



## Fulton-Montgomery Community College

Futures Made. **Here.**

2805 State Highway 67  
Johnstown, New York 12095-3790  
(518) 736-FMCC (3622)

A Community College of the  
State University of New York  
Sponsored by the Counties of  
Fulton and Montgomery

2018-2019

This catalog and additional information is on our website at [fmcc.edu](http://fmcc.edu)  
For general information e-mail us at [geninfo@fmcc.suny.edu](mailto:geninfo@fmcc.suny.edu)

Fulton-Montgomery Community College (FM) is a College of the State University of New York and provides college level education to students from a variety of educational backgrounds. Admission to FM is determined without regard of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.



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The College reserves the right to make changes in the program requirements as well as procedures described in the catalog. Contact the Admissions Office for any updates or revisions.



## Welcome to Fulton-Montgomery Community College!

Welcome to Fulton-Montgomery Community College. It is my pleasure to share with you all the wonderful things that await you at FM.

FM is a comprehensive community college offering a variety of academic programs ranging from Business, to General Studies, to Fine Art, to Health Professions, to Engineering and Technology. Through the diversity of our curricula we strive to meet the needs of the region and our students by preparing them to transfer to a university or to enter the workforce upon completion of a program. If you don't see it in our catalog, look into our COCAL program; this program is designed to be flexible and combine classroom education with internships in a customized program that meets your needs.

At FM we pride ourselves on being a small community college with big impact! At FM our students excel and often grow to be leaders on our campus and then in the community. Our friendly atmosphere

offers you an opportunity to get to know our faculty and staff. You're not just a number, you're one of the family; and we want you to succeed.

In addition to our excellent degree programs, FM offers academic and student support services that are designed to help you succeed. Success at any college is up to you; but FM provides outstanding services including: advising, counseling, academic intervention, tutoring, student clubs, athletics, on-campus housing and much, much more. All are designed to make your college experience one to remember for the rest of your life. If you're looking to get involved, you can make a difference here.

On campus we have worked to provide exemplary facilities including the Evans Library and Learning Commons where more than 1,000 people come through the door in a day, the Perrella Gallery, television studios, a theatre, a demonstration cleanroom, a state of the art fitness center, study lounges, and Campus View Student Housing. More recent additions include Raiders Cove, a student social venue; Union Stations, the renovated cafeteria housing five serving stations, each with a different venue of food; and Books and Bytes Café. These, and many more amenities, will enhance your time on campus with friends when you're not in class. And, there's more to come!

I hope that you'll find FM to be the college that best meets your needs. We would be delighted to have you with us. If you have any questions, call us or stop by. We'll be able to answer your questions and show you around our campus.

I look forward to seeing you on campus.

A handwritten signature in black ink, appearing to read "Dustin Swanger". The signature is fluid and cursive.

Dustin Swanger, Ed.D.  
President



### **VISION**

Fulton-Montgomery Community College strives to be an innovative leader in higher education.

### **MISSION**

Fulton-Montgomery Community College provides accessible higher education and quality programs with a focus on student success. FM partners with the community through engagement in economic development and by providing cultural and intellectual opportunities.

### **VALUES**

FM is guided by the following values:

- Excellence in education and teaching
- Student learning and scholarship
- Caring Personalized Service
- Innovation
- Civility
- Integrity
- Quality Facilities
- Diversity
- Accessibility
- Community engagement
- Continuous improvement
- Leadership

### **FM Civility Statement**

FM is committed to fostering an environment of civility. All members of the FM community and visitors have the right to experience and the responsibility to create and maintain an environment of mutual respect and support that is civil in all aspects of human relations. Civility facilitates professional growth and achievement and promotes an environment where each person can reach his or her full potential.

### **SCOPE OF PROGRAMS AND SERVICES OFFERED**

FM's goals and objectives will focus on programs and services necessary to achieve its vision, to reflect its values, and to implement its mission. The following programs and services are offered:

- Instructional Programs
- Business and Organizational Training Programs
- Community Education Programs
- Academic Enrichment Services
- Outreach and Support Services
- Student Development Services



### Overall Goals

During the development of the Strategic Plan: College, Community, Collaboration five goals were established. These goals serve to move FM forward in serving the students and community. These goals are:

1. Prepare students to learn, live and lead in a diverse and dynamic global culture
2. Create a campus culture that attracts and celebrates diversity
3. Foster an atmosphere of college/community engagement that recognizes FM as an invaluable resource to our region
4. Foster a culture that encourages and embraces innovation and growth
5. Expand the resources of the College

### Institutional Learning Outcomes

Fulton-Montgomery Community College has adopted learning outcomes for all students graduating from all degree programs. The outcomes are achieved through traditional learning experiences in the classroom as well as extra and co-curricular activities. The current outcomes were approved by the College Board of Trustees in June 2014.

- FM graduates will demonstrate critical thinking, problem solving, and creativity.
- FM graduates will proficiently select and apply appropriate communication skills in a variety of settings.
- FM graduates will apply appropriate technology in order to effectively research, communicate, and learn.
- FM graduates will demonstrate self and cultural awareness, civic responsibility, and an appreciation of the natural world.

### Academic Freedom Statement

Fulton-Montgomery Community College fully endorses the free exchange of ideas and the exploration of topics and issues on campus and in the global context. To support such exchange of ideas, the College and the Board of Trustees support the following statement regarding academic freedom.

#### Policy

Academic Freedom is a time-honored responsibility and special privilege for all members of the academy including full-time and part-time faculty, staff and students that protects the following activities:

Providing constructive criticism on academic and institutional policies and procedures and the ability to recommend such policies and procedures to FM; Teaching classes with available instructional resources and pedagogies that promote critical thinking and investigation in their respective disciplines; Conducting academic research; And, maintaining authority to uphold academic standards and assign appropriate grades.

## **History and Location**

The Boards of Supervisors of Fulton and Montgomery Counties approved the Charter for Fulton-Montgomery Community College on March 21, 1963. The College became the twenty-seventh two-year institution in the State University system. The goal of the College has been to meet local needs and provide services through low cost, quality education. The residents of the two counties are encouraged to use the services and facilities of the College.

Fulton-Montgomery Community College opened its doors in September 1964, in temporary quarters. In 1969 the College moved to a permanent site consisting of 194 acres, five buildings and several athletic fields. Located halfway between Johnstown and Amsterdam, the campus is situated in the foothills of the Adirondack Mountains. Albany, the state capital, is approximately forty miles southeast of the campus. This setting allows students to enjoy a wide variety of cultural, historical and recreational activities.

## **Accreditation**

Fulton-Montgomery Community College is accredited by the Middle States Commission on Higher Education.

3624 Market Street  
Philadelphia, PA 19104  
Phone: (267) 284-5000

All of FM's programs are registered with the New York State Department of Education and are approved for the training of veterans under the various public laws. The College is approved for the holders of New York State scholarships. The College is authorized by the Board of Regents of the University of New York to confer upon its graduates the degree of Associate in Arts, Associate in Science, Associate in Applied Science, or Associate in Occupational Studies. The College is also authorized to offer a number of one-year Certificate programs.

The Nursing Associate of Applied Science program is accredited by the Accreditation Commission for Education in Nursing.

3343 Peachtree Road NE, Suite 850  
Atlanta, Georgia 30326  
Phone: (404) 975-5000  
Fax: (404) 975-5020  
Email: [info@acenursing.org](mailto:info@acenursing.org)  
Web: [www.acenursing.org](http://www.acenursing.org)

The Radiologic Technology Associate of Applied Science program is accredited by the Joint Review Committee on Education in Radiologic Technology.

