave of absence must not exceed a total of 180 days in any 12-month period. Upon return from a leave of absence, a student must complete a Re-Enrollment Application, available in the Admissions Office. A student on a medical leave of absence must provide documentation of medical clearance for return to study.

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.

Withdrawal from College: To officially withdraw from the college, students must complete the request for withdrawal/leave of absence form and obtain the signatures of the Vice President for Academic Affairs, Department Chair or their academic advisor, the Business Office and the Financial Aid Office.

Students withdrawing from college must participate in an official exit interview with the Financial Aid Office after having completed the form. Withdrawn students will be sent a follow up survey by email and postal mail.

Students who withdraw from college during the course withdraw period (the first ten weeks of the semester) will receive grades of W, WS or WU in all semester-length courses. Students who withdraw from college after the ten week course withdrawal period and before completing final examinations will receive a grade of W, WS or WU if there are documented extenuating circumstances of record at this time. These must be stated in writing and they require the signature of the advisor and the Vice President for Academic Affairs. Students who do not follow the official withdraw process are considered enrolled students and their grades will be recorded. This regulation may be waived by the Vice President for Academic Affairs when circumstances warrant.

Academic Standing: Students pursuing study at Maria College are expected to achieve a required level of performance in their classes in order to complete their academic programs and graduate. College standards of performance and associated categories of academic standing are listed below. Program-specific standards are provided in the catalog section with program descriptions.

Academic Standing Based on Cumulative Grade Point Average (GPA):

Total Credits Attempted	Academic Dismissal
18 or fewer	-----
19-36	Less than 1.00
37-54	Less than 1.50
55 or more	Less than 1.75

Total Credits Attempted	Suspension from Full-Time Study
18 or fewer	Less than 1.00
19-36	1.00 to 1.49
37-54	1.50 to 1.74
55 or more	1.75 to 1.89

Total Credits Attempted	Academic Probation
18 or fewer	1.00 to 1.49
19-36	1.50 to 1.74
37-54	1.75 to 1.89
55 or more	1.90 to 1.99

Total Credits Attempted	Good Academic Standing
18 or fewer	1.50 or higher
19-36	1.75 or higher
37-54	1.90 or higher
55 or more	2.00 or higher

Total Credits Attempted: The number of credits attempted

includes credits for all courses completed at Maria College, credits attempted for course(s) from which a student has withdrawn, and transfer credits.

Academic Probation: The maximum permissible credit load for a student on probation is 14 credit hours per semester. Any exceptions to this credit load maximum must be approved by using the change of status form.

Suspension from Full-Time

Study: Students are restricted to part-time study with a maximum of 7 credits per semester and must achieve at least the minimum cumulative GPA for academic probation status in order to be eligible for reinstatement to full time study. Students remaining in this status for two consecutive semesters are subject to academic dismissal.

Reinstatement to Full Time

Status: Students who have been suspended from full time study must achieve a cumulative GPA that is at the level required for academic probation status to be eligible for reinstatement to full-time study. Students who are reinstated to full time status will be on academic probation until the GPA is at or above the minimum cumulative GPA standards for good academic standing.

Academic Dismissal: Dismissed students are prohibited from registering for any courses. Dismissed students may not reapply

to the College for readmission for a period of one calendar year.

Appeal of Academic Dismissal:

Students may appeal their academic dismissal by submitting a letter of appeal by mail or email to the Department Chair of their academic program, with a copy to the Vice President for Academic Affairs, within 14 days of having received the formal notification of dismissal. The letter of appeal must specify the significant extenuating circumstances beyond the control of the student which most likely contributed to the unsatisfactory academic performance. The Vice President for Academic Affairs will make the final decision as to whether the appeal is accepted or denied.

Readmission after Dismissal:

Students dismissed from Maria College for academic reasons may apply for readmission after one calendar year. Dismissed students must demonstrate improved potential for academic success through successful completion of at least six credits per semester with all grades of C or better at an alternate college to be considered for readmission.

Program Dismissal: Students are dismissed from an academic program if they do not achieve the minimum standard of performance as provided in the program descriptions. Students who are dismissed from a program are not necessarily subject to college dismissal and may choose to pursue

another program of study as long as they achieve the required level of performance for college retention. Students may request readmission to a program in writing to the department chair.

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.

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. Possession of alcohol or illegal substances is not allowed on campus.

Violators of the Student Conduct Code will be afforded a fair hearing, with penalties imposed including letters of warning or dismissal from the college.

DEGREE AND GRADUATION REQUIREMENTS

Associate Degree Requirements: No degree shall be conferred unless the candidate has:

- Completed at least 62 college credits through courses at Maria, transfer credit, or credit through approved proficiency examinations.
- Completed at least 24 credit hours at Maria College and earned a

cumulative grade point average of at least 2.0.

- Completed all course requirements for the program in which he or she is matriculated.
- Completed the college requirements, including three credits of Religious Studies, three credits of Philosophy (or an additional three credits of Religious Studies), and three credits of English (English 111).
- Completed the required Liberal Arts core:
 - For an Associate in Arts Degree (AA) 48 credits
 - For an Associate in Science Degree (AS) 32 credits
 - For an Associate in Applied Science Degree (AAS) 22 credits
- Completed two credits of First Year Experience, unless having successfully completed at least 24 college credits prior to enrollment or having previously completed a comparable course at another college.

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 Degree Requirements: No degree shall be conferred unless the candidate has:

- Completed at least 120 college credits through courses at Maria, transfer credit, or credit through

approved proficiency examinations.

- Completed at least 36 credits at Maria College with 15 credits in the final year of study and earned a cumulative grade point average of at least 2.0.
- Completed all course requirements for the program in which he/she is matriculated.
- Completed at least 15 credits at the 300/400 level at Maria College, excluding clinical or internship credits.
- Completed at least two full time semesters of study at Maria College prior to internship.
- Completed at least 90 credits of coursework in liberal arts and sciences for the BA degree, and 60 credits for the BS degree.
- Completed 2 credits of First Year Experience unless having successfully completed at least 24 college credits prior to enrollment or having previously completed a comparable course at another college.

Graduation Requirements: A candidate for graduation with the degree of Bachelor of Science, Bachelor of Arts, Associate in Arts, Associate in Science, Associate in Applied Science, or certificate of study 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 payment of all College bills and the return of all College property in satisfactory condition.

Exceptions to degree and graduation requirements are made only by the Vice President for Academic Affairs, but in no event can any exception be made to the total degree credits or minimum grade point average required.

STUDENT RIGHT TO KNOW INFORMATION

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 undergraduate students who entered Maria College from 2006 through 2009. 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 2006 through 2009. 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 27%.

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 Registrar’s Office at (518) 861-2524 or at registrar@mariacollege.edu.

MARIA COLLEGE FERPA POLICY STATEMENT

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 Registrar’s Office 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 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 Registrar’s Office 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.
- 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.

SERVICES TO STUDENTS WITH DISABILITIES

The Disability Services Program at Maria College assists in creating an accessible campus environment where students with disabilities have equal access to educational programs and the opportunity to participate fully in all aspects of campus life. Through partnerships with students, faculty and staff members, the program works to promote students' independence, self-advocacy and development, and ensures that the students are recognized for their abilities -- not their disabilities.

In keeping with this philosophy, the program is committed to assisting students with disabilities in need of academic and programmatic accommodations as required by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Federal Rehabilitation Act of 1973.

Students should review the Disability Services webpage, which is accessible through the Maria College homepage, to find out how they can register with the program and receive accommodations. Students in need of assistance should contact Dr. Lisa Tobin, Director of the Learning Resource Center, at ltobin@mariacollege.edu or (518) 861-2521.

PROTOCOL FOR POLICY MODIFICATIONS

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.

STUDENT GRIEVANCE PROCEDURES

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 initiated. Details are included in the Student Handbook or from the Associate Vice President for Student Life.

MARIA COLLEGE SYSTEMS USE POLICY

Maria College's intentions in publishing an Information Systems Use Policy is to protect the faculty, staff, students, and the college, from illegal or damaging actions by individuals, either knowingly or unknowingly; protecting Information Systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts, electronic mail, web browsing. These systems are the property of Maria College and are to be used in serving the interests of the college, and of the students in the course of normal operations. The purpose of the Information System Use Policy is not to impose restrictions that are contrary to Maria College's culture of openness, trust, and integrity.

Effective security is a team effort involving the participation and support of every Maria College employee and student who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

The complete policy is available on the Maria College website.

EDUCATIONAL EXPENSES

TUITION SCHEDULE

Full-time \$6,900/semester
Part-time \$595/credit hour

Full-time Students: Any students carrying 12 to 18 credit hours is considered a full-time student. Unless required, credit hours in excess of 18 will be charged \$595 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 \$295/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.

Enrollment Deposit: Admitted students reserve their places in the entering class by submitting an enrollment deposit. Deposits are refundable for the fall semester if written notice is given prior to May 1. Deposits received after May 1st will be considered based upon availability. This will be credited to the student's account.

- A \$100 enrollment deposit is required for all majors except the Associate of Applied Science in Nursing Degree students.
- A \$200 enrollment deposit is required for all Associate of Applied Science in Nursing Degree students.



OTHER EXPENSES

Full-time students:

Comprehensive Fee \$135/semester

Part-time students:

Comprehensive Fee \$60/semester

Nursing (ADN & PNC) Fee \$650/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

Selected OTA Course Fee \$120/course

OTA Review Seminar/Testing Fee (OCT 211) \$350

Technology Fee:

Full-time students \$70

Part-time students \$35

Laboratory/Academic:

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

Science Fee \$60/course

Computer Courses \$25/credit

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

TUITION LIABILITY POLICY

Students incur tuition liability at time of registration. All students who intend to withdraw/drop any course must do so in writing and submit this documentation to the Registrar's Office in the 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 the student's 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. If a student withdraws/drops after Federal financial aid has been awarded, but prior to completing a majority of the course classes, the College may need to refund some of the awarded aid to the government. That amount would then become an obligation of the student.

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

Day and Evening Students:

Withdrawal during first week of semester (Add/Drop week) . . .100%

Withdrawal during the second week of semester 80%

Withdrawal during the third week of semester 60%

Withdrawal during the fourth week of semester 40%

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

Weekend Students:

Withdrawal before first weekend session 100%

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

RETURN OF TITLE IV FUNDS

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 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, in writing through the established process. 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.

PROCEDURES FOR PAYMENT

Accounts are due and payable at the 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.



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. Beginning May 10, 2015, the Department of Education replaced the personal identification number (PIN) with the FSA ID. All applicants completing the FAFSA for the first time or a renewal application must establish an FSA ID. For a dependent student, at least one parent must establish an FSA ID. The FSA ID will allow the student to sign the FAFSA electronically, as well as provide access to several student aid websites.

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.ny.gov. 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 MyMaria. Students can log onto Maria College MyMaria 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 MyMaria 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 MyMaria. 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 MyMaria about two weeks after the College receives the results of the FAFSA. When a student’s information is updated in MyMaria, an email message will be sent to the student’s Maria College email address.

Changes in enrollment, program, or status may impact the financial aid award. Only courses that satisfy the program in which students are enrolled are eligible for financial aid payment.

Associate Degrees and Certificate Programs
Standards of Satisfactory Academic Progress for State Financial Assistance (TAP)

In order to remain eligible for state financial assistance (TAP), 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 Degree

Standards of Satisfactory Academic Progress for State Financial Assistance (TAP)

In order to remain eligible for state financial assistance (TAP), 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	1.80	2.00	2.00	2.00	2.00	2.00	2.00	2.00

VERIFICATION OF FEDERAL APPLICATION DATA

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, the student would not be eligible for federal or institutional financial aid, including the Federal Direct Loan.

Five Steps to Financial Aid:

1. Complete the FAFSA at <https://fafsa.ed.gov>; establish your FSA ID.
2. If you are a NYS resident attending Maria College on a full-time basis, apply for TAP at www.hesc.ny.gov. Part-time students should complete the “*Aid for Part-time Study*” application found on the Maria College website.
3. Check MyMaria on the Maria College website for outstanding tasks; submit any and all documents requested. Accept your awards.
4. First-time Maria College loan borrowers must complete Entrance Counseling and a Master Promissory Note at www.StudentLoans.gov.
5. Seek assistance from the Financial Aid Office whenever you have questions or concerns about your aid or have a change in enrollment, program, or status.

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 one semester 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.

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 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 must follow either of the following steps:

- 1. Re-Enroll** — 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 no more than five years ago. For some programs of study, the permission of the department chairperson will also be required.

- 2. Re-Apply** — any student wishing to resume his or her studies at Maria College, who was academically dismissed or left the College more than five years ago, must reapply for admission and again meet the criteria for acceptance to the College.

SATISFACTORY ACADEMIC PROGRESS

All students are required to maintain a quantitative and qualitative standard of academic progress to remain eligible for financial aid. Federal regulations stipulate a student must complete the program of study within the maximum timeframe, which is 150% of the credits required for the program. (For example, an associate degree program that requires 60 program credit hours must be completed within 90 attempted credit hours). In addition, a 2.0 GPA is required for graduation from Maria College.

**Attempted credits include transfer credit as well as credits earned in a Maria College associate degree program that have been applied to a bachelor degree program.*

Satisfactory Academic Progress (SAP) will be measured by: GPA (qualitative) whereby a student

To maintain eligibility, a student must meet the following standards:

Attempted Credits*	Minimum GPA	Percentage of Credits Completed
18 or fewer	1.00	50%
19-36	1.50	67%
37-54	1.75	67%
55 or more	2.00	67%

must maintain a cumulative GPA in accordance to the published minimums and satisfy the 2.0 or better GPA prior to completion. GPA will be checked at the end of each semester. SAP will also be measured by pace (quantitative). Federal regulations require institutions that participate in

Federal Student Aid to ensure that students complete their program of study within 150% of the credits required by the program. Students must satisfactorily complete 50% of the first 18 credits and 67% (or two-thirds) of the cumulative credits above 18 credits attempted at Maria College. Pace will be checked at the

end of each semester. Students with deficiencies in either the quantitative or qualitative requirement will be given a written financial aid warning. A student will have one semester to correct deficiencies. Students who do not meet SAP after one semester will have financial aid eligibility suspended or lost.

HOW TO RE-ESTABLISH FINANCIAL AID ELIGIBILITY

Appeal Process: A student on Financial Aid suspension may submit an appeal with supporting documentation for reinstatement of financial aid eligibility if mitigating circumstances exist. Mitigating circumstances include, but are not limited to, the following:

- Serious injury of the student and/or the student's immediate family member
- Serious extended illness of the student and/or the student's immediate family member
- Death of student's family member

The appeal must be submitted to the Director of Financial Aid for consideration by the Appeals Committee. The petition must be received before the start of the semester, excluding summer, after aid was suspended. The appeal should address the following:

1. Explanation for failure to meet the SAP requirements. The student

must list the special mitigating circumstances that impacted her/his ability to be academically successful. If it is due to an illness, accident, or death of a family member, then the student must provide documentation such as a death certificate, medical proof of illness or injury, or documented evidence of special circumstance that was beyond student's control.

2. Documentation of problem resolution. The student must include a self-evaluation explaining what steps she/he is taking to ensure academic success in future semesters. A personal statement and corroborating documents must be submitted in order to be considered as a complete submission.

Appeal Approval: Appeals can only be approved if the Committee determines that the student will be able to meet Maria College's Satisfactory Academic Progress guidelines after the next evaluation period. Appeals can also be approved if the Committee determines that the student has agreed to follow an academic plan that, if followed, will ensure that the student can meet Maria College's Satisfactory Academic Progress guidelines. If an appeal is approved with an academic plan, students will receive aid on a conditional basis for one semester. The conditions will be outlined and communicated to the student. Students who fail to meet the conditions outlined in their individual academic plan(s) during

their conditional semester will not be able to submit a subsequent appeal and will be ineligible for subsequent federal and state aid.

Appeal Denial: A decision to deny an appeal is usually rendered when the SAP Committee has deemed that it is mathematically impossible for the student to meet the quantitative/qualitative component(s) in a reasonable amount of time, the student failed to follow her/his academic plan, or the student's statement is undocumented. The student is ineligible to receive federal, state, and institutional funding in subsequent semesters. The student must use alternative means to pay all bills.

Reinstatement after Self-Funding: If a student decides not to appeal or if an appeal is denied, she/he may be eligible for a private loan or other outside funding. The Financial Aid Office can certify a student's enrollment for alternative funding upon request. To regain financial aid eligibility a student must successfully meet the SAP requirements for federal and state aid during the period of non-aid eligible attendance.



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 2016-17 award year (July 1, 2015 to June 30, 2016) is \$5,775. 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 \$5,165. 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 degree students, there is a limit of eight (8) payments. Associate degree students may apply using the TAP Code 2093. Bachelor degree students may apply using the TAP Code 6093. A student 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 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.ny.gov.

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 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.

Dependent Undergraduates	Subsidized	Unsubsidized	Total
First Year	\$3500	\$2000	\$5500
Second Year	\$4500	\$2000	\$6500
Third Year and beyond	\$5500	\$2000	\$7500

Independent Undergraduates & PLUS loan denials	Subsidized	Unsubsidized	Total
First Year	\$3500	\$6000	\$9500
Second Year	\$4500	\$6000	\$10,500
Third Year and beyond	\$5500	\$7000	\$12,500

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

originations are submitted to the U.S. Department of Education, is the preferred document for the active confirmation process. However, Maria's Registrar's Office 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.