20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
(312) 704-5300  
email: [mail@jrcert.org](mailto:mail@jrcert.org)  
web: [www.jrcert.org](http://www.jrcert.org)



## Campus Facilities

The Fulton-Montgomery Community College is a beautiful campus on 200 acres of land nestled in the base of the Adirondacks. The campus is placed in a rural setting that overlooks the Mohawk Valley. The campus consists of academic buildings, its signature clock-tower, a childcare center, and Campus View Student Housing.

### Administration Building

- Admissions
- Bursar
- Financial Aid
- Institutional Research
- Office of Public Relations
- Presidents Office
- Provost and Vice President for Academic Affairs
- Registrar
- Vice President for Student Affairs
- Payroll
- Vice President for Finance and Administration

### Library Building

- Books & Bytes Cafe (dining)
- Graphic Arts Labs
- Library – Evans Library
- Learning Center
- Math Learning Center
- Writing Center

### Campus Housing

- Fulton Hall
- Montgomery Hall
- Raider Hall
- Residence Life Services Center

### Physical Education Building

- Athletic Director
- Coaches' Offices
- Faculty Offices (HPER)
- Facilities
- Fitness Center
- Gym
- Public Safety
- Raiders Cove (Dining)

### O'Connell Hall

- Academic Classrooms
- Academic Science Labs
- Center for Engineering and Technology
- Center for Health Professions
- Deans' Office
- Empire State College
- Faculty Offices
- IT Services

### Student Union

- Boardroom
- College Store
- Game Room
- Large Lounge
- Student Activities
- Student Government
- Union Stations (Dining)
- X-Kitchen (Dining)

### Communications and Visual Arts

- Art Gallery – Perrella Art Gallery
- Art Studios
- Center for Visual and Performing Arts
- Student Development Center
- Theater
- TV and Radio Studios

### Educational Facilities Off Campus

The HFM Career and Technical Center, operated by the Board of Cooperative Educational Services (BOCES), located next door to the campus, is the site for laboratory work for courses in construction technology.

### Foundation and Finance

- Business Office
- Foundation
- Human Resources

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## **FOUNDATION OF FULTON-MONTGOMERY COMMUNITY COLLEGE, INC.**

The mission of the Foundation of Fulton-Montgomery Community College, Inc. is to enhance Fulton-Montgomery Community College through positive regional community relations, and to develop private funds to advance educational opportunities for students, staff and the community. By generating, processing and allocating gifts, the Foundation supports efforts that enhance the quality of programs by funding scholarships, new academic initiatives, technology, endowments, faculty/staff development, athletic programs, and capital projects.

The Foundation is overseen by a Board of Directors whose membership is comprised of community leaders from both Fulton and Montgomery Counties, a faculty member, an Alumni representative, a Student Government representative, and a representative from the College Board of Trustees. The Foundation acts as the sole recipient of gifts for the College. The Corporation was founded in 1976 and has been granted 501(c)(3), not-for-profit status by the Internal Revenue Service.

The Foundation is administrator of all funds, gifts and endowments that support annual Scholarships and Awards, the Perrella Gallery, and The Evans Library of Fulton-Montgomery Community College. Additionally, the Foundation collects and administers funds restricted for the enhancement of the Kenneth R. Dorn Regional History Collection, the William G. Barto Memorial Lecture Series, and funds raised to support intercollegiate athletic programs.

Annual fundraising events of the Foundation include the signature events, FM Foundation Golf Tournament and Distinguished Alumni Dinner. The annual campaign fundraising and special gifts raise funds for general support of the Foundation. The Foundation is building for the future by working with donors to establish planned gifts and legacies to support the College.

For information on how you can support the FM Foundation, contact the Foundation Office of FM, Inc. at (518) 736-FMCC (3622) extension 8020.





FALL 2018

Aug. 31.....	Fri.....	Last Day to Register for Fall Session without \$25 Late Fee
Sept. 3.....	Mon.....	College Closed - Labor Day
<b>Sept. 5.....</b>	<b>Wed.....</b>	<b>First Day of Classes for Fall Semester</b>
Sept. 6-11.....	Thurs.-Tues.....	Late Registration Period (Subject to \$25.00 late fee)
Sept. 6.....	Thurs.....	Late Payment Period (Subject to \$25.00 late fee)
Sept. 11.....	Tues.....	Last Day for Student-Initiated Schedule Changes
Sept. 19.....	Wed.....	Late Payment (subject to additional \$50 late fee)
Sept. 24.....	Mon.....	Course Planning begins for Winter/Spring 2019 Online Registration Only
Sept. 25.....	Tues.....	1st 5-Week Session Individual Course Withdrawal Deadline (Session 01)
Oct. 1.....	Mon.....	Deadline to Apply for Fall 2018 Graduation
Oct. 5.....	Fri.....	1st 7-Week Session Individual Course Withdrawal Deadline (Session 02)
Oct. 8.....	Mon.....	College Closed – Columbus Day (limited services/facilities may be available) (Saturday Oct. 8 classes will be in regular session)
Oct. 9.....	Tues.....	Online Registration Opens for Winter/Spring 2019
Oct. 9.....	Tues.....	Staff Development Day-No Day Classes (Evening Classes beginning at 3 pm in session)
Oct. 19.....	Wed.....	1st 10-Week Session Individual Course Withdrawal Deadline (Session 03)
Oct. 22.....	Mon.....	On-Campus Registration Begins for Winter/Spring 2019
Oct. 24.....	Wed.....	Mid-Term Grades Due at Noon
Oct. 31.....	Wed.....	2nd 5-Week Session Individual Course Withdrawal Deadline (Session 04)
Nov. 12.....	Mon.....	College Closed – Veteran’s Day (limited services/facilities may be available)
Nov. 14.....	Wed.....	Last Day for Individual Course Withdrawals
Nov. 21.....	Wed.....	2nd 10-Week Session Individual Course Withdrawal Deadline (Session 06)
Nov. 21.....	Wed.....	Classes end at 5 p.m. for Thanksgiving Holiday (limited services/facilities may be available)
Nov. 22-25.....	Thurs.-Sun.....	College Closed – Thanksgiving Holiday (limited services/facilities may be available)
Nov. 26.....	Mon.....	2nd 7-Week Session Individual Course Withdrawal Deadline (Session 05)
Dec. 3.....	Mon.....	3rd 5-Week Session Individual Course Withdrawal Deadline (Session 07)
Dec. 7.....	Fri.....	Special Friday Makeup Session (for evening classes only)
<b>Dec. 14.....</b>	<b>Fri.....</b>	<b>Last Day of Classes</b>
Dec. 17-18.....	Mon.-Tues.....	Final Exams
Dec. 20.....	Thurs.....	Final Grades Due at Noon
Dec. 22– Jan 1.....	Sat.-Tues.....	Campus Closed Christmas/New Year Break



WINTER 2019

Dec. 21..... Fri..... Last Day to Register for Winter Session without \$25 Late Fee

**Jan. 2..... Wed. .... First Day of Classes for Winter Session**

Jan. 2..... Wed. .... Late Payment Subject to \$25 Late Fee

Jan. 14..... Mon. .... Last Day for Individual Course Withdrawals

**Jan. 18..... Fri. .... Last Day of Classes for Winter Session**

Jan. 21..... Mon. .... College Closed – Martin Luther King, Jr. Holiday  
(limited services/facilities may be available)

Jan. 22..... Tues. .... Final Grades Due for Winter Session

SPRING 2019

Jan. 22..... Tues. .... Last Day to Register for Spring Session without \$25 Late Fee

Jan. 22..... Tues. .... Orientation (Half-day AM Session)

**Jan. 23..... Wed. .... First Day of Classes for Spring Semester**

Jan. 23-29..... Wed.-Tues. .... Late Registration (subject to \$25 late fee)

Jan. 23..... Wed. .... Late Payment Period (subject to \$25 late fee)

Jan. 29..... Tues. .... Last Day for Student-Initiated Schedule Changes

Feb. 6..... Wed. .... Late Payment Period (subject to \$50 late fee)

Feb. 13..... Wed. .... 1st 5-Week Session Individual Course Withdrawal Deadline  
(Session 01)

Feb. 13..... Wed. .... Deadline to Apply for Spring 2019 Graduation

Feb. 13..... Wed. .... Course Planning Begins for Summer/Fall 2019 Online  
Registration Only

Feb. 18..... Mon. .... College Closed – President’s Day Holiday (Sat, Feb. 16  
classes will be in regular session) (limited services/facilities may  
be available)

Feb. 25..... Mon. .... 1st 7-Week Session Individual Course Withdrawal Deadline  
(Session 02)

Mar. 4..... Mon. .... Online Registration Opens for Summer and Fall 2019

Mar. 8..... Fri. .... 1st 10-Week Session Individual Course Withdrawal Deadline  
(Session 03)

Mar. 13..... Wed. .... Mid-Term Grades Due

Mar. 16-24..... Sat.-Sun. .... No Classes – Spring Recess (limited services/facilities  
may be available)

Mar. 25..... Mon. .... On-Campus Registration Begins for Fall 2018

Mar. 27..... Wed. .... 2nd 5-Week Session Individual Course Withdrawal Deadline  
(Session 04)

Mar. 28..... Thurs. .... No Day or Evening Classes –Founder’s Day  
(limited services/facilities may be available)

Apr. 4..... Thurs. .... Individual Course Withdrawal Deadline

Apr. 15..... Mon. .... 2nd 10-Week Session Individual Course Withdrawal Deadline  
(Session 06)

Apr. 19..... Fri. .... College Closed – Good Friday Holiday  
(limited services/facilities may be available)



Apr. 23 .....	Tues.....	2nd 7-Week Session Individual Course Withdrawal Deadline (Session 05)
Apr. 25 .....	Thurs.....	3rd 5-Week Session Individual Course Withdrawal Deadline (Session 07)
May 3 .....	Fri.....	Special Friday Make-up Session (for evening classes only)
<b>May 8 .....</b>	<b>Wed.....</b>	<b>Last Day of Classes for Spring Semester</b>
May 9-10 .....	Thurs.-Fri.....	Final Exams
May 13 .....	Mon.....	Final Grades Due
May 16 .....	Thurs.....	Academic Awards Ceremony (evening)
May 22 .....	Wed.....	Commencement (evening) -Proctor’s Theatre in Schenectady
May 27 .....	Mon.....	College Closed - Memorial Day Holiday (limited services/facilities may be available)

**SUMMER 2019**

**Summer Add/Drop Period, for all sessions, is 24 hours after the first class meeting day (date will vary by class).**

**SUMMER DAY SESSION I**

May 24 .....	Fri.....	Last day to Register for “Day Session I”, “Summer Evening 8 and 10-week Sessions” w/o \$25 late fee
May 27 .....	Mon.....	College Closed - Memorial Day Holiday (limited services/facilities may be available)
<b>May 28 .....</b>	<b>Tues.....</b>	<b>First Day of Classes For “Summer Day Session I”</b>
May 28 .....	Tues.....	Late Payment Period for “Summer Day Session I” (subject to \$25 late fee)
June 18.....	Tues.....	Last Day for Individual Course Withdrawals for “Summer Day Session I”
June 21 .....	Fri.....	Special Friday Make Up Day for “Summer Day Session I”
<b>June 28.....</b>	<b>Fri.....</b>	<b>Last Day of Classes for “Summer Day Session I”</b>
July 1.....	Mon.....	Final Grades Due for “Summer Day Session I”

**SUMMER DAY SESSION II**

June 28 .....	Fri.....	Last day to Register for “Summer Day Session II” w/o a \$25 late fee
<b>July 1 .....</b>	<b>Mon.....</b>	<b>First Day of Classes for “Day Session II”</b>
July 1.....	Mon.....	Late Payment Period for “Day Session II” (subject to \$25 late fee)
July 4.....	Thurs.....	College Closed – Independence Day Holiday Observance (limited services/facilities may be available)
July 13.....	Tues.....	Last Day for Individual Course Withdrawals for “Day Session II”
July 26.....	Fri.....	Special Friday Make Up Day for “Day Session II”
<b>Aug. 2.....</b>	<b>Fri.....</b>	<b>Last Day of Classes for “Day Session II”</b>



Aug. 5..... Mon. .... Final Grades Due for “Day Session II”

**SUMMER 8-WEEK EVENING SESSION**

May 24 ..... Fri. .... Last day to Register for “Day Session I”, “Summer 8-Week Evening and 10-week Sessions” w/o \$25 late fee

May 27 ..... Mon. .... College Closed - Memorial Day Holiday (limited services/facilities may be available)

**May 28 ..... Tues. .... First Day of Classes For “8-Week Evening Session”**

May 28 ..... Tues. .... Late Payment Period for “8-Week Evening Session” (subject to \$25 late fee)

July 2..... Tues. .... Last Day for Individual Course Withdrawals for “8-Week Evening Session ”

July 4..... Thurs ..... College Closed – Independence Day Observance (limited services/facilities may be available)

July 12..... Fri. .... Special Friday Make Up Day for “8-Week Evening Session ”

**July 19..... Fri. .... Last Day of Classes for “Summer 8-Week Evening Session”**

July 22..... Mon. .... Final Grades Due for “8-Week Evening Session ”

**SUMMER 10-WEEK SESSION**

May 24 ..... Fri. .... Last day to Register for “Day Session I”, “Summer 8-Week Evening and 10-week Sessions” w/o \$25 late fee

May 27 ..... Mon. .... College Closed Memorial Day Holiday (limited services/facilities may be available)

**May 28 ..... Tues. .... First Day of Classes for “10-Week Session”**

May 28 ..... Tues. .... Late Payment Period for “10-Week Session” (subject to \$25 late fee)

July 4..... Thurs. .... College Closed – Independence Day Observance (limited services/facilities may be available)

July 11..... Thurs. .... Last day for Individual Course Withdrawal for “10-Week Session”

July 26..... Fri. .... Special Friday Make Up Day for “10-Week Session”

**Aug. 2..... Fri. .... Last Day of Classes for “10-Week Session”**

Aug. 5..... Mon. .... Final Grades Due for “10-Week Session”

## **ADMISSIONS**

Fulton-Montgomery Community College (FM) is a College of the State University of New York and provides college level education to students from a variety of educational backgrounds. Admission to FM is determined without regard to age, race, color, sex, religion, national origin, disability or sexual orientation of the applicant.

FM's Office of Admission offers prospective students with support throughout the admission process. The Admissions Office is responsible for providing initial, relevant information about academic opportunities at the College. Students interested in pursuing academic studies may contact the office to receive applications for admission, degree program information, or meet with an Admissions representative to discuss academic goals.

### **General Admission Requirements**

Admission to FM's College's degree and certificate programs, with the exception of the General Education Certificate (0985), is open to any individual who has met one of the following criteria:

- Possession of a High School Diploma from an accredited school as evidenced by an official high school transcript showing the graduation date.
- Test Assessing Secondary Completion (TASC) previously know as General Equivalency Diploma (GED). A copy of the TASC diploma and transcript will be acceptable for admission.
- A letter from the Superintendent of Schools documenting equivalency of instruction to a high school program. This refers to home-schooled students. Please refer to section below titled "Home Schooled Students".
- Possession of a previous college degree as evidenced by an official college transcript from a regionally accredited college or university or any institution in NYS authorized by the Board of Regents to confer degrees.
- Completion of 24 semester hours of college course work consisting of six (6) credits in English/ Language Arts, three (3) credits in Mathematics, three (3) credits in Natural Sciences, three (3) credits in Social Sciences, three (3) credits in Humanities, and six (6) credits in courses within a registered program of study. Submission of an official college transcript will be acceptable.
- Successful completion with passing scores as defined by the Commissioner of Education of the following five Regents examinations or approved alternative assessments for these examinations: the Regents Comprehensive Examination in English, the Regents Examination in Mathematics, the Regents Examination in United States History and Government, a Regents Examination in Science, and the Regents Examination in Global History and Geography.