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, 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.heartlandecsi.com.

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.

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 Registrar's Office. 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 carefully review 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.

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.

Bishop Hubbard Service Scholarship

The Maria College Bishop Hubbard Service Scholarship Award recognizes a Diocese of Albany Catholic School 2016 graduate, who has been accepted into a Maria College four year degree program starting fall 2016. This student demonstrates a passion for helping others, while maintaining a high level of academic achievement.

Caron Family Scholarships

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

***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.

***Mary K. Knapek Scholarships**

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

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.

Northeast Mercy Scholarship

The Sisters of Mercy of the Americas, Northeast Ministry Fund is committed to helping students with their higher education dreams. A five-thousand dollar (\$5,000) scholarship will be awarded to a returning student for one academic year (\$2,500 for fall and \$2,500 for spring), based upon financial need and academic merit. The number of scholarships awarded per year may vary.

President's Psychology Scholarship

Established to honor Maria's first baccalaureate degree program, the President's Psychology Scholarship is a merit-based scholarship for incoming first year students. It is a four-year scholarship that covers 50% of tuition for the first two years of study, and 100% of tuition in years three and four.

***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 is 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.

Maria College Presidential Scholarship

Funded by members of the Maria College community, Presidential Scholarships are given each year to promising students in any major who demonstrate financial need. Students should have a minimum GPA of 3.0 to apply.

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

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



ADMISSION INFORMATION

Admission to the College is offered on a selective basis. In selecting a student for admission, Maria College looks for evidence in an applicant's academic record, extracurricular activities and his or her potential for succeeding at and contributing to Maria College. All decisions regarding admission to Maria College are determined and made final by the Admissions Office.

GENERAL APPLICATION PROCEDURE

To be considered for admission, applicants are required to submit:

- An Application for Admission.
- Official high school transcript* or its equivalent.
- Personal essay/statement.
- Academic letter of recommendation.

Applicants are encouraged, but not required to:

- Submit SAT or ACT test scores

(Applicants who do not meet all admission standards may be asked to submit SAT or ACT scores or complete the college's placement test.)

- Have an Admission Interview.

(Applicants are strongly advised to schedule an appointment for an interview with an Admissions Counselor and use the opportunity to tour the campus.)

ADMISSION REQUIREMENTS FOR SECONDARY SCHOOL STUDENTS

Maria College is committed to

enrolling qualified young men and women whose backgrounds and talents will enhance each other's educational experiences. It is recommended that all candidates for admission pursue a strong college preparatory program and that they elect challenging courses in their senior year. All offers of admission are made on the condition that the student earns a high school diploma or the equivalent.

The secondary school record is our principal concern. High school students interested in attending Maria College should have an average above 80%, or 2.5 on a 4 point scale. For the Practical Nurse certificate program, a 2.0 on a 4 point scale will be considered. Leadership qualities and extracurricular activities are also important and considered. While not required, it is strongly encouraged that all candidates for admission visit Maria College and meet with an Admissions Counselor. The submission of test scores is optional for admission but scores are considered when submitted and may be asked of students when additional information is desired for an admission evaluation or for proper course placement.

**All documents submitted for a student's academic file become the property of Maria College and will not be released. This includes, but is not limited to, transcripts, GED certificates, and recommendation letters.*

Application Deadlines:

Regular Decision: The deadline for freshman applicants is March 1. Students who are accepted through regular decision have until May 1 to decide to attend Maria College and submit their enrollment deposit. This deposit is non-refundable after May 1.

Late Admission: Students may continue to apply for admission until August 15, provided space is still available.

Nursing and Occupational Therapy Assistant Deadlines:

Applications for the Associate Degree in Nursing program and the Associate Degree in Occupational Therapy Assistant program must be submitted by March 1, with a deposit deadline of April 1. The Admissions Office will continue to accept applications to these programs after the March 1 deadline, however space will be subject to availability. Students accepted into the programs by the March 1 deadline who do not deposit by April 1 will no longer be guaranteed their seat in the programs.

ADMISSION REQUIREMENTS FOR HIGHER EDUCATION OPPORTUNITY PROGRAM STUDENTS

Maria College's Arthur O. Eve Higher Education Opportunity Program (HEOP) is designed to meet the needs of New York State

residents who are both academically and economically disadvantaged. Students who qualify will receive structured support services, such as counseling, tutoring, and remedial/developmental coursework, as well as financial support. To be eligible a student must:

- Submit his/her admission application and all required documentation prior to March 1. (The student should select the HEOP option on their application.)
- Provide required financial documentation prior to March 1.
- Complete a personal interview with a HEOP representative.

IMPORTANT NOTE: Families should file their 2016 taxes as soon as possible in order to be considered for the program. Late application materials, including supporting financial documentation, will result in applicants being excluded from the pool for the 2017-18 academic year.

ADMISSION REQUIREMENTS FOR TRANSFER STUDENTS

Maria College enrolls transfer students in the fall, spring, and summer semesters. Prospective students should demonstrate a strong record of success in post-secondary studies and have obtained a cumulative grade point average of 2.0 or higher on a 4 point scale. Transfer applicants must submit:

- An Application for Admission.
- All college and university

transcripts* for institutions attended.

- Personal essay/statement.
- Academic/Work letter of recommendation.
- Official high school transcript* or its equivalent. (Students who have earned an associate or baccalaureate degree from an accredited institution of higher education may not be required to submit an official high school transcript.)

Transfer Credit:

Credit towards graduation from Maria College is granted for courses taken at regionally accredited institutions if:

- A grade of C or better has been earned (at least a 2.0 on a 4.0 grading scale).
- The courses are deemed both comparable to a course at Maria College and relevant to the student's proposed program of study at the College.
- The length, credits, and contact hours of the course to be transferred is equivalent to the length, credits, and contact hours of the course required at Maria College.
- Transfer credit may only be granted once for any given course.

For a bachelor's degree, a student must complete a minimum of 36 credits and 3 semesters at Maria College in order to meet degree requirements.

For an associate degree, a student

must complete a minimum of 24 credits and 2 semesters at Maria College in order to meet degree requirements.

ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS

Applicants from foreign countries are urged to complete their applications at least three months before they plan to enroll. In addition to the information required for secondary school students, international applicants must provide the following:

- If academic records are from a U.S. or Canadian institution, applicants may submit them directly to Maria College. However, if the academic credentials are from any other country, applicants must contact a credential evaluation service and submit credentials, college transcripts* and any required fees to the agency for a course by course evaluation and subsequent submission to Maria College. Credentials will not be reviewed without an outside evaluation. We recommend that applicants use the following credential agency: World Education Services – www.wes.org.
- 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, 173 for computer-based test, or 61 for the internet-based test to qualify for admission.

A student who has been accepted is required to show proof of finances and pay the non-refundable enrollment deposit prior to the issuance of an I-20 form. The student must take the I-20 form and valid passport to the U.S. Consulate or embassy and apply for an F-1 student visa.

NOTE: International students should take into account that tuition and fees are based on one year of study. Additional costs will also be incurred due to cost of living and travel expenses.

PHYSICAL EXAMINATION, IMMUNIZATIONS AND LABORATORY TESTS

New York State Public Health Law 2165 now requires that all persons born after January 1, 1957 must be in full compliance with State Immunization requirements. Students must show protection against measles, mumps, and rubella. The immunization documentation must be submitted within 30 days of the start of the term. ***If documentation is not submitted, the respective student will not be permitted to continue attending classes, will be dropped from his/her classes, and will be***

responsible for tuition liability.

Following acceptance to a Nursing or Occupational Therapy Assistance program, a physical examination and specific laboratory tests are required. The Health Report Form must be completed by a physician or a certified health care practitioner and returned to the Admissions Office or the specific academic department.

RE-APPLICATION PROCEDURE

Students who have previously applied to the College but did not enroll, and wish to re-apply must file another application for admission. If a student re-applies after two years from the original date of application, transcripts* from high school and all previous colleges attended must be resubmitted. Students who were academically dismissed from the College and have met the conditions for readmission, and students who have not attended Maria College for a period of more than five years, must file another application for college admission.

RE-ENROLLMENT

A student who has previously attended Maria College as a matriculated student within a period of five years or less and was not academically dismissed must complete a re-enrollment application, which is available through the Admissions Office, and must also submit any transcripts* from all colleges attended since last

enrolled at Maria College.

Students on a medical leave of absence must provide medical clearance documentation upon re-enrollment.

DENIALS

Any applicant who is initially denied admission into the College must wait one calendar year before re-applying. During that time, the student must complete at least six credit hours of coursework with grades of C or better at another post-secondary institution in order to be considered for admission into Maria College.

ADDITIONAL REQUIREMENTS FOR ADMISSION TO A NURSING PROGRAM

BS Degree in Nursing

The Bachelor of Science (BS) degree in Nursing program is designed for students who have obtained an unrestricted RN License from the State of New York or have graduated with the Associate Degree in Nursing (ADN) within 6 months of the start of the program. The program is designed to offer flexibility to working RNs to complete their BS degree in Nursing. In addition to the regular admission standards, the following must be met by the students:

- Completion of an associate degree or diploma in nursing from an accredited school of nursing with

a GPA of 2.5.

- Current Unrestricted 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.
- Two favorable references that address professional and/or academic ability. (*Transfer students only.*)

Course work within the BS degree in Nursing 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.

Associate in Applied Science in Nursing

Students applying for the Nursing program are encouraged to submit all required documentation prior to February 1. The Nursing program is highly selective, with competitive and limited enrollment. Applicants are encouraged to take four years of science and math courses while in high school. In order to be admitted directly into the Nursing program, the following must be satisfied, in addition to the regular admission

standards:

- Successful completion of a laboratory biology and chemistry:
 - A final grade of 80 or higher in both subjects from high school,
 - or a C or better in both biology and chemistry college credit bearing courses,
 - or a C or better in a 4-credit, Anatomy and Physiology I course, including a lab, that is equivalent to Maria College's Anatomy and Physiology I course.

- Passing scores on the Test for Essential Academic Skills (TEAS) V:

- Preference for admission is given to applicants who meet the national mean on all four parts of the exam, but the following scores are required:

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

- Current high school students or students within a couple of months of graduating from high school with SAT scores meeting or exceeding the following will be exempt from the TEAS V:

Reading:	500
Math:	520

Writing: **490**

- Students with a master's degree will be reviewed on a case by case basis.
- Students completing the MCAT need a score of 25 will be exempt from the TEAS V.

Practical Nursing Certificate

The Practical Nursing Certificate (PNC) Program is a 16-month weekend program, with nursing courses beginning in January. Interested students are encouraged to complete their application prior to October 1. In addition to the regular admission standards, these students must:

- Achieve a passing score on the Test for Essential Academic Skills (TEAS):
 - Preference for admission is given to applicants who meet the national mean on all four parts of the exam.

Additional Information on the TEAS:

A prospective student may take the TEAS an unlimited number of times prior to December 1 if they are applying for the Practical Nursing Certificate (PNC) program, or June 1 if applying for the Associate Degree in Nursing (ADN) program.

- Any student admitted to the college without meeting the TEAS requirements will be admitted as a

General Studies student.

- If after acceptance to the college in the General Studies program, but prior to the December 1 or June 1 deadlines, the student successfully meets the TEAS requirements set forth by the Nursing Department, the student's application may be reconsidered for admission to the appropriate Nursing program if space is available.

Once a student is matriculated in the College, the student will need to follow the policies and processes for the Change of Status to Nursing. A student may take the TEAS V test only two additional times after the first day of classes during the student's initial matriculated semester.

- It is highly encouraged that these students enroll and complete the TEAS V Review course, PRD 100, prior to the second attempt at the TEAS V.
- There must be a minimum of 45 days between tests.
- TEAS scores are valid for two (2) years and students whose scores are older than two years must re-test.

ENROLLMENT DEPOSIT

Admitted students reserve their places in the entering class by submitting an enrollment deposit. Deposits are refundable for the fall semester if written notice is given

prior to May 1. Deposits received after May 1 will be considered based upon availability.

- A \$100 enrollment deposit is required for all majors except the Associate Degree in Nursing students.
- A \$200 enrollment deposit is required for all Associate Degree in Nursing students.

AUDITORS & NON-MATRICULATED STUDENTS

A student who plans to attend Maria College without the intention of receiving a degree from the college may enroll as an auditor or a non-matriculated student.

- Any student who is interested in taking a course without receiving credit will be considered an Auditor.
- Any student interested in taking courses at Maria College but does not intend to complete a degree or certificate from the college, is considered a non-matriculated student.

New students to Maria College interested in auditing a course or enrolling as a non-matriculated student must:

- Complete the appropriate application through the Admissions Office.
- Submit proof of high school graduation or its equivalency.

(**Note:** if a course has pre-requisites, the student must provide evidence that the student has satisfied the course's pre-requisites.)

CHANGE OF STATUS TO NURSING

Any student enrolled in a General Studies program who intends to change majors to the Associate Degree in Nursing or Practical Nursing Certificate programs must consult with the Director of Nursing Advisement who will certify that all entry requirements have been met, and submit a change of status form by the following dates:

- Practical Nursing Certificate (PNC): December 15, 2016
- Associate Degree in Nursing (ADN): March 1, 2017

Approval for a student to change their major program of study to the Associate Degree in Nursing or the Practical Nursing Certificate programs requires additional documentation and compliance with the academic standards of the Nursing Department.

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 Student Life, Mercy Hall. For further information regarding Title IX and 504, contact Ann Reis, Title IX Coordinator, 518.861.2598.

CHANGE OF INTENT

Students who wish to change their program of intent must complete a Change of Status 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 associate degree programs are planned to span a three-year 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: bachelor's degree in Healthcare Management; associate degrees in General Studies, Liberal Arts, Management and Nursing; and certificates in Bereavement Studies and Gerontology.

WEEKEND COLLEGE

This innovative degree-granting division primarily serves working adults or others 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. The Occupational Therapy Assistant (OTA) program requires three years of weekend study.

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: Occupational Therapy Assistant (OTA) and Paralegal. Certificates in Bereavement Studies, Gerontology, Paralegal and Practical Nurse (LPN Training) are also offered.

ONLINE/HYBRID COURSES

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 courses are those that deliver 80% or more course content online and there are typically no face-to-face meetings. Hybrid courses combine online and face-to-face instruction, delivering at least 30% of the content online, typically requiring scheduled contact time, for example labs, and/or examinations. Web-Enhanced courses use web-based technology to facilitate what is essentially a face-to-face course. Instructors may use a learning management system to post the syllabus, learning materials, and/or discussion boards.

Students use the Blackboard Learning 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. 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, Room 105.

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

Attendance in an online course or online portions of a hybrid course is defined as an active post or submission within the course. This standard will be used to determine all attendance criteria, including but not limited to, never having attended and last date of attendance.

FIRST-YEAR EXPERIENCE

Two First-Year Experience courses, taken in sequence, 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, except those who have completed at least 24 previous college credits elsewhere before being enrolled at Maria, or who have previously completed a comparable course(s) at another college.

CAREERS SERVICES OFFICE

The Careers Services Office serves as a resource for students and alumni looking to enhance their professional development and career-readiness. Students are encouraged to attend workshops on portfolio preparation, interview techniques, and the job application process, hosted by the Careers Services Office. Students are also welcome to schedule individual career advisement appointments. The Careers Services Office works to connect students with employment and continuing education opportunities through on-campus programming and on a one-on-one basis. Students can access the Maria College website for specialized materials pertaining to career planning as well as the College's chosen employment

database, College Central Network. The same services that are offered to students are also available to Maria College alumni.

In addition, an annual survey of all graduates is conducted to measure trends in employment and transfer rates. The Placement and Transfer Report can be found in the Careers Services Office.

The Careers Services Office responds proactively to the needs of today's diverse student population, while understanding the importance of acquiring gainful employment.

Baccalaureate Transfer: An increasing number of Maria associate degree graduates continue work toward a bachelor 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 alumni earn bachelor's or graduate degrees after working in their career fields.

Transfer Articulation

Agreements: Maria College has signed articulation agreements with numerous colleges and universities within the Albany capital region and beyond. Such agreements are designed to provide clearly defined educational pathways between two colleges or between a secondary school and a college. One type of articulation agreement facilitates effective transfer of credit for students

wishing to pursue study at the bachelor degree level at another college or university upon completion of an associate degree at Maria College. A second type of articulation agreement provides a pathway for associate degree graduates from other colleges to transfer credits into bachelor degree programs at Maria College. The following table provides a list of current articulation agreements with secondary schools and two- and four-year colleges. Information on articulation agreements can be found online at www.mariacollege.edu. It is important to note that new agreements are negotiated periodically and that credits usually transfer to most colleges and universities whether or not they are listed or are part of a transfer articulation agreement.