Applicants who have not obtained a high school diploma, a General Equivalency Diploma, or who have not

met one of the above stated criteria may be admitted in our General Education Certificate Program (0985). See “Non-High School Graduates” section for further details.

Applicants for admission must select a desired degree or certificate program of study. Students who are uncertain of which degree or certificate to pursue may meet with an academic advisor to discuss options.

Applicants must complete a writing assessment prior to scheduling classes to determine course placement. Students who have met certain academic criteria may receive a waiver for the writing assessment, based on prior course work at the college level.

Applicants are not required to submit SAT or ACT scores for admission.

### **Home Schooled Students**

Home-schooled students are welcome to apply for admission to FM. Proof of high school completion or equivalency may come in the following forms:

- Official transcript from an accredited home school institution.
- Letter from the Superintendent of Schools stating that the student's home school program is substantially equivalent to a four-year high school program pursuant to the requirements of Section 100.10 of the Regulations of the Commissioner of Education.

If a home-schooled student has not met the above stated criteria, he or she may be considered for admission to study in the General Education Certificate program (0985), if his/her high school class has graduated. Students in this situation will be required to take the Ability to Benefit (ATB) examination to be considered for financial aid.

### **Early Admission Program**

Fulton-Montgomery Community College offers high school seniors an option to study at the College on a part-time or full-time basis as an Early Admit student. This program allows qualified seniors the opportunity to fulfill high school graduation requirements through completed college credit. Students interested in learning more about the Early Admission Program should contact the Admission's Office.

The available options for this program are as follows:

- Seniors in the top half of their high school class who are recommended by their guidance counselor or high school principal may study in this program.
- Seniors, who are not in the top half of their class and who are recommended by their guidance counselor or principal, may apply for the Early Admit Exploratory program at the College, taking courses which have no effect upon high school graduation requirements.
- Early Admit Students may enroll for full-time or part-time study. Early Admit Students may take all classes at FM or enroll for courses at their high school as well as FM.

**The application process is as follows:**

1. High School Juniors complete the Early Admission Program Application for Admission and submit it to their guidance counselor. The application is available in high school guidance offices.
2. The guidance counselor completes the application and provides the College with an official high school transcript.
3. The Admissions Office acts on the application and sends a decision letter to the student.

Full-time (12 or more credits) may apply for financial aid by completing the FAFSA. Early Admit Students are eligible for TAP (Tuition Assistance Program) only.

Early Admission students who would like to continue to attend FM after graduating from High School, are required to apply for admission and submit an official final high school transcript to complete their enrollment. Once their enrollment is complete, the student may then register for classes.

**Readmission to College**

If you were previously registered, and have not been in attendance for one or more semesters, you are required to submit a new admission application to re-enroll.

**Concurrent Enrollment Program: College in the High School**

The concurrent enrollment program, referred to as the College in the High School Program, consists of college level courses taught to qualified High School students at off-campus locations, typically at area High Schools. Please contact your High School guidance counselor for admission criteria. Refer to the Registrar section of the catalog for more information.

**Non-High School Graduates – General Education Certificate Program**

Fulton-Montgomery Community College has developed a program of study for the student whose high school class has graduated, and the student does not possess a high school diploma or Testing Assessing Secondary Completion (TASC) previously known as General Equivalency Diploma (GED). Students meeting this criteria can apply to attend the College in the General Education Certificate Program (0985).

Consisting of 28 credit hours of study, the student will work closely with an academic advisor in an effort to complete the specific college credits required to apply for the TASC through the FM Registrar's Office. A nonrefundable processing fee must accompany all applications mailed to the High School Equivalency Program office. Candidates who meet all requirements and who have earned the required credits (as certified by the registrar of the institution where the credits were earned) will receive a diploma and an official transcript certifying that they were awarded the New York State High School Equivalency Diploma Based on Earned College Credit. These credits, once earned, and once the TASC has been granted, may then be applied to a degree or certificate program.

Students who wish to enter this program of study must take an Ability to Benefit (ATB) examination to determine if, in the judgment of the College, the student has a reasonable chance of succeeding in college-level coursework. Successful completion of the Ability to Benefit examination will also determine if the applicant will be eligible to receive state-funded financial aid.

The General Education Certificate (0985) program is not eligible for Federal Financial Aid including, but not limited to: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study, Federal Student Loan Program and Federal Veteran Educational benefits. For more information contact the Financial Aid Office at 518-736-FMCC (3622).

Students who have or will be graduating with a Career Development and Occupational Studies Commencement Credential previously known as an Individual Education Plan (IEP) diploma must apply to the General Education Certificate Program.

### **International Student Admission**

Students wishing to study at the College who are not citizens of the United States and who will study under a non-immigrant F-1 Student Visa are considered International Students. Students who enter the College demonstrating sufficient English language skills may enroll directly in degree courses, or, dual admission may be granted for the Intensive English Language program and degree program which will be contingent upon completion of the Language program. A single admission status may also be granted for the Intensive English Language program.

Applicants should contact the Director of International Students and ESL programs for detailed information and application forms.

### **English for Speakers of Other Languages**

The College offers a non-credit bearing Intensive English Language program for students whose native language is not English. This program is open to non-immigrants, refugees, and permanent residents intending to continue their studies.

### **Educational Opportunity Program (EOP)**

The College's Educational Opportunity Program (EOP) for New York State residents is an academic and financial aid program which helps capable students go to college, if they show promise for mastering college level work. Offered to full time students only, EOP accepts both graduating seniors and adult learners in their freshman year who qualify academically and financially for the program.

In addition, transfer students may be considered for admission if they were enrolled in EOP, HEOP (Higher Educational Opportunity Program), SEEK (Search for Education, Elevation and Knowledge), or a similar academic and financial support program at their previous college(s).



To qualify for EOP a student must be a resident of New York State with a high school diploma or its equivalent. To be considered academically disadvantaged, students must meet any one of the following criteria:

- be in the lower one half of their class;
- have a high school average (at the end of the junior year) within the range 65-82; or
- possess a General Equivalency Diploma (GED).

Applicants must also file a Free Application for Federal Student Aid (FAFSA) and a NYS Tuition Assistance Program (TAP) form so that financial eligibility and need can be determined. Completed applications (both admissions and financial aid) must be on file in the Financial Aid Office by June 1 in order to receive priority for admission to this program. Students must supply verification documentation including IRS Tax Return transcripts and other financial documentation to verify eligibility for EOP.

## **APPLICATION FOR ADMISSION – POLICIES AND PROCEDURES**

Students considering Fulton-Montgomery Community College may contact the Office of Admission at (518) 736-FMCC (3622) to obtain an application and admission information. Applications for admission are accepted on a continuous basis and should be received by the office prior to the start of classes. Students who have previously applied or attended Fulton-Montgomery Community College should contact the Admissions Office directly for specific directions on completing the re-admission process. The process for applying is as follows:

1. All applicants must submit a completed Fulton-Montgomery Community College Application for Admission. Applications and college literature are available from the Admissions Office, at area high school guidance offices, community agencies and online at [www.fmcc.edu](http://www.fmcc.edu).
2. Applicants must submit an official, final high school transcript, with proof of graduation, to the Admissions Office prior to the start of the semester.
3. Applicants who possess a Test Assessing Secondary Completion (TASC) previously known as General Equivalency Diploma (GED), must submit a copy of the diploma and score report prior to the start of the semester.
4. Transfer students, if they wish to transfer in college credits earned from other institutions, must submit official college transcripts directly to the Office of the Registrar.

The student will be notified of acceptance to the College through written correspondence. An official acceptance will be conditional upon successful submission of the above-required documents.

Disciplinary Dismissal information is requested and required on the application for admission. If the applicant indicates an affirmative answer on this questions, he/she will be subject to a review process. Failure to disclose a disciplinary dismissal may result in expulsion from the College.

*Fulton-Montgomery Community College (FM) is a College of the State University of New York and provides college level education to students from a variety of educational backgrounds. Admission to FM is determined without regard of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.*

### **2+2 Dual Admission Program**

In partnership with other colleges and universities, FM has developed comprehensive 2+2 Dual Admission programs. These agreements are designed to simplify our graduates' ability to transfer to four-year institutions and work toward a bachelor's degree without loss of time or credits. Students admitted to these academic programs will, upon successful completion of a prescribed sequence of courses leading to an associate's degree with a stated minimum grade point average, be assured transfer with full junior-year status. For more information about the 2+2 Dual Admission program, visit [www.fmcc.edu](http://www.fmcc.edu) and click-on the 2+2 Dual Admission icon.

## **Nursing Admission**

Students interested in the Nursing Program (0622) must complete the general application for admission and a supplemental nursing application. Accepted applicants must provide documentation of a current American Heart Association CPR certification and a completed health form prior to the beginning of the first semester. The Nursing program is a competitive admission program and is limited to those students who have successfully completed the prerequisites prescribed for the program. Refer to the program description for further detail.

The Nursing Program is accredited by:

Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
(404) 975-5000

[www.acenursing.org](http://www.acenursing.org)

Students who are readmitted should complete all requirements within a four-year period.

### **BS in 10 Law**

The BS in 10 Law requires nursing students who graduate from a New York State Diploma or Associate Degree program to obtain a Baccalaureate Degree in Nursing within ten years of becoming a nurse.

<https://www.nysenate.gov/legislation/bills/2017/a1842/amendment/b>

[www.fmcc.edu/admissions/apply/nursing-application](http://www.fmcc.edu/admissions/apply/nursing-application)

## **Radiologic Technology Admission**

Students interested in the Radiologic Technology Program (0628) must complete the general application for admission and a supplemental Radiologic Technology application. Accepted applicants must provide documentation of a current American Heart Association CPR certification and a completed health form prior to the beginning of the first semester. The Radiologic Technology program is a competitive admission program and is limited to those students who have successfully completed the prerequisites prescribed for the program. Any prior health care experience will be utilized in the admissions process. Refer to the program description for further detail.

To qualify for the next sequential radiology course, the student must earn a grade of “C” or above in all radiology courses, pass the clinical portion, and earn a grade of “C” or above in Anatomy & Physiology I & II (BIO181 and BIO182).

Students who are readmitted should complete all requirements within a four-year period.

Nursing (0622) and Radiologic Technology (0628) require a separate application for admission.

Applications may be submitted online. Please refer to the program descriptions and qualifications in this catalog for further admission criteria to these competitive admission programs.

[www.fmcc.edu/admissions/apply/radiologic-technology-application](http://www.fmcc.edu/admissions/apply/radiologic-technology-application)

## **TRANSFER ADMISSION AND ADVANCED PLACEMENT**

Applicants for admission, who would like to have their previous college work evaluated for transfer credit, must request official transcripts from all previously attended colleges. Official transcripts may be either mailed directly to the Registrar's Office, or hand-delivered by the student in a sealed envelope from their attending institution. The Director of Academic Support Services is responsible for transfer credit evaluations. Students who have earned college credits in high school through concurrent enrollment programs, such as Project Advance (SUPA) or College in the High School (CHS), must submit an official transcript from the sponsoring college or university to receive credit.

### **General Transfer Policies**

Credit will be accepted from regionally accredited colleges and programs as listed in the U.S. Department of Education's Database of Accredited Postsecondary Institutions and Programs at [www.ope.ed.gov/accreditation/](http://www.ope.ed.gov/accreditation/). Courses to be considered for transfer must carry a grade of "C" or better. Courses graded Pass/Fail or Satisfactory/Unsatisfactory will only be accepted if a student can provide documentation that their earned grade was equivalent to a "C" or better. Credit for remedial courses is not applicable toward any degree or certificate programs and will not be accepted. Only courses applicable to your degree or certificate program will be accepted. The actual courses and credits earned will be transferred, not the actual grades. A maximum of 50 percent of degree or certificate requirements may be fulfilled through transfer credit of any type. To earn a degree from Fulton-Montgomery Community College, except under extenuating circumstances, a minimum of 50 percent of the degree requirements must be completed at FM. Credit will be granted only to students who have been admitted to the College. Additional information is available on our website at [www.fmcc.edu/admissions/apply/transfer-students/](http://www.fmcc.edu/admissions/apply/transfer-students/)

### **International Transfer Credit**

Students seeking transfer credit from colleges or universities located outside of the United States should utilize a fee-based credentialing service that verifies the authenticity of the foreign transcript, and both translates and evaluates the document. Evaluation should include both course name and the number of credit hours earned. In some cases, students may be requested to provide course descriptions and/or syllabi that have been translated into English before FM will award transfer credit. The student is responsible for all of the above. FM recommends using World Education Services (WES) <https://www.wes.org/>.

### **Proficiency Exams and Alternative Credit**

FM will grant credit to students who receive a satisfactory grade on certain College Level Proficiency Exams including the College Level Examination Program (CLEP) or through Advanced Placement (AP). Students seeking credit for CLEP or AP exams, must have score reports sent directly from the testing agency to the Registrar's Office for evaluation. A score of 3 or better is required to receive AP credit. Reports may be requested at <https://apscore.collegeboard.org/scores>. FM follow the American Council on Education (ACE) recommendation of a minimum score of 50 on CLEP examinations to receive transfer credit. Reports may be requested at [www.collegeboard.org/clep](http://www.collegeboard.org/clep). The Director of Academic Support Services evaluates all proficiency exam credit.

In addition to proficiency exams, college credit may also be awarded for the successful completion of experiential learning and for certain relevant military training. Credit for qualified learning through career and technical programs at secondary schools and/or New York State Career and Technical Centers may also be accepted. Please refer to Methods of Earning Credit in the Registrar's Academic Policies section of this catalog for additional details.

### **FM Transfer Credit Appeal Process**

If a student changes programs or disagrees with his or her transfer evaluation, he or she may request a re-evaluation of transfer credit by meeting with an advisor and completing the FM Transfer Credit Appeal Request Form. This form may also be used to challenge any transfer credit that the student feels wasn't properly awarded, or to request a substitution of which courses were awarded.

To initiate the Appeal Process, students must contact the Student Development Center at (518) 736-3622 x8140 to schedule an appointment with an advisor. The student may schedule an appointment directly through MyAppointment <https://advisortrac.fmcc.edu/TracWeb40/Default.html> using his/her login information. The Director of Academic Support Services and the Dean of Academic Affairs will review your appeal and respond accordingly. You may be asked to obtain a syllabus before a new evaluation can be completed. A determination will be made as soon as all supporting documentation has been received.

### **SUNY Transfer Credit Appeal Process**

If you still do not agree with the college's decision regarding the granting or placement of credit that you earned at a prior SUNY institution, or you have not received a response in 15 business days, you may appeal to the SUNY System Provost. You can submit the appeal by filling out the student appeal form at [http://www.suny.edu/provost/academic\\_affairs/studentform.cfm](http://www.suny.edu/provost/academic_affairs/studentform.cfm) and sending it along with requested material via email to: [Transfer-Credit@sysadm.suny.edu](mailto:Transfer-Credit@sysadm.suny.edu), or send via certified mail to:

Dr. Alexander Cartwright  
Provost and Vice Chancellor for Academic Affairs  
SUNY System Administration  
One University Plaza  
Albany, NY 12246

The SUNY Provost will respond to your appeal within five business days from receipt of the completed appeal application. If the decision finds merit to change the course to meet a major requirement, the receiving institution will be notified to take appropriate action.