The following secondary schools and colleges have articulation agreements for graduates of selected curricula:

School/College/ University	Articulation Type
Capital Region BOCES Albany, NY	<p>Graduates from Capital Region BOCES in the Certified Nurse Aide program and a CNA license to the Associate of Applied Science degree in nursing at Maria College.</p> <p>Graduates from Capital Region BOCES Practical Nursing Program who hold an LPN to the Associate of Applied Science degree in nursing at Maria College.</p> <p>Graduates from Capital Region BOCES Sterile Processing Program and hold the national certification for Sterile Processing to the Bachelor of Science in health and occupational sciences degree at Maria College.</p>
Columbia Greene Community College Hudson, NY	<p>Graduates from Columbia Greene Community College with an Associate of Science degree in nursing to Bachelor of Science degree in Nursing program at Maria College.</p> <p>Graduates from Columbia Greene Community College with an Associate of Science degree in Social Science to Bachelor of Science in Psychology at Maria College.</p>
Dominican College Orangeburg, NY	Graduates from Maria College with an Associate in Applied Science degree in occupational therapy assistant to bachelor/master of science degree in occupational therapy at Dominican College.
Dutchess Community College Poughkeepsie, NY	Graduates from Dutchess Community College with an Associate of Science degree in nursing to Bachelor of Science degree in Nursing program at Maria College.
Fulton-Montgomery Community College Johnstown, NY	Graduates from Fulton-Montgomery Community College with an Associate in Science degree in nursing to Bachelor of Science degree in Nursing program at Maria College.
Hudson Valley Community College Troy, NY	Hudson Valley Community College Associate degree in Nursing to Bachelor of Science degree in Nursing program at Maria College.

School/College/ University	Articulation Type
Memorial Hospital School of Nursing Albany, NY	Graduates from Memorial Hospital School of Nursing with an Associate in Science degree in nursing to Bachelor of Science degree in Nursing program at Maria College.
Russell Sage College Troy, NY	<p>Graduates from Maria College with an Associate in Applied Science degree in occupational therapy assistant to Bachelor of Science in interdisciplinary studies in health studies at Russell Sage College.</p> <p>Graduates from Maria College with an Associate in Arts degree in liberal arts to Bachelor of Science degree in nutrition at Russell Sage College.</p>
Sage Colleges of Albany Albany, NY	<p>Graduates from Maria College with an Associate in Applied Science degree in management to Bachelor of Science in business administration at Sage Colleges of Albany.</p> <p>Graduates from Maria College with an Associate in Applied Science degree in paralegal to Bachelor of Science degree in legal studies at Sage Colleges of Albany.</p> <p>Graduates from Maria College with an Associate in Applied Science degree in nursing to baccalaureate nursing program at Sage Colleges of Albany.</p>
Samaritan Hospital School of Nursing Troy, NY	Graduates from Samaritan Hospital School of Nursing with an Associate of Science degree in nursing to Bachelor of Science degree in Nursing program at Maria College.
SUNY Adirondack Queensbury, NY	Graduates from SUNY Adirondack with an Associate in Science degree in nursing to Bachelor of Science degree in Nursing program at Maria College.
SUNY Ulster Stone Ridge, NY	Graduates from SUNY Ulster with an Associate in Science degree in nursing to Bachelor of Science degree in Nursing program at Maria College.

School/College/ University	Articulation Type
The Belanger School of Nursing Schenectady, NY	Graduates from The Belanger School of Nursing with an Associate in Applied Science degree in nursing to Bachelor of Science degree in Nursing program at Maria College.
The College of St. Rose Albany, NY	Graduates from Maria College with an Associate in Applied Science in management to Bachelor of Science degree in business administration at The College of St. Rose.
Utica College Utica, NY	Graduates from Maria College with an Associate in Applied Science degree in occupational therapy assistant to Bachelor of Science degree in health studies at Utica College.
Questar III BOCES Rensselaer, Columbia and Greene Counties	<p>Graduates from Questar III BOCES Practical Nursing Program who hold an LPN to the Associate of Applied Science degree in nursing at Maria College.</p> <p>Graduates from Questar III BOCES Certified Nurse Aide program and a CAN license to the Associate of Applied Science degree in nursing at Maria College.</p>

PROGRAMS OFFERED

DEGREE PROGRAMS

Bachelor of Arts (BA)

Liberal Arts – HEGIS 4901

(Concentrations in Communication Studies and Government Studies)

Bachelor of Science (BS)

Health and Occupational Sciences – HEGIS 1201

Healthcare Management – HEGIS 1202

Nursing – HEGIS 1203.10

Psychology – HEGIS 2001

Associate in Applied Science (AAS)

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)

Associate in Science (AS)

General Studies – HEGIS 5699

CERTIFICATE PROGRAMS

Gerontology – HEGIS 5506.20

Paralegal – HEGIS 5099

Practical Nurse (LPN Training) – HEGIS 5209.20

MINOR FIELDS OF STUDY

Psychology – HEGIS 2001

BACHELOR'S DEGREE PROGRAMS

BACHELOR OF ARTS (BA)

The Bachelor of Arts Degree is awarded to those students who complete 120 credits, of which 90 credits are in the liberal arts and sciences and 30 in major field requirements and electives. A degree program in Liberal Arts with concentrations in Communication Studies and Government Studies is offered.

BACHELOR OF SCIENCE (BS)

The Bachelor of Science Degree is awarded to those students who complete 120 credits, of which 60 are in the liberal arts and sciences and 60 in major field requirements and electives. Degree programs are offered in Health and Occupational Sciences, Healthcare Management and Psychology. A Bachelor of Science degree in Nursing program is also offered, which accepts 60 credits from an associate degree program in nursing and requires students to complete 60 additional credits at the bachelor degree level. Graduates of diploma schools may also qualify for this program. A 45-credit option is available to students who already have a Bachelor of Arts or Bachelor of Science degree in a non-nursing discipline.



HEALTHCARE MANAGEMENT

BS

The purpose of the Bachelor of Science degree in healthcare management is to prepare students for mid-level management positions at a variety of healthcare settings. From corporate health and wellness departments and pharmaceutical manufacturers to nursing homes, hospitals, assisted living, and rehabilitation centers – the demand for managers in the healthcare arena will continue to grow at an above average rate. According to the Bureau of Labor Statistics, the field of healthcare management should experience a 23% growth rate over this decade, with more opportunities becoming available as the population ages and more individuals are in need of medical treatment or long-term care.

The program is designed to meet the needs of the aspiring healthcare manager who wants an across the board exposure to the intricacies of today's healthcare system. Developed to provide a balance among the technological, clinical, and business sides of healthcare, the healthcare management major will develop strong generalists who will be equipped with the knowledge needed to succeed in today's healthcare environment and be job ready upon graduation from this bachelor's degree program.

A student enrolled in this program must achieve a minimum grade of C (73) in all courses in the healthcare management core.

Healthcare Management Core Requirements (54 credits)

HCM 120	U.S. Healthcare System	3
HCM 200	Intro to Healthcare Management	3
HCM 210	Intro to Health Information Management Systems	3
HCM 310	Advanced Health Information Management Systems	3
HCM 320	Healthcare Marketing	3
HCM 325	Financial Mgmt in Healthcare	3
HCM 350	Healthcare Law and Policy	3
HCM 385	Critical Issues in Healthcare	3
HCM 400	Internship in Healthcare Mgmt	6
HCM 425	Healthcare Quality Management	3
HCM 450	Capstone in Healthcare Mgmt	3
BUS 202	Financial Accounting	3
BUS 203	Managerial Accounting	3
BUS 219	Business Organization & Mgmt	3
BUS 240	Intro to Human Resources Mgmt	3
BUS 310	Effective Leadership in 21st Century Organizations	3
CSC 111	Computer Tech Concepts & Skills	3

Liberal Arts and Sciences Courses (61 credits)

Economics (6 credits): ECO 100, ECO 101
English (9 credits): ENG 111, ENG 112, ENG 300 or 400 level elective
Mathematics (6 credits): MAT 104 or 106, MAT 200
Psychology (6 credits): PSY 100, PSY 300 or 400 level elective
Religious Studies/Philosophy (6 credits): REL/PHI 201, PHI 300
Science (10 credits): HOS 410, SCI 100, BIO/CHM/PHY/SCI with lab elective; Sociology (6 credits): SOC 101, SOC 300
Liberal Arts and Sciences electives (12 credits): any ART, BIO, CHI, CHM, COM, CUL, ECO, ENG, GER, HIS, HUM, MAT, MUS, PHI, PHY, POL, PSY, RES, SCI, SOC, SPA

Free Electives (3 credits)

First Year Experience (2 credits)

HEALTHCARE MANAGEMENT, BS

HEGIS 1202

FIRST YEAR		
Course	First Semester	Credits
FYE 101	First Year Experience I	1
ENG 111	Composition I	3
BUS 219	Business Organization & Management	3
BUS 202	Financial Accounting	3
	Liberal Arts Elective	3
	Free Elective	3
		<u>16</u>
Second Semester		
FYE 102	First Year Experience II	1
PSY 100	General Psychology	3
SOC 101	Intro to Sociology	3
HCM 120	US Healthcare System	3
MAT 104	Introductory Algebra or	
or 105	College Algebra	3
BUS 203	Managerial Accounting	3
		<u>16</u>
SECOND YEAR		
Course	First Semester	Credits
ENG 112	Composition II	3
CSC 111	Computer Tech and Skills	3
HCM 200	Intro to Healthcare Mgmt	3
ECO 100	Macroeconomics	3
SCI 100	Medical Terms & Conditions	3
		<u>15</u>
Second Semester		
REL/PHI 201	Foundations in Social Justice	3
BUS 240	Intro to Human Resources Mgmt	3
ECO 101	Microeconomics	3
HCM 210	Intro to Health Information Management Systems	3
	BIO/CHM/PHY/SCI Elective	4
		<u>16</u>

THIRD YEAR		
Course	First Semester	Credits
ENG	English 300/400 Level Elective	3
PHI 300	Healthcare Ethics	3
MAT 200	Statistics	3
	Liberal Arts Elective	6
		<u>15</u>
Second Semester		
HCM 320	Healthcare Marketing	3
HOS 410	Epidemiology	3
SOC 300	Medical Sociology	3
HCM 310	Advanced Health Info Systems	3
HCM 325	Financial Mgmt in Healthcare	3
		<u>15</u>

FOURTH YEAR		
Course	First Semester	Credits
HCM 350	Healthcare Law and Policy	3
BUS 310	Effective Leadership in 21st Century Organizations	3
HCM 385	Critical Issues in Healthcare	3
HCM 425	Healthcare Quality Mgmt	3
PSY	Psychology 300/400 Level Elective	3
		<u>15</u>
Second Semester		
HCM 400	Internship in Healthcare Mgmt	6
HCM 450	Capstone in Healthcare Mgmt	3
	Liberal Arts Elective	3
		<u>12</u>

HEALTH AND OCCUPATIONAL SCIENCES

BS

The Bachelor of Science degree in health and occupational sciences is designed for students who wish to work in a variety of health services settings, or who wish to pursue a pathway to a profession in occupational therapy. The program provides students who complete an associate degree in occupational therapy assistant with the option to pursue a bachelor's degree which will prepare them for graduate study in occupational therapy. Other students who will find this four-year degree program of interest are those who intend to work in health services and will thus deal with health-related issues in their workplace. According to the U.S. Department of Labor, the health care and health services industry is expected to continue to grow with a resultant increase in demand for appropriately-prepared professionals. This is due in large part to an aging population, advances in medical technologies, the continuing shift from inpatient to outpatient services, and the growing emphasis on health promotion, disease prevention, and the integration of technology into all aspects of the health care industry.

The Bachelor of Science degree in health and occupational sciences provides a diverse blend of

theoretical, scientific principles and practical, technological applications. The program includes two groups of core requirements for a total of 36 credits. Group I consists of eight required courses that create a mix of foundation, introductory level courses and advanced practitioner-oriented subject matter, and in addition, a research methodology course. Group II lends significant program flexibility by offering students the opportunity to choose any three of ten courses which collectively present a balanced mix of applied science, policy and management applications. A solid natural science foundation is provided in the program as students are required to take a full year of anatomy and physiology, as well as any three additional semester-long courses in biology, chemistry and/or physics. The program also includes a broad array of choices in the liberal arts, two first year experience courses, and 26 credits of free electives that make the program flexible and transfer-friendly. A student enrolled in this program must maintain a minimum grade of C (73) in all courses in the major field requirements and the natural science requirements.

Major Field Requirements (36 credits)

Group I - all courses required (27 credits)

SCI 100	Medical Terminology & Conditions	3
HOS 150	Intro to Health Professions	2
HOS 300	Fundamentals of Occupational Science	3
BIO 300	Applied Kinesiology	3
BIO 330	Gross Anatomy	4

NUR 340	Intro to Research and Evidence-Based Practice <i>or</i>	
PSY 350	Research Methods I	3
HOS 400	Internship in Health and Occupational Sciences	6
HOS 450	Senior Capstone in Health and Occupational Sciences	3

Group II - select any three courses from the following (9 credits*):

BIO 310	Pathophysiology	3
BIO 320	Neurobiology	4
BIO 340	Genetics	3
BIO 410	Pharmacology	3
HCM 350	Healthcare Law and Policy	3
HCM 425	Healthcare Quality Mgmt	3
NUR 308	Healthcare Informatics	3
HOS 320	Complementary & Alternative Therapies	3
HOS 410	Epidemiology	3
SOC 410	Health Promotion Across the Lifespan	3

* extra credits count as free elective credits

Natural Science Requirements (20 credits)

Group I - all courses required (8 credits)

BIO 209	Anatomy and Physiology I	4
BIO 210	Anatomy and Physiology II	4

Group II - select any three courses from the following (12 credits):

BIO 101	General Biology I	4
BIO 102	General Biology II	4
BIO 103	Intro to Human Biology**	4
CHM 100	General Chemistry I	4
CHM 101	General Chemistry II	4
CHM 211	Organic Chemistry I	4
CHM 212	Organic Chemistry II	4
BIO 203	Microbiology	4
PHY 101	General Physics I	4
PHY 102	General Physics II	4

** cannot be taken after higher level BIO courses

Liberal Arts courses (36 credits)

Cultural Studies/History (3 credits): CUL or HIS elective

English (9 credits): ENG 111, ENG 300 or 400 level electives

Mathematics (3 credits): MAT 200

Psychology (6 credits): PSY electives

Religious Studies/Philosophy (9 credits): RES 201, PHI 300, RES or PHI elective

Sociology (6 credits): SOC 300, SOC elective

First Year Experience (2 credits)

Free Electives (26 credits)

SEMESTER SEQUENCE OF COURSES FOR TRANSFER
**OCCUPATIONAL THERAPY ASSISTANT, AAS
 TO HEALTH AND OCCUPATIONAL SCIENCES, BS**

THIRD YEAR			FOURTH YEAR		
Course	First Semester	Credits	Course	First Semester	Credits
ENG	English Elective	3	PHI 300	Healthcare Ethics	3
BIO/CHE/			ENG	English 300/400 Elective	3
PHY	Science Requirement	4	BIO/CHE/		
SOC 101	Introduction to Sociology	3	PHY	Science Requirement	4
	Group II Major Field Req	3		Group II Major Field Req	3
MAT 200	Statistics	<u>3</u>	NUR 340/	Evidence-Based Practice <i>or</i>	
		16	PSY 350	Research Methods I	<u>3</u>
					16
	Second Semester			Second Semester	
BIO 300	Applied Kinesiology	3	SOC 300	Medical Sociology	3
BIO/CHE/			HOS 450	Senior Capstone in HOS	3
PHY	Science Requirement	4		Group II Major Field Req	3
CUL/HIS	Cultural Studies/History Elective	3	BIO 330	Gross Anatomy	<u>4</u>
HOS 300	Fund. of Occupational Science	<u>3</u>			13
		13			

SEMESTER SEQUENCE OF COURSES FOR CONCURRENT DEGREES
OCCUPATIONAL THERAPY ASSISTANT, AAS
& HEALTH AND OCCUPATIONAL SCIENCES, BS

FIRST YEAR		
Course	First Semester	Credits
FYE 101	First Year Experience I	1
ENG 111	Composition I	3
SOC 101	Intro to Sociology	3
BIO/CHE/ PHY	Science Requirement	4
PSY 101	General Psychology	3
RES/PHI	Religious Studies/Philosophy Elective	<u>3</u>
		17
Second Semester		
FYE 102	First Year Experience II	1
SCI 100	Medical Terms & Conditions	3
MAT 200	Statistics	3
ENG	English Elective	3
BIO/CHE/ PHY	Science Requirement	4
CUL/HIS	Cultural Studies/History Elective	<u>3</u>
		17
SECOND YEAR		
Course	First Semester	Credits
BIO 209	Anatomy & Physiology I	4
RES 201	Foundations in Social Justice	3
PSY	Psychology Elective	3
OCT 111	Introduction to OT	2
OCT 112	OT Skills and Application I	1
OCT 114	Foundations of OT I	<u>1</u>
		14
Second Semester		
BIO 210	Anatomy & Physiology II	4
OCT 116	OT Skills and Application II	1
OCT 117	Fieldwork I - Service Learning	1
OCT 120/	Occ. Perform. Across Lifespan <i>or</i>	
PSY 200	Developmental Psychology	3
OCT 121	Foundations of OT II	3
BIO 300	Applied Kinesiology	<u>2</u>
		15