If you have questions on this process, please contact Robert Kraushaar (email: [Robert.Kraushaar@suny.edu](mailto:Robert.Kraushaar@suny.edu)). The appeals process and necessary forms may also be accessed at the SUNY Provost website: [http://www.suny.edu/provost/academic\\_affairs/studenttransferappeal.cfm](http://www.suny.edu/provost/academic_affairs/studenttransferappeal.cfm)).

## **STUDENT CODE OF CONDUCT**

The College has the authority to protect its educational purpose through the setting of standards of conduct for students within the College Community. The College Community is defined as any and all persons and activities contained within the College premises and all residential facilities. Residential students, who reside in Fulmont College Association (FCA)-owned or operated student housing, must also adhere to the standards of conduct, set forth in the Campus View Student Housing Manual, which incorporates the standards of conduct as they relate to residential living. The Standards of Conduct are also in effect at any location in which a student is present to carry out their educational experience, including but not limited to internships, work study programs, health care facilities, and College-sponsored extra-curricular activities including but not limited to sporting events on and off campus. FM has established procedures that ensure fairness to all segments of the campus community. In order to ensure the orderly functioning of the academic and non-academic life of students, the College has established the standards of conduct. A violation of the Standards of Student Conduct may result in sanctions including, but not limited to, dismissal from the College and/or from campus housing. Please refer to The Source Student Handbook for details on the Student Code of Conduct.

## **Campus Tours**

Campus Tours are offered on Thursdays at 12:00 p.m. or by appointment. Students interested in tours are encouraged to call the Admission Office to reserve a time. Group Tours may be requested via the Group Visit Request form found under the Admissions section of the College website [www.fmcc.edu](http://www.fmcc.edu). Tours are available Monday - Friday during regular business hours. For additional information please call the Admission Office at (518) 736-FMCC (3622).

## **Virtual Campus Tour**

Our Virtual Tour allows you to explore the FM campus right from your computer or mobile device. Visit our campus and checkout where you'll be living, playing and studying.

## **Campus View Student Housing**

Campus View Student Housing, a 288-bed complex, is located adjacent to the campus. Campus View Student Housing is comprised of four buildings. Fulton Hall and Montgomery Hall houses 150 students in suite style rooms, comprised of a large living/dining room, two bedrooms and a bathroom. The suites are furnished with a sofa, two chairs, coffee table and kitchen table. The bedrooms are furnished with beds, dressers and student desks. Raiders Hall, built in 2012, houses 144 students and boasts both single and double fully furnished rooms for students in suite style accommodations. A Residence Life Center is located on the property as well and houses the Public Safety Office, Maintenance Office, and Residence Life Offices. Laundry rooms are located in both the Residence Life Center and Raiders Hall and mail room services are housed in Raiders Hall. Three, full time, Assistant Residence Life Directors are on staff to enhance residential life for our students. Each floor is assigned a student Resident Assistant (RA) to assist with student activities and assist students as needed. Public Safety officers are on site as well. All first-year, full-time students who reside outside a commutable distance from the college are required to live at Campus View Student Housing for their freshman year on a space-available basis. The campus works with Chartwells to provide both residential and commuter students with a well balanced dietary offering in the main dining room, Union Stations, and at our Books & Bytes Café, located just outside the Evans Library. All residential students are required to participate in the meal plan. Contact the Admissions Office at (518) 736-FMCC (3622) or email us at [geninfo@fmcc.suny.edu](mailto:geninfo@fmcc.suny.edu), if you have any questions or to schedule a tour of Campus View Student Housing.



### TUITION AND FEES

All tuition and fees must be paid in full by the due date listed on the Tuition and Fees Invoice. Students claiming New York State residency, who reside outside of Fulton or Montgomery County, must submit a Certificate of Residence from their home county to the Bursar's Office by the due date listed on the Tuition and Fees Invoice statement. The Bursar's Office is located in the Administrative Building, Room A-107. You can reach this office by calling (518) 736-FMCC (3622).

Accounts not paid by the due date listed on the Tuition and Fees Statement will be considered delinquent and will be subject to late fees. Unpaid accounts will be referred to a collection agency, incurring additional collection costs. Continued attendance in class will not be allowed.

Upon each student's registration, class space is reserved for that student, and that student incurs a financial obligation. Students deciding not to attend must officially withdraw through the Student Development Center. Refunds will be issued in accordance with the SUNY Uniform Tuition Refund Policy.

### Payment Procedure

Payments are made in the Bursar's Office, A107, located in the Administration Building, by one or more of the following methods:

- Online Payments [www.fmcc.edu/admissions/tuition-and-fees/pay-bill-online](http://www.fmcc.edu/admissions/tuition-and-fees/pay-bill-online)
- Cash
- Check, traveler's check or money order made payable to FM.
- Master Card, Visa, Discover or American Express – you may pay by phone at (518) 736-FMCC (3622). This is a great way to avoid waiting in line at the Bursar's Office!
- Tuition Pay – Enrollment forms are included with the tuition and fees invoices and are available in the Bursar's Office.
- Financial Aid – Only accepted aid (e.g., TAP, PELL, SEOG, Stafford Loan, "Outside Scholarships") can be credited to your bill, i.e., aid for which the signed Financial Aid Acceptance Letter has been returned to the Financial Aid Office. Students are responsible for all tuition and fees not covered by accepted aid.
- Employer Sponsored Programs or other third party sponsorships.\* A letter from the sponsor detailing the charges to be covered is required.

**\*PLEASE NOTE:**

***Employee Reimbursement programs require that students pay FM by the payment due date. The student will then request reimbursement from their employer by submitting proof of satisfactory academic achievement (as determined by the employer) at the end of the semester.***





### Certificate of Residence

Beginning in the Fall 2012 semester, Fulton and Montgomery County residents no longer need to submit a Certificate of Residence to the Bursar's Office. Resident students are required to verify their address on the student self-service portal each academic semester. Providing false information or omission of data may result in dismissal from the college based on the standards of student conduct, available in "The Source Student Handbook".

In order to qualify for the New York State tuition rate, each student who lives outside of Fulton or Montgomery County is required to submit a Certificate of Residence, verifying that they have been a permanent resident of New York State for a full year prior to registration. Students must obtain a new Certificate of Residence each academic year from their County Treasurer's Office. Failure to submit a valid Certificate of Residence will result in the student being charged at the non-resident rate (double tuition).

### College Withdrawal

Registered students not planning to attend must officially withdraw from the college (for Withdrawal Procedures, refer to the Registrar-Academic Policies section of the catalog) through the Student Development Center, N107. Refunds and /or tuition and fee reductions will be made in accordance with the SUNY Uniform Tuition Refund Policy based on the effective date of withdrawal.

**A Student who officially withdraws shall be liable for payment of tuition and refundable fees in accordance with the following schedule:**

Student initiated schedule changes processed prior to the start of the semester are not assessed an add/drop fee. However, **schedule changes made during the first week of the semester will be assessed an \$8.00 add/drop fee**. Students dropping part of their course load (prior to the start of the semester and during the first week only) will be refunded any tuition and/or fees associated with the courses dropped. Schedule changes are initiated in the Student Development Center, N107. (For Add/Drop Procedures, refer to the Registrar-Academic Policies section of the catalog.)

### Course Withdrawal

After the first week of the semester, a student may withdraw from a course through the Student Development Center, N107. **There will be no adjustment in tuition and/or fees**. A grade of "W" will be issued.