THIRD YEAR		
Course	First Semester	Credits
ENG	English 300/400 Elective	3
OCT 210	Fieldwork I - Psychosocial	1
OCT 211	Preparing for Practice	1
OCT 213	OT in Develop. Disabilities	3
OCT 214	OT in Physical Dysfunction	3
OCT 215	OT in Psychosocial Dysfunction	<u>4</u>
		15
Second Semester		
SOC 300	Medical Sociology	3
OCT 216	Fieldwork II, First Rotation	6
OCT 217	Fieldwork II, Second Rotation	<u>6</u>
		15

FOURTH YEAR		
Course	First Semester	Credits
NUR 340/	Evidence-Based Practice <i>or</i>	
PSY 350	Research Methods I	3
BIO/CHE/ PHY	Science Requirement	4
PHI 300	Healthcare Ethics	3
	Group II Major Field Req	3
	Group II Major Field Req	<u>3</u>
		16
Second Semester		
HOS 300	Fund. of Occupational Science	3
BIO 330	Gross Anatomy	4
HOS 450	Senior Capstone in HOS	3
	Group II Major Field Req	<u>3</u>
		13

HEALTH AND OCCUPATIONAL SCIENCES, BS

HEGIS 1201

FIRST YEAR		
Course	First Semester	Credits
FYE 101	First Year Experience I	1
ENG 111	Composition I	3
SOC 101	Intro to Sociology	3
HOS 150	Intro to Health Professions	2
BIO/CHE/PHY	Science Requirement	4
	Free Elective	3
		16
Second Semester		
FYE 102	First Year Experience II	1
SCI 100	Medical Terms & Conditions	3
MAT 200	Statistics	3
ENG	English Elective	3
BIO/CHE/PHY	Science Requirement	4
		14
SECOND YEAR		
Course	First Semester	Credits
BIO 209	Anatomy & Physiology I	4
CUL/HIS	Cultural Studies/History elective	3
RES 201	Foundations in Social Justice	3
PSY 101	General Psychology	3
	Free Elective	3
		16
Second Semester		
BIO 210	Anatomy & Physiology II	4
RES/PHI	Religious Studies/Phil Elective	3
PSY	Psychology Elective	3
	Group II Major Field Req	3
	Free Elective	3
		16

THIRD YEAR		
Course	First Semester	Credits
NUR 340/	Research/Evidence-Based	
PSY 350	Practice <i>or</i> Research Methods I	3
PHI 300	Healthcare Ethics	3
BIO/CHE/PHY	Science Requirement	4
	Group II Major Field Req	3
	Free Elective	3
		16
Second Semester		
BIO 300	Applied Kinesiology	3
SOC 300	Medical Sociology	3
BIO 330	Gross Anatomy	4
HOS 300	Fund. of Occupational Science	3
	Free Elective	3
		16

FOURTH YEAR		
Course	First Semester	Credits
ENG	English 300/400 Elective	3
	Group II Major Field Req	3
	Free Electives	8
		14
Second Semester		
HOS 400	Internship in HOS	6
HOS 450	Senior Capstone in HOS	3
	Free Electives	3
		12

LIBERAL ARTS

BA

The Bachelor of Arts degree in liberal arts is a multipurpose degree providing students the opportunity to pursue a well-rounded education by exploring courses in a wide range of content areas in the liberal arts. A diverse liberal arts foundation is provided by a required core of 67 credits consisting of coursework in communication, social sciences, history, philosophy, religious studies, languages, mathematics and science, cultural studies, arts and humanities. Students will select either communication studies or government studies as a 24-credit program concentration in order to explore a liberal arts specialization in greater depth and at the more advanced undergraduate level of learning. The program also includes two first year experience courses and 27 credits of free electives that make the program flexible and transfer-friendly. In keeping with Maria College's institutional outcomes, the liberal arts degree will enable students to see education as more than just a means to employment but also as a lifelong pursuit and a source of enrichment.

With the pace of economic change and global competition accelerating, the educational requirements for most jobs are increasing and becoming more demanding. The market is requiring more advanced levels of critical thinking, problem-

solving and communication skills, as well as the capacity for teamwork and ability to adapt to rapidly changing conditions. In sampling various disciplines represented by the core requirements as well as the area of concentration, students will enhance these essential skills required in any employment they may seek. An internship is built into the program's capstone experience in the selected concentration field. This work experience with professional practitioners will enhance classroom learning thereby providing students a competitive edge when seeking employment. The program also provides a solid foundation for study at the graduate level.

A student enrolled in this program must achieve a minimum grade of C (73) in every course in the program concentration.

Liberal Arts Core (67 credits)

Arts/Humanities (9 credits): ENG 200, ART or MUS elective, HUM elective
Communications/English (9 credits): ENG 103, ENG 111, ENG 112
Cultural Studies (6 credits): CUL 310, CUL 410
History (6 credits): HIS electives
Languages (9 credits): SPA 101, 102, 201; *or* GER 101, 102, 201
Philosophy (6 credits): PHI 101, PHI elective
Religious Studies (6 credits): RES 201, RES elective
Science/Math (7 credits): MAT 104, 106 or 200; BIO/CHE/PHY/SCI w/lab elective
Social Sciences (9 credits): PSY 100, SOC 101, ECO 100 or ECO 101

Concentration (select one, 24 credits)

Communication Studies

ENG 310	Professional Writing	3
ENG 410	Technical and Professional Communication	3
COM 100	Intro to Organizational Communication	3

COM 300	Strategic Communication	3
COM 320	Social Media: Theory and Practice	3
COM 400	Internship in Communication Studies	6
COM 450	Capstone in Communication Studies	3

Government Studies

ENG 300	Advanced Composition	3
POL 201	The American Political System	3
POL 310	International Relations	3
POL 320	Constitutional Law	3

PSY 350	Research Methods (MAT 200 prerequisite)	3
POL 400	Internship in Government Studies	6
POL 450	Capstone in Government Studies	3

Free Electives (27 credits)

15 credits at any level
12 credits at the 300/400 level

First Year Experience (2 credits)

LIBERAL ARTS, BA

HEGIS 4901

FIRST YEAR		
Course	First Semester	Credits
FYE 101	First Year Experience I	1
ENG 111	Composition I	3
SPA 101	Spanish I <i>or</i> other language	3
RES	Religious Studies Elective	3
HUM 101	Intro to Humanities I	3
<i>or</i> 102	Humanities II	
PHI 101	Intro to Philosophy	3
		<u>16</u>
Second Semester		
FYE 102	First Year Experience II	1
PSY 100	General Psychology	3
SOC 101	Intro to Sociology	3
SPA 102	Spanish II <i>or</i> other language	3
ART/MUS	Art or Music Elective	3
ENG 112	Composition II	3
		<u>16</u>
SECOND YEAR		
Course	First Semester	Credits
ENG 103	Speech and Oral Comm.	3
COM 100	Intro Organizational Comm. <i>or</i>	3
POL 101	American Political System	
HIS	History Elective	3
SPA 201	Intermediate Spanish <i>or</i> other language	3
	Free Elective	3
		<u>15</u>
Second Semester		
RES 201	Foundations in Social Justice	3
MAT 104	Intro to Algebra <i>or</i>	3
MAT 200	Statistics	
PHI	Philosophy Elective	3
HIS	History Elective	3
	Free Elective	3
		<u>15</u>

THIRD YEAR		
Course	First Semester	Credits
ENG 300	Advanced Composition <i>or</i>	3
ENG 310	Professional Writing	
CUL 310	Cultural Studies I	3
COM 300	Strategic Communication <i>or</i>	3
POL 310	International Relations	
ECO 100	Macroeconomics <i>or</i>	3
ECO 101	Microeconomics	
	Free Elective	3
		<u>15</u>
Second Semester		
COM 320	Social Media: Theory and and Practice <i>or</i>	3
POL 320	Constitutional Law	
CUL 410	Cultural Studies II	3
ENG 200	Exploring Literature	3
	Free Elective, 300/400 level	3
	Free Elective	3
		<u>15</u>
FOURTH YEAR		
Course	First Semester	Credits
ENG 410	Technical and Professional Communications <i>or</i>	3
PSY 350	Research Methods I	
BIO/CHM/PHY/SCI	Elective	4
	Free Elective, 300/400 level	6
	Free Elective	3
		<u>16</u>
Second Semester		
COM 400	Internship in Communications <i>or</i>	6
POL 400	Government Studies	
COM 450	Capstone in Communications <i>or</i>	3
POL 450	Government Studies	
	Free Elective, 300/400 level	3
		<u>12</u>

NURSING

BS

The Maria College Bachelor of Science degree in Nursing program is designed for graduates of an accredited associate degree or diploma program in nursing, who also hold a New York State unrestricted RN license, to complete the last two years of a bachelor's degree in nursing. The purpose of the program is to educate nurses who utilize evidence for practice decisions throughout a variety of healthcare settings and have knowledge of contemporary issues shaping nursing and healthcare. Students can complete the program in either a full-time or part-time manner. Students wishing to pursue the program part-time will develop their study plans by advisement.

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 achieve a minimum grade of C+ in all courses required in the Nursing Program.

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 BS degree in Nursing 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.

BS DEGREE IN NURSING

HEGIS 1203.10

Course	First Semester	Credits
ENG 300	Advanced Composition	3
MAT 200	Statistics	3
NUR 301	Nursing Theory & Practice Issues	3
NUR 360	Health Assessment, Promotion and Diagnostic Reasoning	3
PSY 300	Organizational Psychology	<u>3</u>
		15
Second Semester		
HOS 320	Complementary and Alternative Therapies	3
NUR 310/ BIO 310	Pathophysiology	3
NUR 340	Intro to Research & Evidence-based Practice	3
*NUR 385	Community Health Nursing & Epidemiology	<u>6</u>
		15
Third Semester		
NUR 308	Healthcare Informatics	3
NUR 410/ BIO 410	Pharmacology	3
NUR 421	Leadership, Management and Ethics in Nursing	3
*SOC 410	Health Promotion across Life Span	<u>6</u>
		15
Fourth Semester		
*NUR 460	Nursing Specialty & Synthesis Seminar	6
PHI 300	Health Care Ethics	3
SOC/CUL	Sociology/Cultural Studies Elective	3
	Liberal Arts Elective	<u>3</u>
		15

**Experiential learning or clinical required for course.*

PSYCHOLOGY

BS

The Bachelor of Science degree in psychology provides students with the flexibility and foundation to move into a number of highly rewarding careers. Presently there is anticipated employment growth for psychology graduates in the areas of organizational and industrial psychology, and geropsychology. Many students also use their psychology degrees to move into customer service, rehabilitation or government positions. For some, their career aspirations call for further education as they attend graduate school to become school, counseling, clinical or forensic psychologists. The program focuses on work readiness, and requires an internship. In addition, all psychology students take two research courses, thus preparing them for undergraduate research and for the rigors of graduate school should they decide to continue their education.

The psychology program is highly flexible and encourages students to pursue their own interests within the field. All psychology majors are required to complete a major core which includes coursework in general psychology, exploratory psychology, the psychology of interpersonal relations, research

methods, history and systems, an internship and a capstone seminar. In addition to these basic requirements, students draw from a wide range of psychology courses in fulfillment of their major requirements. A large number of free electives provides the opportunity to transfer credits from another major or develop an area of specialization, such as business management or gerontology. Students enrolled in this program must maintain a minimum grade of C (73) in all psychology core requirements.

Psychology Core Requirements (27 credits)

PSY 100	General Psychology	3
PSY 102	Exploratory Psychology	3
PSY 205	Interpersonal Psychology	3
PSY 350	Research Methods I	3
PSY 360	Research Methods II	3
PSY 400	Internship in Psychology	6
PSY 430	History and Systems of Psychology	3
PSY 450	Senior Capstone	3

Psychology Elective Course Options (21 credits, 9 credits at the 300/400 level)

PSY 200	Developmental Psychology	3
PSY 202	Adolescence Psychology	3
PSY 203	Child Psychology	3
PSY 204	Psychology of Abnormal Behavior	3
PSY 209	Psychology of Aging	3
PSY 232	Positive Psychology	3
PSY 270	Social Psychology	3
PSY 300	Organizational Psychology	3
PSY 305	Psychology of Food and Eating	3
PSY 315	Psychology of Criminal Behavior	3
PSY 320	Psychology and the Media	3
PSY 330	Psychology of Terrorism	3
PSY 340	Cognitive Psychology	3
PSY 410	Developmental Psychopathology	3
PSY 440	Human Factors Analysis	3

Liberal Arts and Sciences Courses
(48 credits)

Cultural Studies (6 credits): CUL 310, CUL 410

English (12 credits): ENG 111, ENG 112,
 6 credits of ENG 300 or 400 level electives

History (6 credits): HIS electives

Religious Studies/Philosophy (12 credits): RES/
 PHI 201, 9 credits of RES/PHI electives

Science/Mathematics (9 credits): MAT 104 or
 106, MAT 200; BIO/CHM/PHY/SCI elective
 Sociology (3 credits): SOC 101

Free Electives (22 credits)

16 credits at any level

6 credits at the 300/400 level

First Year Experience (2 credits)

PSYCHOLOGY, BS

HEGIS 2001

FIRST YEAR		
Course	First Semester	Credits
FYE 101	First Year Experience I	1
ENG 111	Composition I	3
REL/PHI	Religious Studies/Phil. Elective	3
SOC 102	Intro to Sociology	3
PSY 100	Intro to Psychology	3
	Free Elective	<u>3</u>
		16
Second Semester		
FYE 102	First Year Experience II	1
REL/PHI	Religious Studies/Philosophy Elective	3
PSY 102	Exploratory Psychology	3
PSY 205	Psychology of Interpersonal Relations	3
MAT 104	Intro Algebra for College Students	3
	Free Elective	<u>3</u>
		16
SECOND YEAR		
Course	First Semester	Credits
ENG 112	Composition II	3
HIS	History Elective	3
MAT 200	Statistics	3
PSY	Psychology 200 Level Elective	3
PSY	Psychology 200 Level Elective	<u>3</u>
		15
Second Semester		
REL/PHI 201	Foundations in Social Justice	3
HIS	History Elective	3
BIO/CHM/PHY/SCI	Science Elective	3
PSY	Psychology 200 Level Elective	3
PSY	Psychology 200 Level Elective	<u>3</u>
		15

THIRD YEAR		
Course	First Semester	Credits
ENG	English 300/400 Level Elective	3
PSY 350	Research Methods I	3
PSY	Psychology 300/400 Level Elective	3
CUL 310	Cultural Studies I	3
	Free Elective	<u>4</u>
		16
Second Semester		
REL/PHI	Religious Studies/Philosophy Elective	3
PSY 360	Research Methods II	3
CUL 410	Cultural Studies II	3
PSY	Psychology 300 Level Elective	3
	Free Elective	<u>4</u>
		16
FOURTH YEAR		
Course	First Semester	Credits
ENG	English 300/400 Level Elective	3
PSY 430	History and Systems of Psychology	3
PSY	Psychology 300/400 Level Elective	3
	Free Elective, 300/400 Level	3
	Free Elective, 300/400 Level	<u>3</u>
		15
Second Semester		
PSY 400	Internship in Psychology	6
PSY 450	Capstone in Psychology	3
	Free Elective	<u>3</u>
		12

ASSOCIATE DEGREE PROGRAMS

ASSOCIATE IN APPLIED SCIENCE (AAS)

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 credits drawn from the humanities, the natural and the social sciences, distributed with a balance among those three major areas. The remaining credits are in the candidate's specialized career program. Degree programs are offered in Management, Nursing, Occupational Therapy Assistant and Paralegal.

ASSOCIATE IN ARTS (AA)

ASSOCIATE IN SCIENCE (AS)

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 credits in general education for an Associate in Arts Degree. The remaining 16 credits may be free electives.

The General Studies Degree has a minimum of 32 credits in the four general education areas for an Associate in Science degree. The remaining 32 credits are free electives.

GENERAL STUDIES

AS

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

GENERAL STUDIES

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 RES201, Foundations in Social Justice, 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 (Biology, Chemistry, Mathematics, etc.), Social Sciences (Psychology, Sociology, Economics, etc.), and Religious Studies/Philosophy, with a reasonable distribution in three of the four areas.
4. 30 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.

LIBERAL ARTS

AA

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

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—Foundations in Social Justice; six credits in English, including Eng 111—Composition I; three credits in mathematics and three credits in science.

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 (Biology, Chemistry, Mathematics, etc.)
- Humanities (English, Nonstudio Art and Music, etc.)

12 additional credits in any liberal arts course offerings

2. 14 credits, not necessarily in liberal arts areas, which must be approved by an academic advisor.
3. 2 credits of First Year Experience courses.

LIBERAL ARTS— ENGLISH CONCENTRATION

AA

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, law, and related fields. Additionally, employers today consistently note that one of the top skills they seek in hiring employees is communication, especially in writing.

LIBERAL ARTS— ENGLISH CONCENTRATION

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—Foundations in Social Justice; six credits in English, including Eng 111—Composition I; three credits in mathematics and three credits in science.

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 (Biology, Chemistry, Mathematics, etc.)
- Humanities (English, Nonstudio Art and Music, etc.)

12 credits in the English concentration

2. 14 credits, not necessarily in liberal arts areas, which must be approved by an academic advisor.
3. 2 credits of First Year Experience courses.

LIBERAL ARTS— PSYCHOLOGY CONCENTRATION

AA

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 degree in psychology or related social or behavioral science, and to seek employment in the mental health, counseling or personnel fields.

LIBERAL ARTS— PSYCHOLOGY CONCENTRATION

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—Foundations in Social Justice; six credits in English, including Eng 111—Composition I; three credits in mathematics; three credits in science.

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 (Biology, Chemistry, Mathematics, etc.)
- Humanities (English, Nonstudio Art and Music, etc.)

12 credits in the Psychology concentration

2. 14 credits, not necessarily in liberal arts areas, which must be approved by an academic advisor
3. 2 credits of First Year Experience courses.

LIBERAL ARTS—
RELIGIOUS STUDIES/
PHILOSOPHY
CONCENTRATION

AA

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. 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

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—Foundations in Social Justice; six credits in English, including Eng 111—Composition I; three credits in mathematics; three credits in science.

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 (Biology, Chemistry, Mathematics, etc.)
- Humanities (English, Nonstudio Art and Music, etc.)

12 credits in the Religious Studies/Philosophy concentration

2. 14 credits, not necessarily in liberal arts areas, which must be approved by an academic advisor
3. 2 credits of First Year Experience courses.

MANAGEMENT

AAS

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 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. Required courses are defined as all courses specified by course prefix and number, and excludes all courses designated as elective.

MANAGEMENT

Day Division

HEGiS 5004

Course	First Semester	Credits
BUS 219	Business Organization & Management	3
BUS 202	Financial Accounting	3
CSC 111	Comp Tech Concepts & Skills	3
ENG 111	Composition I	3
FYE 101	First Year Experience I	1
MAT	Mathematics Elective	3
		<u>16</u>
	Second Semester	
BUS 203	Managerial Accounting	3
BUS 254	Organizational Communications	3
FYE 102	First Year Experience II	1
MAT	Mathematics Elective	3
PSY 100	General Psychology	3
	Elective	3
		<u>16</u>
	Third Semester	
BUS 204	Business Law I	3
BUS 213	Marketing	3
ECO 100	Macroeconomics	3
RES/PHI 201	Foundations in Social Justice	3
PHI 262	Corporate Social Responsibility	3
		<u>15</u>
	Fourth Semester	
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
		<u>15</u>

NURSING

AAS

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 June 1 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 achieve a minimum grade of C+ (77) in all nursing courses and a minimum grade of C (73) in all science courses. Nursing students must pass both theoretical and clinical components of a nursing course or the course must be repeated in its entirety. All academic assignments in the Nursing Program and required clinical hours must be completed in order to be eligible for completion of this degree. Students who are unsuccessful in a nursing course and who seek to repeat the course must follow the policies in the

Associate Degree Nursing Student Handbook that outlines the process for readmission.

Readmission to the Nursing Program is not automatic, and is at the discretion of the Nursing chairperson, the recommendation of the Nursing faculty, and depends upon space availability. Space availability in the course for which the student is seeking readmission is determined immediately prior to the beginning of the course in most cases. The student seeking readmission to continue their study in nursing must submit all necessary documents as required. Readmission to the Nursing Program courses for NUR 130, NUR 240 and NUR 250 require confirmation of content mastery of coursework completed by reaching a level 2 on the required ATI content mastery examinations, completion of the relevant dosage competency test, and completion of the relevant skills competency examination.

Science Two-Time Policy: To be admitted to or continue in nursing, a student may repeat any science course (chemistry, biology, microbiology, and anatomy and physiology) only once. Unsuccessful attempts at another college and withdrawal from a science course with a grade of WU count toward one time.

All applicants to the Nursing Program will be required to take the

Test of Essential Academic Skills (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. Please see the prerequisites for associate degree programs 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 15 for the fall semester and no later than 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 the Maria College Practical Nursing Certificate (PNC) program after failing in the Maria Associate Degree in Nursing (ADN) program are eligible to reapply to the ADN program:

- after becoming licensed as a practical nurse, and
- having worked in the role a minimum of six (6) months.

PNC graduates seeking to complete their RN in the Maria ADN program by enrolling in the last year must meet all admission criteria and deadlines in place at the time of application and may enroll in the ADN program no sooner than one year following completion of the

PNC program and working in the role of a practical nurse (PN).

A copy of the LPN license and a letter verifying current employment in the LPN role and outlining the duties or job description, on letterhead from the employer, must be submitted at the time of application.

PNC graduates who have been practicing in the LPN role greater than two years may be required to complete the PN-RN Transition Course immediately prior to beginning ADN study at the second year.

A PNC graduate who elects to complete coursework in the first year of the ADN program may request permission to do so by a request in writing to the Nursing chairperson.

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 (NLNAC), and is a 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), 3343 Peachtree Road NE, Suite

850, Atlanta, GA, 30326, telephone 404.975.5000, fax 404.975.5020, www.nlnac.org/ACEN.

ADN Program Outcomes: NCLEX results for 2015 for the licensing exam was 94% passed.

ADVANCED PLACEMENT: THREE OPTIONS

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. Students who are unsuccessful in this course 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 20 of the required liberal arts credits. A resume demonstrating current clinical experience is required to enter Nur 198. Each applicant must be 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 therefore may make application to the ADN program after completing the NCLEX-PN licensure exam successfully, and working in the LPN role no less than 6 months. Please see admissions deadlines for further information. Maria PNC graduates considering this option must have completed 25 required liberal arts credits. Students who graduate from Track I may qualify with additional coursework.

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

Course	First Semester	Credits
BIO 209	Anatomy & Physiology I	4
NUR 110	Nursing I	1
NUR 120	Nursing II	6
PSY 100	General Psychology	3
FYE 101	First Year Experience I	1
		<hr/>
		15
	Second Semester	
BIO 210	Anatomy & Physiology II	4
NUR 130	Nursing III	8
PSY 200	Developmental Psychology	3
FYE 102	First Year Experience II	1
	Elective	1
		<hr/>
		17
	Third Semester	
BIO 203	Microbiology	4
NUR 240	Nursing IV	8
RES 201	Foundations in Social Justice	3
ENG 111	Composition I	3
		<hr/>
		18
	Fourth Semester	
NUR 250	Nursing V	9
NUR 260	Nursing VI	3
RES/PHI	Elective	3
SOC 101	Introduction to Sociology	3
		<hr/>
		18

NURSING

Evening Division

HEGIS 5208.10

Course	First Semester ¹	Credits
BIO 209	Anatomy & Physiology I	4
PSY 100	General Psychology	3
FYE 101	First Year Experience I	1
		<hr/>
		8
	Second Semester¹	
BIO 210	Anatomy & Physiology II	4
ENG 111	Composition	3
FYE 102	First Year Experience II	1
		<hr/>
		8
	SUMMER I	
RES 201	Foundations in Social Justice	3
PSY 200	Developmental Psychology	3
	Elective	1
		<hr/>
		7
	Third Semester	
NUR 110	Nursing I	1
NUR 120	Nursing II	6
		<hr/>
		7
	Fourth Semester²	
NUR 130	Nursing III	8
	SUMMER II	
SOC 101	Introduction to Sociology	3
RES/PHI	Elective	3
		<hr/>
		6
	Fifth Semester²	
BIO 203	Microbiology	4
NUR 240	Nursing IV	8
		<hr/>
		12
	Sixth Semester²	
NUR 250	Nursing V	9
NUR 260	Nursing VI	3
		<hr/>
		12

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

² A clinical experience may be required during day hours.



OCCUPATIONAL THERAPY ASSISTANT

AAS

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 experiences 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 117, 210, 216, 217). A student must achieve a minimum grade of C+ (77) in all OCT prefix courses and a minimum grade of C (73) in all required science courses. 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 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 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 from the Maria College Occupational Therapy Assistant program during the 3-year period of 2014-2016 was 165 with an overall graduation rate of 84.6%.

Graduation Year	Starting Cohort	Graduates	Rate
2016	79	73	92.4%
2015	68	55	80.9%
2014	48	38	79.2%
TOTAL	195	165	84.6%

The percentage of new graduate test takers who passed the National Board for Certification in Occupational Therapy (NBCOT) certification examination in 2015 is 91%.

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, Suite 200, Bethesda, MD 20814-3449, (301) 652-2682). The OTA Program will be reaccruited in the 2020-2021 academic year.

**OCCUPATIONAL
THERAPY ASSISTANT**

Day Division

HEGIS 5210

Course	FIRST YEAR	Credits
First Semester		
BIO 209	Anatomy & Physiology I	4
ENG 111	Composition I	3
FYE 101	First Year Experience I	1
PSY 100	General Psychology	3
SCI 100	Medical Terminology and Conditions	3
OCT 111	Introduction to O.T.	2
OCT 112	O.T. Skills & Application I	1
OCT 114	Foundations of O.T. I	1
		18
Second Semester		
BIO 210	Anatomy & Physiology II	4
FYE 102	First Year Experience II	1
	Free Elective	1
OCT 116	O.T. Skills & Application II	1
OCT 119	Introductory Kinesiology	1
OCT 120	Occupational Performance Across the Lifespan, or	
PSY 200	Developmental Psychology	3
OCT 121	Foundations of O.T. II	3
OCT 117	Fieldwork I - Service Learning*	1
PSY	Psychology Elective	3
		18
SECOND YEAR		
Third Semester		
OCT 210	Fieldwork I - Psychosocial	1
OCT 211	Preparing for Practice	1
OCT 213	O.T. in Developmental Disabilities	3
OCT 214	O.T. in Physical Dysfunction	3
OCT 215	O.T. in Psychosocial Dysfunction	4
RES 201	Foundations in Social Justice	3
RES/PHI	Elective	3
		18
Fourth Semester		
OCT 216	Fieldwork II - First Rotation**	6
OCT 217	Fieldwork II - Second Rotation**	6
		12

* Minimum of 40 hours throughout Spring Semester

** Two Fieldwork II courses required; full-time day hours, eight weeks each

**OCCUPATIONAL
THERAPY ASSISTANT**

Weekend College

HEGIS 5210

Course	FIRST YEAR	Credits
First Term		
BIO 209	Anatomy & Physiology I	4
ENG 111	Composition I	3
FYE 101	First Year Experience I	1
PSY 100	General Psychology	3
		11
Second Term		
BIO 210	Anatomy & Physiology II	4
FYE 102	First Year Experience II	1
PSY	Psychology Elective	3
		8
Third Term		
RES 201	Foundations in Social Justice	3
RES/PHI	Elective	3
	Free Elective	1
		7
SECOND YEAR		
Fourth Term		
OCT 111	Introduction to O.T.	2
OCT 112	O.T. Skills & Application I	1
OCT 114	Foundations of O.T. I	1
OCT 119	Introductory Kinesiology	1
SCI 100	Medical Terminology and Conditions	3
		8
Fifth Term		
OCT 116	O.T. Skills & Application II	1
OCT 120	Occupational Performance Across the Lifespan, or	
PSY 200	Developmental Psychology	3
OCT 121	Foundations of O.T. II	3
		7
Sixth Term		
OCT 117	Fieldwork I - Service Learning*	1
OCT 210	Fieldwork I - Psychosocial	1
OCT 211	Preparing for Practice	1
OCT 213	O.T. in Developmental Disabilities	3
		6
THIRD YEAR		
Seventh Term		
OCT 214	O.T. in Physical Dysfunction	3
OCT 215	O.T. in Psychosocial Dysfunction	4
		7
Eighth Term		
OCT 216	Fieldwork II - First Rotation**	6
OCT 217	Fieldwork II - Second Rotation	6
		12

* Minimum of 40 hours throughout Spring Semester

** Two Fieldwork II courses required; full-time day hours, eight weeks each

Each state 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.

PARALEGAL

AAS

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. Required courses are defined as all courses specified by course prefix and number, and excludes all courses designated as elective.

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

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 degree.

PARALEGAL Weekend College

HEGiS 5099

Course	FIRST YEAR	Credits
First Term		
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
		<u>10</u>
Second Term		
FYE 102	First-Year Experience II	1
BUS 254	Organizational Communications	3
ECO 100	Macroeconomics	3
LAW 102	Legal Research & Writing	4
LAW 103	Litigation	3
		<u>14</u>
Third Term		
SOC 101	Introduction to Sociology	3
	Liberal Arts Elective*	3
	Liberal Arts Elective*	3
		<u>9</u>
SECOND YEAR		
Fourth Term		
BUS 202	Financial Accounting	3
CSC 105	Computer Applications for Law	3
LAW 201	Family Law	3
LAW 202	Real Property Law	3
		<u>12</u>
Fifth Term		
LAW 203	Trusts and Estates	3
LAW 204	Business Organization & Corporate Practice	3
RES 201	Foundations in Social Justice	3
		<u>9</u>
Sixth Term		
LAW 205	Administrative Law	3
LAW 209	Criminal Law	3
PHI 261	Legal Ethics	3
	Liberal Arts Elective	3
		<u>12</u>

* any ART, BIO, CHI, CHM, COM, CUL, ECO, ENG, GER, HIS, HUM, MAT, MUS, PHI, PHY, POL, PSY, RES, SCI, SOC, SPA



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, and Practical Nurse (LPN Training).

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

BEREAVEMENT STUDIES

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.

Required Courses		Credits
BER 100	Death, Dying & Bereavement	3
BER 101	Accompanying the Dying Person and Family	3
BER/RES 103	Spirituality of Life and Death	3
BER 104	Children and Death	3
		<hr/> 12
Elective Courses		Credits
<i>(3 additional credits required)</i>		
BER 106	Support Groups	3
BER 107	Disenfranchised Grief	1
BER 109	Traumatic Grief & Crisis Intervention	1
BER 121	Mindfulness-Based Stress Reduction	2

GERONTOLOGY

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.

Required Courses		Credits
GRN 100	Introduction to Gerontology	3
GRN 106	Elderly Care Services	3
		<hr/>
		6
Elective Courses		Credits
<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 108	Health of Aging	1
GRN 110	Diversity of Aging	2
PSY 209	Psychology of Aging	3

PARALEGAL

HEGIS 5099

The Paralegal Certificate Program is designed for students who have an associate or bachelor degree; however, students without prior college background may be admitted if they have appropriate work experience and otherwise meet college admission requirements. This program is offered in the Weekend College, which meets on alternate weekends 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 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.

Required Courses		Credits
First Semester		
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
Second Semester		
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
		<hr/>
		13

PRACTICAL NURSE (LPN TRAINING)

HEGIS 5209.20

The Practical Nurse Certificate (PNC), a program within the Department of Nursing, is a 46-credit Certificate Program with up to 34 transferable nursing credits to the Associate Degree in Nursing (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 Weekend College, which is generally held every other weekend, and can be completed within six semesters by the qualified applicant. The program consists of 46 credits (30 Nursing and 16 liberal arts). It is recommended that at least 13-14 liberal arts credits be completed prior to the first nursing course. 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. Those scoring below the cutoff score will complete remedial work. See the prerequisites in the admissions section for the practical nurse certificate program 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 achieve a minimum grade of C+ in all PNC prefix courses, and a

minimum grade of C (73) in required science courses. 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 Fundamentals of Practical Nursing I (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 on the weekend and consist of a four-semester sequence of about 16 months. The PNC sequence of nursing courses begins in January, with lecture and lab classes during the spring semester. Courses PNC 102, 103 and 104 have a clinical component in addition to lecture and lab, and require student participation every weekend during the summer, fall, and spring semesters. Lecture and lab classes are conducted during Weekend College. Clinical experience is required off-site at a clinical facility during the opposite weekends:

PNC 101: First Semester (Spring),
Weekend College dates only.

PNC 102: Second Semester (Summer),
Weekend College and weekends for
clinical.

PNC 103: Third Semester (Fall),
Weekend College and weekends for
clinical.

PNC 104: Fourth Semester (Spring),
Weekend College and weekends for
clinical.

Admission to NUR240 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.

PN-NCLEX results for 2015: 100%
passing.

The certificate allows a student to complete
on a part-time basis during the weekend
in 46 credits. Of those, 20 will transfer to
the ADN Program at Maria College (14
Nursing and 12-20 Liberal Arts). This
certificate is designed for the student whose
interest is to begin working as an LPN after
completing the Certificate.

Nursing laboratories are not latex-free.

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

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.

PRACTICAL NURSE

HEGIS 5209.20

Course	First Term	Credits
BIO 103	Introduction to Human Biology*	4
ENG 111	Composition I	3
		<hr/>
	Second Term	
PSY 100	General Psychology	3
SOC 101	Introduction to Sociology	
	or	
SOC 100	Introduction to Gerontology	3
		<hr/>
	Third Term	
PNC 101	Fundamentals of Practical Nursing I	6
PSY 200	Developmental Psychology	3
		<hr/>
	Fourth Term	
PNC 102	Fundamentals of Practical Nursing II	8
	Fifth Term	
PNC 103	Fundamentals of Practical Nursing III	8
	Sixth Term	
PNC 104	Fundamentals of Practical Nursing IV	8

* BIO 209 and BIO 210 may be substituted

MINOR IN PSYCHOLOGY

HEGIS 2001

Maria College offers all students enrolled at the bachelor's degree level the opportunity to complete a minor program of study in Psychology.