<b>Schedule for Student Tuition Liability</b>			
<b>Liability for Semester (9-15 weeks in length)</b>			
Student Tuition Liability		Student Tuition Refund	
Prior to the first day	0%	100%	Tuition & Fees
During 1st week	25%	75%	Tuition Only
During 2nd week	50%	50%	Tuition Only
During 3rd week	75%	25%	Tuition Only
After 3rd week	100%	0%	Refund due student
<b>Liability for 8 Week Term or Less (8 weeks or less in length)</b>			
Student Tuition Liability		Student Tuition Refund	
Prior to the first day	0%	100%	Tuition & Fees
During 1st week	75%	25%	Tuition Only
During 2nd week	100%	0%	Refund due student
During 3rd week	100%	0%	Refund due student
After 3rd week	100%	0%	Refund due student

### Return of Title IV Funds

As part of the Higher Education Amendments of 1998, Congress passed new provisions governing Federal funds when a student withdraws from college. The amount of Title IV assistance earned is based on the amount of time a student spends in academic attendance. A federal aid recipient who completely withdraws from all classes before completing more than 60% of the semester will have his/her federal aid recalculated to determine what portion of the aid was earned and what portion must be returned. If a student withdraws before the 60% point they are considered to have not earned all of their federal aid.



The procedure for the return of Title IV Funds is as follows:

1. The student submits the withdrawal paperwork.
2. The College will determine the amount of aid that was earned by the student.
3. The College will compare the amount of aid earned to the amount of aid disbursed.
4. The College will notify the student of the College's responsibility and of the student's responsibility for returning unearned funds.
5. The College will distribute the unearned funds back to the Title IV programs in the following order:
  - a. Unsubsidized Federal Stafford Loan
  - b. Subsidized Federal Stafford Loan
  - c. Federal Parent Loan for Undergraduate Students
  - d. Federal Pell Grant
  - e. Federal Supplemental Educational Opportunity Grant

There will not be an adjustment made to tuition and fees that the student will be charged for the semester. The Federal policy bases its concept on the idea that the student "earns" his/her federal aid as the semester progresses. If a student withdraws after the 60% point in the semester the student is considered to have "earned" all of their federal aid.

The policy for students who have stopped attending classes **but** who have not officially withdrawn from the college is as follows:

1. At the end of each semester a Last Date of Attendance will be determined. The last date of attendance will be determined in one of two ways (1) the midpoint of the semester if you withdraw without notifying the College or (2) your last date of attendance at an academically related activity as documented by the College.
2. The withdrawal procedures will be based on that determined date.
3. Return of Title IV procedures will be implemented as outlined above.

### **Return Unearned Active Military Tuition Assistance Funds Administrative Policy**

#### **Military Tuition Assistance Recipients**

Military Tuition Assistance (TA) is awarded to an active military student under the assumption that the student will attend school for the entire period for which the assistance is awarded. If and when an active military student withdraws from the College, the active military student may no longer be eligible for the full amount of TA funds originally awarded. To comply with the U.S. Department of Defense policy, Fulton-Montgomery Community College (FM) will return any unearned TA funds on a proportional basis through at least 60% portion of the period for which the funds were provided.

**Withdrawals**

An active military student's official withdrawal date is used as the last date of attendance and this date will be used to calculate earned percentage of TA. An active military student's official withdrawal date is determined by using the last date of attendance that is documented and submitted to the Office of the Registrar.

FM's schedule for the return of unearned Tuition Assistance funds to the U.S. Government is as follows:

Student withdraws before or during weeks 1–2	100%
Student withdraws during weeks 3–4	75%
Student withdraws during weeks 5–6	50%
Student withdraws during weeks 7–9	40%
Student withdraws end of week 9	60%
Student withdraws during weeks 10–15	No Return

The amount of TA funding that is earned is determined on a pro-rata basis. If this results in an unpaid tuition balance, payment will be the responsibility of the active military student. Once a student has attended at least 60% of the period for which TA funds were approved, the active military student is considered to have earned 100% of the TA funds.

**Payment and Collection**

College tuition, fees, and all costs associated with on-campus housing, meal plans, and books are the responsibility of the student. Students who incur a debt to the College will be responsible for all collection and attorney fees associated with the collection of that debt, including collection costs which will be at a minimum of 25 percent of the debt, plus any and all attorney and court costs.



TUITION AND FEE SCHEDULE ~ CHARGES PER SEMESTER 2018-2019

\*Tuition and Fees are subject to change\*

TUITION	FULL-TIME	PART-TIME
NYS RESIDENTS WITH CERTIFICATE OF RESIDENCE ON FILE	\$2,300	\$192/CREDIT
NEW YORK RESIDENTS WITHOUT CERTIFICATE	\$4,600	\$384/CREDIT
ALL OTHER NON NEW YORK STATE RESIDENTS	\$4,600	\$372/CREDIT
PTECH/ EARLY HIGH SCHOOL PROGRAM <sup>1</sup>	\$767	\$64/CREDIT
TUITION DEPOSIT FULL TIME/PART TIME	\$40.00	\$40.00
INTERNATIONAL STUDENT COMMITMENT FEE	\$100.00	

STUDENT SERVICE FEES

AUTOMOBILE PERMITS .....	\$5.00 per vehicle/semester
AUTOMOBILE FINES .....	\$25.00
CAPITAL FEE (FULL-TIME) .....	\$150.00
CAPITAL FEE (PART-TIME PER CREDIT).....	\$10.00
COURSE FEES, HEALTH, MUSIC, ETC. <sup>2</sup> .....	\$60.00
CREDIT BY EXPERIENCE/LIFE EXPERIENCE.....	\$35/credit hour
DIPLOMA REPLACEMENT FEE .....	\$10.00
ESL COMPASS TESTING FEE.....	\$15.00
HOUSING APPLICATION FEE.....	\$50.00
HOUSING SECURITY DEPOSIT.....	\$250.00
HOUSING – DOUBLE ROOM .....	\$3,825/semester
HOUSING – SINGLE ROOM .....	\$4,295/semester
LATE FEES AND LATE REGISTRATION FEES .....	\$75.00
LOST LIBRARY MATERIAL .....	Replacement Cost & Processing Fee
MEAL PLAN-COMMUTER A.....	\$361
MEAL PLAN-COMMUTER B.....	\$464
MEAL PLAN-RESIDENCE A/B .....	\$1,985/semester
MEAL PLAN-RESIDENCE C.....	\$2,110/semester
NURSING TESTING / REMEDIATION FEE .....	\$175.00/semester
NURSING IV MATERIALS FEE.....	\$400.00
OER .....	\$10 per course
RADIOLOGIC TECHNOLOGY CLINICAL COURSE FEE.....	\$150.00
RETURNED CHECKS-ISF .....	\$25.00
SMOKING FINE .....	\$25.00
STUDENT ACTIVITY (FULL-TIME).....	\$115.00/semester
STUDENT ACTIVITY (PART-TIME PER CREDIT) .....	\$8.00
STUDENT I.D. CARD REPLACEMENT FEE.....	\$10.00
STUDENT WELLNESS FEE.....	\$25/semester
TECHNOLOGY FEE (8 CR. OR LESS).....	\$83.00/semester
TECHNOLOGY FEE (9 CR. OR MORE).....	\$140.00 /semester
TRANSCRIPT, GRADE REPORT, FINANCIAL AID, IMMUNIZATION, TRANSFER RECORD .....	\$5.00
TRANSPORTATION – SEMESTER PASS .....	\$350.00

<sup>1</sup>SUNY policy allows tuition discount for designated part-time students.

<sup>2</sup>Course Fees - Course fees are assessed for courses that offer various types of labs, special equipment and/or support services. This includes traditional lab arrangements associated with science and technology courses as well as the computer labs and peer tutor program which the College makes available as support to many courses in the Business, Technology and Liberal Arts areas.