Requirements:

- Only open to students currently enrolled in a bachelor's degree program.
- Minimum of 18 credits in psychology.
- A minimum grade of C must be earned in all psychology courses in the minor.
- One required course: PSY 100, Introduction to Psychology.
- Residency requirement: A student must complete a minimum of six credits of psychology at Maria College.
- A minimum of six (6) credits must be at the 300/400 level.
- Remaining credits should be selected by the student and advisor to plan a set of courses which is most appropriate for the student.

Special Considerations:

1. *Double Counting Courses:* Up to two courses (6 credits) from the student's major may be counted toward the minor requirement. (Note: When a course fulfills two or more requirements, it does not reduce the total number of credits required for graduation.)
2. *Variable Credit Courses:* Some courses, eg., PSY 220 and 420, Independent Study, can be taken for variable credit. The maximum number of such credits that can be counted toward the minor is 3 credits.

COURSE DESCRIPTIONS

- ART 102 Drawing 3 credits Fall**
An introduction to the use and application of different drawing materials such as pencil, charcoal and pastels. Emphasis is placed on learning to draw objects by intensively observing, examining, studying, selecting and portraying details.
- ART 104 Painting 3 credits Spring**
Exploration of the principles of form and composition in painting and the development of skills in the use of different media, techniques and color mixing.
- BER 100 Death, Dying and Bereavement 3 credits 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 credits 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 103 Spirituality of Life and Death 3 credits Spring**
(Cross-listed as RES 103)
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 credits 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 credits 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.

Prerequisite: High school Biology and Chemistry with a grade of 80 (B-) or higher or a score of 90 or higher on a NY State Regents exam or college level Biology and Chemistry with a grade of C or higher.

BIO 209 Anatomy and Physiology I 4 credits Fall-Spring-Summer

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; the skeletal system; articulations; nerve tissue; and muscle tissue. Laboratory exercises that complement and supplement the lecture material will include regional terminology; the axial skeleton; the appendicular skeleton; articulations; fluid, electrolyte and acid-base dynamics; nerve tissue physiology; and skeletal muscles.

Prerequisites: High school Biology and Chemistry with a grade of 80 (B-) or higher or a score of 90 or higher on a NY State Regents exam or college level Biology and Chemistry with a grade of C or higher.

BIO 210 Anatomy and Physiology II 4 credits Fall-Spring-Summer

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. Laboratory exercises that complement and supplement the lecture material will include spinal cord; brain; peripheral nervous system; sensation; endocrine system; heart; heart dynamics; circulation; respiratory system; urinary system; digestive system; and reproductive systems.

Prerequisites: BIO 209 with a grade of C or better.

BIO 300 Applied Kinesiology 3 credits Spring-Summer

A physics-based study of the science of human motion, including the skeletal system and articulations, the neuromuscular system, posture and ergonomics. Clinical assessment skills of range of motion testing with goniometry and manual muscle testing are taught through supplemental laboratory exercises.

Prerequisites: BIO 209, BIO 210

BIO 310 Pathophysiology 3 credits Spring
(Cross-listed as NUR 310)

This course explores the examination of human physiology and disease conditions affecting human beings across the lifespan. Etiology, pathogenesis, clinical manifestations of common disease processes and clinical interventions, which serve as a foundation for clinical assessment, decision making and management of patients are explored. Content builds on basic anatomy and physiology, microbiology, and chemistry.

Prerequisites: BIO 209, BIO 210

BIO 320 Neurobiology 4 credits Fall

The human nervous system organization and functions, at both a gross and cellular level, including the central nervous system (brain and spinal cord) and peripheral nervous system (somatic nervous system, autonomic nervous system and sensation) taught through lecture and supplemental laboratory exercises.

Prerequisites: BIO 209, BIO 210

BIO 330 Gross Anatomy 4 credits Spring

A regional approach is utilized to thoroughly explore the gross anatomical structures of the human thorax, abdomen, extremities, head and neck. Concepts regarding the relationship of structure to function are taught through lecture and supplemental laboratory exercises involving virtual dissection.

Prerequisites: BIO 209, BIO 210

BIO 340 Genetics 3 credits

This course will provide a comprehensive overview of genetics from classical (Mendelian genetics) to modern (genomics). The central dogma of biology from DNA to proteins will be explored in depth including mutations of the genetic code and gene regulation. Contemporary issues related to the life sciences will be covered.

Prerequisite: College level biology course

BIO 410 Pharmacology 3 credits Fall
(Cross-listed as NUR 410)

This course explores the fundamental properties of pharmacology, describes medications used for common disorders, and discusses properties of an ideal drug, therapeutic objectives, and the factors that determine the intensity of drug responses. It is a science that draws information from multiple disciplines, among them anatomy, physiology, psychology, chemistry, and microbiology. Content builds on anatomy and physiology, microbiology, chemistry, and pathophysiology.

Prerequisites: BIO 203, 209, 210; NUR/BIO 310. Intended for BS degree in Nursing students or permission of instructor.

BUS 213 Basic Marketing 3 credits 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 credits 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 1-3 credits
This course offers an opportunity for students at an advanced level of study in an associate degree program and in good academic standing to undertake an independent project under the supervision of a faculty member. A maximum of 3 credits of independent study can be earned for an associate degree. A detailed proposal and advisor approval are required prior to registration for an independent study.

BUS 230 Mathematics of Finance 3 credits Spring
(Cross-listed as MAT 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 240 Introduction to Human Resource Management 3 credits 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 credits
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 203

BUS 254 Organizational Communications 3 credits Spring
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 credits Spring

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.)

BUS 300 Organizational Psychology 3 credits Fall-Spring
(Cross-listed as PSY 300)

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.

Prerequisite: PSY 100

BUS 310 Effective Leadership in 21st Century Organizations 3 credits Fall

The demands of the 21st century will require new forms of leadership. This course will explore the challenges and dilemmas that leaders will confront in this dynamic era. Students will examine a comprehensive, relevant perspective on leadership and management, as well as analyze concepts such as leading as an interactive process, managing with innovation and creativity, and embracing new managerial principles.

CHM 100 General Chemistry I 4 credits Fall-Spring-Summer

A broad introduction to the fundamental principles of chemistry. Topics include the scientific method and measurements; the states of matter and energy; atomic theory and the electronic structure of atoms; chemical periodicity, chemical bonding and reactions; stoichiometry and the mole; properties of gases and liquids; intermolecular forces; solutions, and acid-based chemistry. A two-hour lab is included.

Prerequisite: MAT 102 or equivalent

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 101 General Chemistry II 4 credits Spring

A continuation of the introduction to general and inorganic chemistry. Topics include the general principles of chemical equilibrium, thermodynamics and kinetics, transition metals and coordination chemistry, electrochemistry, nuclear chemistry and a preliminary introduction to topics from organic chemistry and biochemistry. A two-hour lab is included.

Prerequisite: CHM 100

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 211 Organic Chemistry I 4 credits Fall

This is the first semester of a two-semester sequence of introductory Organic Chemistry. During this course a series of topics in organic chemistry will be covered. Topics include structure, bonding, functional groups, acid/base theory, reactions, stereochemistry, and spectroscopy. Functional groups/compounds that will be covered include alkanes, cycloalkanes, alkenes, alkynes, organohalides, and alkyl halides. Bonding of molecules and reactivity of functional groups will be emphasized.

Prerequisites: CHM 100, CHM 101

CHM 212 Organic Chemistry II 4 credits Spring

This is the second semester of a two-semester sequence of introductory Organic Chemistry. During this course a series of topics in organic chemistry will be covered. Topics include structure, bonding, functional groups, reactions, spectroscopy, and synthetic polymers. Functional groups/compounds that will be covered include benzene, alcohols, phenols, ethers, epoxides, thiols, sulfides, aldehydes, ketones, carboxylic acids, nitriles, amines, and heterocycles. The reactivity of the functional groups will be emphasized.

Prerequisites: CHM 211

COM 100 Introduction to Organizational Communication 3 credits Fall

This course introduces students to corporate communication research and theory, emphasizing the nature and processes of communication in the corporate environment. It provides an analysis of the structure and function of communication in complex organizations. The course consists of both theoretical and practical assignments that cover a broad spectrum of applications that organizations use to communicate with its internal as well as external stakeholders. An additional aim of this course is to provide foundational knowledge in preparation of advanced coursework in a focused area of organizational communication.

COM 300 Strategic Communication 3 credits Fall
This course will be a survey as well as a study of the importance of communication theory as it relates to communication research and communication practice. The historical development of communication in various fields as well as an assessment of the impact of technology on mass communication patterns will also be at the center of the work of this course. In addition to exposure to a variety of communication theories and analyzing communication phenomenon, domains and contexts from different perspectives, students will be asked to apply theoretical knowledge of communication to issues present in business and professional settings.

Prerequisite: COM 100

COM 320 Social Media: Theory and Practice 3 credits Spring
This course will examine the relationship between society and the ever evolving computer-mediated technologies known as “social media” including Facebook, Twitter, YouTube, and others on the verge of being released. This course work will involve breaking down the cultural mythologies of social media to develop methods of analysis and critical understanding. Drawing from a broad range of social theory including science and technology studies, communication theory, linguistics, cultural studies and media, this course will evaluate the impact of social media on branding, news media, politics, media and issues of identity. Both the social and the technological relationships of websites will be studied to provide an understanding of basic practical social as well as professional skills; understanding the language, the applications, the “best practices” and the usage of different social media technologies to create and propagate content in terms of consumer-to-consumer business as well as marketing goals. Additionally the course will look at subjects such as media ethics and media justice as immediate and pressing issues.

Prerequisite: COM 100

COM 400 Internship Seminar in Communication Studies 6 credits Spring
Students in the Liberal Arts Program with a concentration in Communication Studies who want to earn academic credit for an internship must enroll in this seminar. This seminar is designed to supplement the 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, and role-playing exercises, students will be introduced to the dynamic forces and practices that exist in the 21st century global environment.

Prerequisite: Senior standing in the Liberal Arts program and good academic standing. Students who do not meet the academic standing requirement must take six credits of upper division coursework by advisement.

COM 420 Independent Study 1-6 credits
This course offers an opportunity for students at an advanced level of study in

a bachelor degree program and in good academic standing to undertake an independent project under the supervision of a faculty member. A maximum of 6 credits of independent study at the 220 and/or 420 level can be earned for a bachelor's degree. A detailed proposal and advisor approval are required prior to registration for an independent study. Course is restricted to bachelor degree students.

**COM 450 Senior Capstone in
Communication Studies 3 credits Spring**

This course is the final course for students in the Liberal Arts Program with a concentration in Communication Studies. It is designed to empower the student to integrate, synthesize, and apply the concepts learned and the skills gained in the Communication Studies concentration. The course offers the student the opportunity to demonstrate mastery of the theoretic and practical knowledge in communication studies through utilization of case studies, a final project, and critical reflection. The latter part of the course consists of a student-centered seminar experience with a focus on the outcomes of the program. Students discuss, share, and present their professional practice learning experiences. Additional focus is placed on employment and/or further educational opportunities.

Prerequisite: Senior standing in the Liberal Arts program and in good academic standing.

CSC 105 Computer Applications for Law 3 credits Fall

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 3 credits Fall
Concepts and Applied Skills
(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.

CUL 310 Cultural Studies I 3 credits Fall

This course introduces students to the different methods and topics of cultural

studies within a global context. The course explores areas such as gender, economics, technology, human rights, politics, and ecology across various societies in the contemporary world.

Prerequisite: SOC 101

CUL 410 Cultural Studies II 3 credits Spring

Using the foundation established in CUL 350, this course will look at a topic related to cultural studies within a global context selected on the basis of current issues, student interest, and student need at the particular time the course is offered. The topic focused on may be in areas such as terrorism, genocide, sexual rights, poverty, film and music, social networks, and global ecology.

Prerequisite: CUL 310

ECO 100 Macroeconomics 3 credits 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.

ECO 101 Microeconomics 3 credits Spring

A study of the behavior of individuals and firms through analysis of the market system and price theory; conditions of supply and demand; the market and factors; equilibrium of firm; behavior of firm under pure and restrictive competition; government intervention in private business operation; the challenge to the U.S. market system from present; and emerging world markets.

ENG 099 Topics in English Non-credit Summer

A class restricted to incoming HEOP students, this course is an investigation of the correct structure of the modern English language. Through examining the principle parts of the English language, students will learn the rules of grammar, usage, and mechanics as appropriate for their comprehension level. 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, homework, and APA-style research papers may be required.

ENG 100 Language Skills Noncredit Fall-Spring-Summer

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.

familiarity with some of the works that have achieved a prominent place in short story writing, students will study the various techniques employed by writers that give their stories artistry, value and meaning, so that students may become more 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 220 Independent Study 1-3 credits

This course offers an opportunity for students at an advanced level of study in an associate degree program and in good academic standing to undertake an independent project under the supervision of a faculty member. A maximum of 3 credits of independent study can be earned for an associate degree. A detailed proposal and advisor approval are required prior to registration for an independent study.

ENG 300 Advanced Composition 3 credits Fall-Spring

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.

Prerequisite: ENG 111

ENG 310 Professional Writing 3 credits Fall

The focus of this course is an intensive practice in the kinds of writing particularly useful to students and professionals in the natural and social sciences with emphasis on clear, accurate, informative writing about complex subjects. This course will be a writing and research-intensive course that puts knowledge into action by engaging rhetorical strategies while focusing on purpose, audience, thesis and organization. Class time will be spent exploring a line of inquiry devoted to the ways in which academic” writing and “professional” or “practical” writing differ in terms of audience, purpose, and rhetorical strategy and process. Students will produce a variety of writing assignments, discuss assigned readings, investigate ethical research practices, evaluate sources, revise and edit, engage in collaborative writing, make group presentations and participate in extensive in-class critique. Rigorous attendance policy. Intended primarily for juniors and seniors.

Prerequisite: ENG 111

students engage in a variety of educational experiences that prepare students for responsible lives in a diverse, interconnected and changing world. A common reading provides a context for personal, academic and social investigation.

Prerequisite: FYE 101

GER 101 Elementary German I **3 credits** **Fall**
German I is an introduction to the German language and German-speaking cultures through both a communicative and task-based approach to study of the language. The course focuses on the development of basic communication skills in German. It is designed to develop proficiency in the four language skills: listening, speaking, reading and writing in German. Vocabulary will be presented in the context of culturally significant issues. Students will develop skills which will enable them to comprehend conversations and stories, read and understand short texts, engage in conversations in German and write about life in German-speaking countries.

GER 102 Elementary German II **3 credits** **Spring**
German II is a continuation of the work of German I in its introduction to the German language and German-speaking cultures through both a communicative and task-based approach to study of the language. The course focuses on further development of more complex communication skills in German. It is designed to develop further proficiency in the four language skills: listening, speaking, reading and writing in German. Vocabulary will be presented in the context of culturally significant issues. Students will develop more advanced skills which will enable them to comprehend conversations and stories, read and understand longer texts, begin to translate short passages, engage in conversations in German and write about life in German-speaking countries.

Prerequisite: GER 101

GER 201 Intermediate German **3 credits** **Fall**
Students of Intermediate German will work on obtaining German language competence including advanced communicative skills and reading comprehension in the context of selected cultural themes and texts through both a communicative and task-based approach to study of the language. The course focuses on further development of more complex communication skills in German. It is designed to develop further proficiency in the four language skills: listening, speaking, reading and writing in German. Vocabulary will be presented in the context of culturally significant issues. Students will develop more advanced skills which will enable them to comprehend conversations and stories, improve in articulation of their readings and understand longer and more complex texts, translate longer passages, engage in conversations in German and write about life in German-

speaking countries.

Prerequisite: GER 102

GRN 100 Introduction to Gerontology 3 credits Fall
(Cross-listed as SOC 100)

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 Fall

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 credits 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 credits 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 106 Elderly Care Services 3 credits 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 108 Health of Aging 1 credit Fall
(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 110 Diversity of Aging 2 credits Fall
(Cross-listed as SOC 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.

GRN 209 Psychology of Aging 3 credits Fall
(Cross-listed as PSY 209)

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.

GRN 220 Independent Study 1-3 credits

This course offers an opportunity for students at an advanced level of study in an associate degree program and in good academic standing to undertake an independent project under the supervision of a faculty member. A maximum of 3 credits of independent study can be earned for an associate degree. A detailed proposal and advisor approval are required prior to registration for an independent study.

HCM 120 The U.S. Healthcare System 3 credits Spring

This course is designed to provide an overview of the U.S. healthcare system. The course focuses on the history and development of the healthcare system, how it is structured, and how different components of the system interact and affect each other. Areas of study include an introduction to the business of healthcare, the healthcare workforce, and healthcare delivery. As well, attention is paid to contemporary issues and trends in the healthcare industry in areas such as medical technology, pharmaceuticals, research and prevention, and international healthcare.

HCM 200 Introduction to Healthcare 3 credits Fall
Management

This course examines a wide variety of health care settings, from hospitals to nursing homes and clinics and will provide an introduction to medical terminology and the important issues in healthcare management, such as ethics, cost management, strategic planning, marketing, human resources and information technology.

HCM 210 Introduction to Health Information 3 credits Spring
Management Systems

This course is designed to introduce the student to healthcare information systems essential to healthcare, as they exist now, as they have developed over time, and their future as information technology advances. The student will study the categories, functions, and purpose of healthcare information management systems, as they interact with the healthcare system as a whole. Areas of study will include the integral components of information systems, including the elements of hardware and networks. As well, the student will learn about the types of application and communication software used in healthcare organizations and the advances toward the electronic health record. Additional focus will be on the administrative and decision support role that healthcare information management systems play in research and quality improvement.

Issues will include, but not be limited to, the aging of America, health workforce shortages, the uninsured/medically underserved, and global health, as well as healthcare services relative to supply and demand, demographics, and disease frequency. Primary attention will be given to the legislative and political policies; however, ethical considerations will also be considered.

Prerequisite: HCM 120

HCM 400 Internship Seminar in Healthcare Management 6 credits Spring

Students in the Health Care Management Program who want to earn academic credit for an internship must enroll in this seminar. This seminar is designed to supplement the 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.

Prerequisite: Senior standing in the Healthcare Management program and in good academic standing. Students who do not meet the academic standing requirement must take six credits of upper division coursework by advisement.

HCM 420 Independent Study 1-6 credits

This course offers an opportunity for students at an advanced level of study in a bachelor degree program and in good academic standing to undertake an independent project under the supervision of a faculty member. A maximum of 6 credits of independent study at the 220 and/or 420 level can be earned for a bachelor's degree. A detailed proposal and advisor approval are required prior to registration for an independent study. Course is restricted to bachelor degree students.

HCM 425 Healthcare Quality Management 3 credits Fall

This course is designed to be an examination of processes, internal and external to an organization, used to measure, evaluate, and improve the quality, efficiency, and effectiveness of healthcare, with an emphasis on the role and responsibilities of the health care professional. Areas of study include the analysis of clinical data and outcomes to identify trends that demonstrate quality, safety, and effectiveness of healthcare in order to implement continuous quality management and improvement. Also studies are the challenges of implementation and institutionalization of quality improvement strategies in healthcare organizations.

Prerequisite: HCM 120 or HOS 150 or permission of instructor

HCM 450 Healthcare Management Senior Capstone 3 credits Spring

This course is the final course in the Healthcare Management curriculum. It is designed to empower the student to integrate, synthesize, and apply the concepts

in America and how this expression has served to shape our common heritage.

HOS 150 Introduction to Health Professions 2 credits Fall

A survey course that introduces the student to professions in the health care field. Specific professions will be explored through the use of lectures, discussions and guest speakers. General concepts relating to health care will be covered, including ethics, interdisciplinary communication, organization of health care organizations, professionalism, patient/resident rights and the continuum of health and illness.

HOS 300 Fundamentals of Occupational Science 3 credits Spring

This course introduces the fundamental concepts of occupational science with a supporting focus on the history and philosophy behind the discipline of occupational science. The concept of occupation will be explored through theory, assessments, policies and practices which support occupation. Observation, interview, and narrative will be used as tools to better understand the meaning of occupation. The focus of this course is on understanding occupation and context at the level of the individual and group settings.

Prerequisite: OCT 111 or HOS 150

HOS 308 Healthcare Informatics 3 credits Fall
(Cross-listed as NUR 308)

This course provides knowledge and understanding of the applications of computer technology and 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.

Prerequisite: Intended for BS degree in Nursing students, or junior/senior standing

HOS 320 Complementary and Alternative Therapies 3 credits Spring

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. Course includes discussion on the impact of the health care system on maintaining health and wellness of the individual, family and community.

Prerequisite: Intended for BS degree in Nursing students, or junior/senior standing

HOS 400 Internship Seminar in Health and Occupational Sciences 6 credits Spring

Students in the Health and Occupational Sciences Program who want to earn

with a focus on the outcomes of the program. Students discuss, share, and present their professional practice learning experiences. Additional focus is placed on employment and/or further educational opportunities.

Prerequisite: Senior standing in the Health and Occupational Sciences program and in good academic standing.

HUM 101 Introduction to Humanities I 3 credits Fall

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 credits Spring

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.

HUM 110 Essential Mythology 1 credit

By Jove! God of Thunder! Achilles' heel. The previous expressions that are part of our cultural language all have their origins in classical mythology, in particular Greek, Roman, and Norse mythology. So many references in art, music, film, literature, and even medicine have their meanings linked to mythology, so to be culturally literate, one needs to have a familiarity with mythology. This course will explore the major characters, stories, and events from classical Greek, Roman, and Norse mythology, and content will be presented in online format.

LAW 101 Introduction to Paralegalism 3 credits 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 credits 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 credits 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 credits 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 credits 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 credits 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 credits 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.

LAW 204 Business Organization and Corporate Practice 3 credits 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 credits 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 credits 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 credits Fall-Spring
Topics to be studied will include contracts, torts, constitutional, civil rights and environmental law.

MAT 099 Topics in Math Non-credit Summer
A class restricted to incoming HEOP students, this course is designed to help

students refresh and acquire a solid foundation in basic algebra. this is a review of the skills typically taught in high school and prepares students for other courses, such as college algebra, pre-calculus, and calculus.

MAT 100 Basic College Mathematics Skills Non-credit Fall-Spring

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 with a grade of C or better required in each area tested for successful completion.

Note: Students must successfully complete MAT 100 before enrolling in MAT 101.

MAT 101 Foundations of Mathematics I 3 credits Fall-Spring-Summer

This survey course is designed to provide students with the opportunity to investigate the nature of mathematics as it applies to various disciplines. Students examine the groundwork of and develop skills in working with diverse branches of mathematics, and study the similarities, differences, and relationships between them. Students consider the uses and roles of mathematics in everyday life and society as a whole. The course provides a basis for further study of mathematics and fosters an appreciation of mathematics. Students learn to think mathematically in the areas of set theory, logic, probability, statistics, and selected topics in algebra.

MAT 102 Foundations of Mathematics II 3 credits Fall-Spring-Summer

This survey course is designed to provide students with the opportunity to investigate the nature of mathematics as it applies to various disciplines, other than those topics studied in MAT 101. Students examine the groundwork of and develop skills in working with diverse branches of mathematics, and study the similarities, differences, and relationships between them. Students consider the uses and roles of mathematics in everyday life and society as a whole. The course provides a basis for further study of mathematics and fosters an appreciation of mathematics. Students learn to think mathematically in the areas of sets of numbers and their structure, selected topics in algebra, geometry, consumer mathematics, and the metric system.

MAT 104 Introductory Algebra for College Students 3 credits Spring

A comprehensive course is designed to provide students with the groundwork for success in the basics of algebra as well as the further study of algebra topics through a systematic exploration of essential algebra topics. Students develop algebraic skills and strategies to deepen their understanding of key ideas and to

strengthen their problem-solving abilities. Students employ these skills in applying algebra principles and computations in order to link algebra to real world situations. Students learn to think mathematically as they investigate the topics of 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; operations with polynomials; rational expressions; roots and radicals; quadratic equations, and an introduction to functions. This course is appropriate for students who have had only a minimum of high school level mathematics.

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 110 Pre-Calculus

3 credits

This comprehensive course is designed to provide students with a firm in the advanced algebra topics, including functions and their properties, through a systematic exploration and application of concepts. As a result, the course serves as preparation for the study of calculus. Emphasis is on modeling in order to make meaningful connections to real-world problems. Students investigate, explore, compare and contrast the characteristics of linear, polynomial, rational, quadratic, exponential, logarithmic and trigonometric functions, both algebraically and graphically. Students develop advanced skills and strategies in working with systems of linear equations and inequalities. Students examine and apply the principles of matrices, conic sections, and sequences. Students develop the introductory groundwork in and develop the skills of working with the concepts of limits and the difference quotient.

Prerequisite: College Algebra (MAT 106), or the equivalent of three units of college preparatory mathematics (Course I, II, and III; or Math A and B) at the high school level.

**MAT 120 Personal Finance
(Cross-listed as BUS 120)**

3 credits

Spring

This online course provides students with a comprehensive knowledge base in various aspects of personal finance. It is designed to develop skills in and techniques for planning, budgeting, spending and saving in order to achieve personal financial goals. Students develop their conceptual understanding of personal finance topics along with 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. Emphasis is placed on modeling and analysis of real-world problems. Students examine and explore personal finance concepts, applying mathematical solutions to personal finance problems; evaluate and analyze real-world problems by crafting suitable solutions to case

studies; and employ personal finance concepts to their own current and proposed future financial situations.

MAT 200 Statistics 3 credits Fall-Spring-Summer

This comprehensive course is designed to provide students with the groundwork for success in statistics by familiarizing them with the major concepts and tools for collecting, organizing, analyzing and drawing conclusions from data. The principles of both descriptive and inferential statistics are covered. Students work with the principles of statistical data collection; develop the skills of descriptive statistical computations; investigate central tendency, variability, and measures of location of scores within distributions; examine the role of probability related to sampling; consider the role of and rules of sampling in planning and conducting a research study; and employ the principles and computations of inferential statistics to establish formal, quantitative relationships between samples and populations in order to answer questions and draw conclusions about populations and their parameters.

Prerequisite: MAT101 or the equivalent of three units of college preparatory mathematics.

MAT 220 Independent Study 1-3 credits

This course offers an opportunity for students at an advanced level of study in an associate degree program and in good academic standing to undertake an independent project under the supervision of a faculty member. A maximum of 3 credits of independent study can be earned for an associate degree. A detailed proposal and advisor approval are required prior to registration for an independent study.

MAT 230 Mathematics of Finance 3 credits Spring
(Cross-listed as BUS 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: MAT 101 or equivalent

MUS 101 Music Appreciation 3 credits Spring

A course designed to give the student an appreciation of a representative group of popular classics from baroque, classical, romantic and contemporary repertoire. Included will be the particular musical characteristics of the music periods covered.

NUR 110 Nursing I 1 credit Fall

Focuses on understanding nursing as a profession through exploration of

NUR 340	Introduction to Research and Evidence-based Practice	3 credits	Fall-Spring
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This course explores the introduction and application of critical thinking and reasoning to the core competencies needed for evidence-based research in nursing practice. The research methods used in contemporary nursing with exemplars from current literature are examined. Evidence, critical thinking, interpersonal perspectives, and patient preferences are used to improve patient care outcomes and promote evidence-based care.

Prerequisite: MAT 200

NUR 360	Health Assessment, Promotion and Diagnostic Reasoning	3 credits	Fall
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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.

Prerequisite: BIO 203, BIO 209, BIO 210. Intended for BS degree in Nursing students, or permission of instructor.

NUR 385	Community Care Nursing and Epidemiology	6 credits	Spring
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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. Course includes an optional 3-credit clinical/lab section of 90 hours.

Prerequisite: For enrolled BS degree in Nursing students only.

NUR 410	Pharmacology (Cross-listed as BIO 410)	3 credits	Fall
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This course explores the fundamental properties of pharmacology, describes medications used for common disorders, and discusses properties of an ideal drug, therapeutic objectives, and the factors that determine the intensity of drug responses. It is a science that draws information from multiple disciplines, among them anatomy, physiology, psychology, chemistry, and microbiology. Content builds on anatomy and physiology, microbiology, chemistry, and pathophysiology.

Prerequisites: BIO 203, 209, 210; NUR/BIO 310. Intended for BS degree in Nursing students or

permission of instructor.

NUR 420 Independent Study 1-6 credits

This course offers an opportunity for students at an advanced level of study in aa bachelor degree program and in good academic standing to undertake an independent project under the supervision of a faculty member. A maximum of 6 credits of independent study at the 220 and/or 420 level can be earned for a bachelor's degree. A detailed proposal and advisor approval are required prior to registration for an independent study. Course is restricted to bachelor degree students.

NUR 421 Leadership, Management and Ethics in Nursing 3 credits Fall

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 ethical delivery of quality care. The need for the development of leadership and management skills that emphasize ethical and critical decision-making, collaboration, and communication, as a member of intra-professional team will be discussed. Course includes an optional 3-credit clinical/lab section of 90 hours.

Prerequisite: For enrolled BS degree in Nursing students only.

NUR 460 Nursing Specialty and Synthesis Seminar 6 credits Fall-Spring

The purpose of this capstone 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. Course includes 90 lab/clinical hours.

Prerequisites: All required BS degree in Nursing NUR courses and required non-nursing courses.

OCT 111 Introduction to Occupational Therapy 2 credits Fall

An overview of the domain and scope of occupational therapy practice, the intervention process, and the roles and functions of the occupational therapy assistant in current healthcare, education and rehabilitation environments. This course covers the history, philosophy, terminology, theoretical frames of reference, ethics and organizational structures of the profession. The health benefits of engaging in purposeful and meaningful occupations will be explored through readings, discussions and lectures.

OCT 112 Occupational Therapy Skills and Application I 1 credit Fall

Selected activities will be used in this laboratory practicum to teach occupation-based activity analysis, to grade, modify and adapt activities. Students will use a variety of tools and materials, use the teaching/learning process to engage peers in new learning, and consider safety issues and precautions relevant to client populations and given activities.

OCT 114 Foundations of Occupational Therapy I 1 credit Fall

This lecture and laboratory course will introduce concepts fundamental to the practice of Occupational Therapy. The course will provide students with foundational knowledge and skills required during treatment to improve the independence of clients to engage in chosen occupations. The Occupational Therapy Practice Framework will be emphasized throughout the semester to help conceptualize treatment interventions. Students will begin to develop theoretical and practical hands-on techniques and observation skills critical to assessment and treatment implementation.

OCT 116 Occupational Therapy Skills and Application II 1 credit Fall-Spring

Building on the general concepts taught in OCT 112, a variety of expressive, cognitive and sensorimotor media will be covered by lecture and in laboratory experiences. The occupations of play, leisure and social participation, across the life span and for various cultures, will be explored. Emphasis will be placed on group dynamics, adaptive play and leisure activities for various age groups. Students will have opportunities to practice planning and leadership skills that guide group leisure activities during labs to prepare for applying these skills in community-based settings.

Prerequisites: OCT 111, 112

OCT 117 Fieldwork I - Service Learning 1 credit Spring

A community-based fieldwork service learning experience in which students participate to help support the needs of the facility or organization. Assignments are designed to help the students gain an awareness of the services provided in the community setting, giving each student the opportunity to actively apply the knowledge and skills gained in introductory OTA courses as they work with clients and staff.

Prerequisites: OCT 111, OCT 112, OCT 114

OCT 119 Introductory Kinesiology (Cross-listed as BIO 119) 1 credit Fall-Spring

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 understand human movement.

OCT 120 Occupational Performance Across the Lifespan 3 credit Spring

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, substance abuse and aging-related concerns.

Prerequisites: OCT 111, 112, 114, SCI 100

OCT 121 Foundations of Occupational Therapy II 3 credits Spring

This lecture and laboratory course will build upon concepts introduced in OCT 114: Foundations of Occupational Therapy I to deepen students' understanding of Occupational Therapy theory and current evidence-based practice. Students will be required to demonstrate proficiency in learned intervention and assessment techniques before advancement to the next level of the OTA program.

Prerequisites: OCT 111, 112, 114, SCI 100

OCT 210 Fieldwork I - Psychosocial 1 credit Fall-Summer

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, 114, 116, 120, 121, SCI 100

OCT 211 Preparing for Practice 1 credit Fall-Summer

This course prepares students for professional responsibilities as an occupational therapy practitioner. Topics of study include practitioner roles and functions, organizational and administrative principles, clinical reasoning, supervision, reimbursement mechanisms and professional development. The Official Documents of the American Occupational Therapy Association (AOTA),

scientific journals, and web resources are utilized to explore principles of ethical and evidence-based practice. Students will gain an understanding of the credentialing processes to meet professional and legal criteria to practice.

Prerequisites: OCT 111, 112, 114, 116, 120, 121

OCT 213 Occupational Therapy in Developmental Disabilities Practice 3 credits 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 119-121; BIO 209-210; PSY 100; SCI 100

OCT 214 Occupational Therapy in Physical Dysfunction Practice 3 credits 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 119-121; BIO 209, BIO 210; SCI 100

OCT 215 Occupational Therapy in Psychosocial Dysfunction Practice 4 credits Fall-Summer

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 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 119-121; PSY 100; SCI100

OCT 216 -217 Fieldwork II Fall-Spring-Summer

During the final semester of the OTA curriculum, learning continues with

supervised clinical experiences in two types of 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 216-217.

Prerequisite: Completion of all prior coursework with a minimum grade of C +(77) in all OCT prefix courses and a minimum grade of C (73) in all other required courses, or approval of the Academic Fieldwork Coordinator.

OCT 220 Independent Study 1-3 credits

This course offers an opportunity for students at an advanced level of study in an associate degree program and in good academic standing to undertake an independent project under the supervision of a faculty member. A maximum of 3 credits of independent study can be earned for an associate degree. A detailed proposal and advisor approval are required prior to registration for an independent study.

Prerequisites: OCT 111, 112

PHI 101 Introduction to Philosophy 3 credits Fall

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

PHI 105 Critical Thinking 3 credits Fall-Spring

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 Foundations in Social Justice 3 credits Fall-Spring-Summer
(Cross-listed as RES 201)**

This course will give students a knowledge and appreciation of the mission and values of Maria College. Students will examine contemporary social justice

issues with specific, but not exclusive, reference to the Critical Concerns of the Sisters of Mercy of the Americas: care for the earth, justice and care for women, immigration, anti-racism and non-violence. To enable students to critically reflect on these social justice concerns, they will look at philosophical and theological theories within the Catholic, religious, and secular traditions. Students will apply the principles of Catholic Social Teaching as a motivation and context for service and advocacy. To enable practical engagement in the content of this course, there is a service learning component.

PHI 220 Independent Study 1-3 credits

This course offers an opportunity for students at an advanced level of study in an associate degree program and in good academic standing to undertake an independent project under the supervision of a faculty member. A maximum of 3 credits of independent study can be earned for an associate degree. A detailed proposal and advisor approval are required prior to registration for an independent study.

PHI 261 Legal Ethics 3 credits Summer

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 credits Fall

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 credits Fall-Spring-Summer

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.

Prerequisite: Any PHI or RES course

PHY 101 General Physics I 4 credits Fall

Introduction to Newtonian mechanics. Applications will be made to a variety of simple systems. Some elementary thermodynamics will also be utilized. A two-hour lab is included.

PHY 102 General Physics II 4 credits Spring

provided in acute and long-term health care settings. Management skills and leadership as it relates to the LPN scope of practice will be discussed. Emphasis will be placed on the role of the LPN in a caring environment and its impact on client care.

Prerequisites: PNC 103 and all required non-nursing courses

POL 101 The American Political System 3 credits Fall

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 credits

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 202 Public Administration 3 credits

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.

POL 310 International Relations 3 credits Fall

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.

Prerequisites: POL 101

POL 320 Constitutional Law 3 credits Spring

This course presents an overview of U.S. constitutional law. Topics include the nature and scope of due process law, the Bill of Rights, judicial review, separation of powers, the nature of executive and congressional power, federalism and the Interstate Commerce Clause, the right to privacy and equal protection of law.

Prerequisites: POL 101

**POL 400 Internship Seminar in 6 credits Spring
 Government Studies**

Students in the Liberal Arts Program with a concentration in Government Studies who want to earn academic credit for an internship must enroll in this seminar. This seminar is designed to supplement the 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, and role-playing exercises, students will be introduced to the dynamic forces and practices that exist in the 21st century global environment.

Prerequisites: Senior standing in the Liberal Arts program and in good academic standing. Students who do not meet the academic standing requirement must take six credits of upper division coursework by advisement.

POL 420 Independent Study 1-6 credits

This course offers an opportunity for students at an advanced level of study in a bachelor degree program and in good academic standing to undertake an independent project under the supervision of a faculty member. A maximum of 6 credits of independent study at the 220 and/or 420 level can be earned for a bachelor's degree. A detailed proposal and advisor approval are required prior to registration for an independent study. Course is restricted to bachelor degree students.

POL 450 Senior Capstone in Government Studies 3 credits Spring

This course is the final course for students in the Liberal Arts Program with a concentration in Government Studies. It is designed to empower the student to integrate, synthesize, and apply the concepts learned and the skills gained in the Government Studies concentration. The course offers the student the opportunity to demonstrate mastery of the theoretic and practical knowledge in government studies through utilization of case studies, a final project, and critical reflection. The latter part of the course consists of a student-centered seminar experience with a focus on the outcomes of the program. Students discuss, share, and present their professional practice learning experiences. Additional focus is placed on employment and/or further educational opportunities.

Prerequisites: Senior standing in the Liberal Arts program and in good academic standing.

PRD 099 HEOP Seminar Non-credit Summer

A class restricted to first semester HEOP students, this seminar is designed to assist HEOP (Higher Education Opportunity Program) scholars acclimate to the academic and social rigors of Maria College. Study skills, time management, money management, career assessment, student services and tutorial services are explored and discussed. By the end of the course, scholars have an understanding of student success services offered at Maria College.

PRD 100 College Success Seminar 2-3 credits

This course is designed to assist students to prepare for future courses as well as to be successful on the Test of Essential Academic Skills (TEAS). Course topics include strategies in English, reading comprehension, mathematics, science and other issues that focus on student achievement.

PRD 103 College Success Seminar for PNC 2 credits Spring

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

PRD 105 Peer Tutoring 0-1 credit Fall-Spring

This course is primarily designed for employment in the Peer Tutoring Program, though those interested in exploring various practical methods and strategies for approaching their own learning process may also find this course of value. As a community of scholars, we will collectively investigate our own and others' learning processes and styles for the purposes of developing self-reliance and confidence when approaching academic challenges. At the end of the course, students will not only have a greater awareness of how to achieve academic success, but be able to guide others to the same outcome. Please note: While successful completion of this course is a prerequisite for employment in the Peer Tutoring Program, students must interview for a position before being hired.

PSY 099 Topics in Psychology Non-credit Summer

A class restricted to incoming HEOP students, this course is an introduction to psychology as a science. Topics covered include the history and scope of psychology, introduction to research and the brain, and a beginning understanding of memory improvement and motivational concepts.

PSY 100 General Psychology 3 credits Fall-Spring-Summer

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

PSY 102 Exploratory Psychology 3 credits Spring

This course explores several topics or areas from General Psychology in a more critical and in-depth process. The purpose of the course is to engage students in critical inquiry about contemporary significant and practical concerns in the field of psychology. It is expected that students will have greater awareness of and interest in specific fields of psychology.

PSY 200 Developmental Psychology 3 credits Spring

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 202 Adolescent Psychology 3 credits Spring

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 credits Fall

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 permission of instructor

PSY 204 Psychology of Abnormal Behavior 3 credits Fall

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

PSY 205 Psychology of Interpersonal Relations 3 credits Spring

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 permission of instructor

**PSY 209 Psychology of Aging 3 credits Fall
(Cross-listed as GRN 209)**

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 220 Independent Study 1-3 credits

This course offers an opportunity for students at an advanced level of study in an associate degree program and in good academic standing to undertake an independent project under the supervision of a faculty member. A maximum of 3 credits of independent study can be earned for an associate degree. A detailed proposal and advisor approval are required prior to registration for an independent

study.

PSY 232 Positive Psychology 3 credits Fall
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 270 Social Psychology 3 credits Fall
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 credits Fall-Spring
(Cross-listed as BUS 300)
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.

Prerequisite: PSY 100

PSY 305 Psychology of Food and Eating 3 credits Spring
This course will explore the psychological meanings of food and eating and its effects on the health and wellness of humans. Some of the topics to explore include: the cultural evolution of food and eating, learning processes and eating behaviors, social and developmental influences on eating and food preference, the brain; mood, cravings, addiction, obesity, eating disorders and body image.

Prerequisite: Any PSY 200 level course

PSY 315 Psychology of Criminal Behavior 3 credits Fall
This course will cover the psychology of violent criminal behavior from multiple perspectives. The course begins by exploring the different theories behind

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: Students must be in their final year of the Psychology program.

RES 101 Introduction to the Bible 3 credits

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 Old Testament Studies 3 credits

The problems of authorship, criticism, inspiration and literary genre are specifically considered. Historical and archeological situation of scriptural studies is reviewed.

RES 103 Spirituality of Life and Death 3 credits Spring
(Cross-listed as BER 103)

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.

RES 105 Introduction to New Testament Studies 3 credits

This course is designed to introduce students to the New Testament. The course will examine the origins and structure of the New Testament, as well as the context in which it was written. The different literary genres of the New Testament will be considered and the basic theology of the different books examined. A number of passages will be studied in depth, using different techniques of criticism and enquiry. The course will conclude with look at the use and relevance of the New Testament today in the life of the Church and the faith of believers. As Maria

College is a Catholic college, the content will be set in this theological framework, but all views and beliefs will be respected and encouraged in discussion. All topics are studied at a basic level and will assume little prior knowledge.

RES 114 World Religions 3 credits

A study of the history and beliefs of the major world religions, past and present. Formerly ReS 104, Comparative Study of Religion.

**RES 201 Foundations in Social Justice 3 credits Fall-Spring-Summer
(Cross-listed as PHI 201)**

This course will give students a knowledge and appreciation of the mission and values of Maria College. Students will examine contemporary social justice issues with specific, but not exclusive, reference to the Critical Concerns of the Sisters of Mercy of the Americas: care for the earth, justice and care for women, immigration, anti-racism and non-violence. To enable students to critically reflect on these social justice concerns, they will look at philosophical and theological theories within the Catholic, religious, and secular traditions. Students will apply the principles of Catholic Social Teaching as a motivation and context for service and advocacy. To enable practical engagement in the content of this course, there is a service learning component.

RES 204 Topics in Religious Studies 1-3 credits

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

RES 207 Women and Religion 3 credits

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 220 Independent Study 1-3 credits

This course offers an opportunity for students at an advanced level of study in an associate degree program and in good academic standing to undertake an independent project under the supervision of a faculty member. A maximum of 3 credits of independent study can be earned for an associate degree. A detailed proposal and advisor approval are required prior to registration for an independent study.

**RES 230 Religion in America 3 credits Fall-Spring
(Cross-listed as HIS 230)**

Designed to introduce the student, through an historical approach, to the richness

SOC 104 Social Problems of the Elderly 3 credits Spring
(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 106 Elderly Care Services 3 credits Spring
(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 Spring
(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 Fall
(Cross-listed as GRN 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.

SOC 109 Introduction to Criminal Justice 3 credits

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 credits Fall
(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 205 Criminology 3 credits

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 credits Summer
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 1-3 credits

This course offers an opportunity for students at an advanced level of study in an associate degree program and in good academic standing to undertake an independent project under the supervision of a faculty member. A maximum of 3 credits of independent study can be earned for an associate degree. A detailed proposal and advisor approval are required prior to registration for an independent study.

SOC 300 Medical Sociology 3 credits Spring

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.

Prerequisite: SOC 101 or permission of instructor

SOC 410 Health Promotion across the Life Span 6 credits Fall

This course will apply sociological concepts to the study of health and aging throughout the life span. Topics of race, class, gender and culture will be broadly studied as they influence attitudes and behaviors toward health throughout the life span. 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. Course includes a 3-credit clinical/lab section of 90 hours.

Prerequisites: ENG 300; intended for BS degree in Nursing students, or junior/senior standing.

SOC 420 Independent Study 1-6 credits

This course offers an opportunity for students at an advanced level of study in a bachelor degree program and in good academic standing to undertake an independent project under the supervision of a faculty member. A maximum of 6 credits of independent study at the 220 and/or 420 level can be earned for a bachelor's degree. A detailed proposal and advisor approval are required prior to registration for an independent study. Course is restricted to bachelor degree students.

SPA 101 Contemporary Spanish I 3 credits Fall

Spanish language and culture will be studied, emphasizing both spoken and

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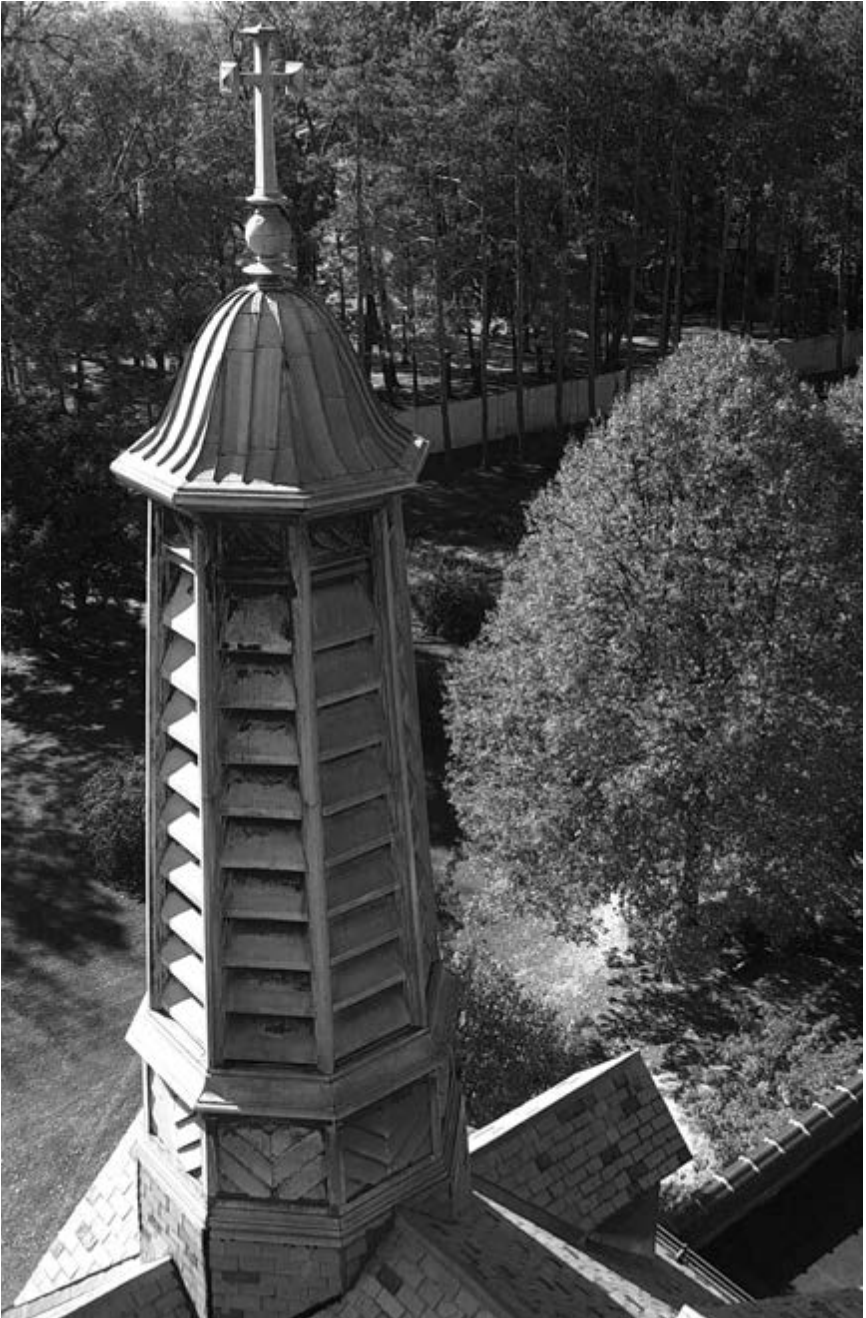
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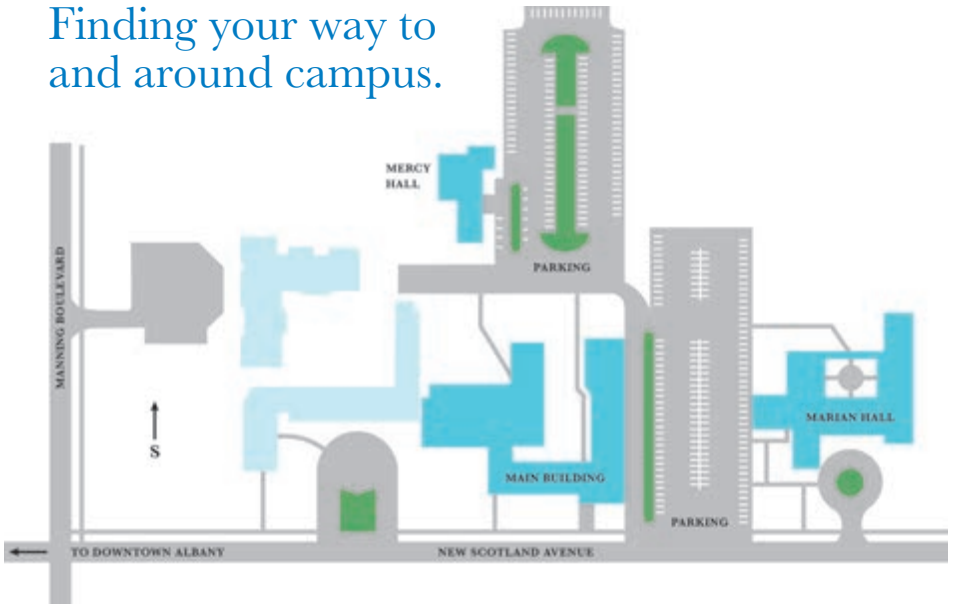


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Finding your way to and around campus.



Main Building

Admissions Office
Bookstore
Business Office
Catherine's Closet & Maria Market
Campus Café
Classrooms/Labs
Development & Alumni Engagement
Faculty Offices
Financial Aid Office
Fitness Center
Library
Marketing & Communications
President's Office
Registrar

Marian Hall

Academic Affairs
Classrooms/Labs
Fitzgerald Court
Nursing Department
OTA Department
Student Lounge
Student Counseling

Mercy Hall

Career Services
H.E.O.P. Office
Learning Resource Center
Student Success Center

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.

MARIA

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Aspire. Achieve. Become.™

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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 Ann Reis, Title IX Coordinator, 518.861.2598.

BACHELOR'S DEGREES

Health & Occupational Sciences

Healthcare Management

Liberal Arts

Nursing

Psychology

ASSOCIATE DEGREES

General Studies

Liberal Arts

Management

Nursing

Occupational Therapy Assistant

Paralegal

PROFESSIONAL CERTIFICATES

Bereavement Studies

Gerontology

Paralegal

Practical Nurse (LPN Training)

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