<sup>3</sup>Technology Fees - The Technology Fee supports development, implementation and access to campus wide facilities and services.

**FINANCIAL AID**

Financial aid is available to qualified students at Fulton-Montgomery Community College. Financial aid is considered any grant, scholarship, loan, or employment opportunity with the purpose of assisting students with educationally related expenses. Financial aid at Fulton-Montgomery Community College is awarded on the basis of student need and the availability of funds. Funds are limited so students are encouraged to submit the Free Application for Federal Student Aid (FAFSA) as soon after January 1 as possible. Completed applications (both Admissions and Financial Aid) must be on file by May 1 in order to receive priority funding.

Financial aid funding comes primarily from four sources, the Federal government, State government, colleges and universities, and private organizations. Descriptions of the aid programs, eligibility requirements, application procedures, and award amounts are summarized on the following pages.

Students wishing to be considered for assistance from aid programs administered by Fulton-Montgomery Community College must complete a Free Application for Federal Student Aid (FAFSA School Code 02867) annually. The FAFSA may be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). New York State residents who complete their FAFSA online will also have the opportunity to complete their Express TAP Application (TAP School Code 2240) online in the same session (to apply for a TAP award).

Once the Financial Aid Office receives your FAFSA you will be able to access your MyAid Account. MyAid is an online, interactive website which allows you to view your information, see what is needed to process your financial aid and accept or decline any aid.

**Estimated Cost of Attendance for Fall 2018 and Spring 2019**

<b>Full Time Students</b>	<b>Not Residing at Home</b>	<b>Residing at Home</b>
Tuition and Fees	\$5,170	\$5,170
Room and Board	\$11,620	\$5,810
Books and Supplies	\$ 900	\$ 900
Personal Expenses	\$ 1,600	\$ 1,600
Transportation	<u>\$ 1,600</u>	<u>\$ 1,600</u>
Estimated Total for year	\$20,890	\$15,080

## **FEDERAL PROGRAMS**

### **Federal Pell Grant**

The Federal Pell Grant is awarded to eligible full and part-time undergraduate students. The amount of the award is determined by the student's financial need. The Federal Pell Grant may be used for any college related expenses and, as a grant, does not have to be repaid (unless the student stops attending classes and it is determined that the student has been overpaid).

**Application Procedures:** Complete the Free Application for Federal Student Aid (FAFSA) annually and submit the application for processing. After the application has been processed, the student will receive a **Student Aid Report (SAR)**. Based on the SAR information, the Financial Aid Office will determine the student's eligibility for Federal student aid. Once the award is determined, the Federal Pell Grant will be credited to the student's account and will be disbursed according to the College's disbursement policy.

**Selection of Recipients and Allocation of Awards:** In order to be eligible for a Federal Pell Grant, the student must be matriculated in an eligible degree program, in good academic standing, and making satisfactory academic progress.

Financial need is determined by the information provided on the student's FAFSA. A formula developed by the U.S. Department of Education and approved by Congress is applied to the application during processing. The formula calculates the student's Estimated Family Contribution (EFC) on which Pell eligibility is based.

**All students may receive Pell grants for up to 12 semesters, measured by percentage of Scheduled Award(s) disbursed ("Lifetime Eligibility Used," or "LEU" field in COD up to 600%).**

**Award Schedule:** Federal Pell Grant awards for the 2017-2018 academic year range from \$606 to \$5,920. The amount of the award will be affected by the (EFC) Expected Family Contribution, student's cost of attendance and enrollment status.

**Rights and Responsibilities of Recipients:** The student must continue to make satisfactory academic progress in his/her program (See Academic Standards Policy). The student must not owe any refunds from the Federal Pell Grant or any other award program, and must not be in default on any student loan. At the time of application, the student must sign an affidavit stating that all money received be used only for educational expenses. The student must continue to attend classes regularly.

## **Federal Supplemental Educational Opportunity Grant (SEOG)**

This Federal grant is awarded to eligible full and part-time undergraduate students. The amount of the award is determined by the student's financial need, and by the amount of funding available to the College. SEOG may be used for any college-related expenses and, as a grant, does not have to be repaid (unless the student stops attending classes and it is determined that the student has been overpaid).

**Application Procedures:** Eligibility for SEOG is automatically determined for all students who complete the Free Application for Federal Student Aid (FAFSA).

**Selection of Recipients and Allocation of Awards:** To be eligible for SEOG, the student must: (1) be in exceptional financial need determined by the Expected Family Contribution (EFC) (2) be matriculated in an eligible degree program (3) not owe any refunds from the Federal Pell Grant or any other award program, and (4) the student must not be in default on any student loan.

**Award Schedule:** Awards range from \$100 to \$400, depending upon the student's financial need, the availability of SEOG funds at Fulton-Montgomery Community College, and the amount of any other financial aid.

**Rights and Responsibilities of Recipients:** The student must continue to make satisfactory academic progress in his/her program (See Academic Standards Policy). The student must not owe any refunds from the Federal Pell Grant or any other award program, and must not be in default on any student loan. At the time of application, the student must sign an affidavit stating that all money received will be used only for educational expenses. The student must continue to attend classes regularly.

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

The Federal Work-Study Program is financed by federal funds. This program gives the student the opportunity to pay for part of his/her educational expenses by working a part-time job either on or off campus.

**Application Procedures:** Eligibility for FWS is determined for all students who complete the FAFSA, indicate an interest in Work-Study and complete a work study application. The application is available on the MyAid account.

**Selection of Recipients and Allocation of Awards:** In order for a student to be eligible for FWS, the student must be matriculated, enrolled at least half time in an eligible degree program and demonstrate financial need. Financial need is determined by the information provided on the student's FAFSA. A formula developed by the U.S. Department of Education and approved by Congress is applied to the application during processing. The formula calculates the student's Estimated Family Contribution (EFC).

The college makes employment reasonably available to all eligible students. In the event that more students are eligible for FWS than there are funds available and/or positions available, preference is given to students on a first come first served basis.



**Award Schedule:** The Financial Aid Office will work with the student to arrange a job averaging five hours per week during enrollment periods. Many factors including, but not limited to, financial need, the student's class schedule and academic progress are considered by the Financial Aid Office when determining the student's work schedule.

Students will be paid federal minimum wage in most cases and receive a paycheck every two weeks.

**Rights and Responsibilities of Recipients:** The student must continue to make satisfactory academic progress in his/her program (See Academic Standards Policy). The student must not owe any refunds from the Federal Pell Grant or any other award program, and must not be in default on any student loan. At the time of application, the student must sign an affidavit stating that all money received will be used only for educational expenses. The student must continue to attend classes regularly.

### **William D Ford Federal Direct Student Loans**

Federal Direct Student Loans are a way for the student to borrow money from the federal government to pay for some of his/her educational expenses. Fulton-Montgomery Community College will use the student's Federal Direct Loans to pay for school charges, and will disburse remaining money to the student for other educational expenses. There are three types of Federal Direct Loans:

**Federal Direct Subsidized Loans** - These loans are based on financial need. The federal government will defer the interest on this type of loan while the student is in school.

**Federal Direct Unsubsidized Loans** - Eligible students may borrow this type of loan regardless of need. The students are responsible for all interest charged on these loans.

**Federal Direct PLUS Loans** - Parents of eligible dependent students may borrow this loan to assist with their child's educational expenses.

**Application Procedures:** Eligibility for the Federal Direct Subsidized and Unsubsidized loans is automatically determined for all students who complete the Free Application for Federal Student Aid (FAFSA).

If the student chooses to borrow a loan, he/she must submit a Federal Direct Student Loan Application. The student will be required to sign an online master promissory note and complete an online entrance interview as part of the application. The forms can be found at [www.studentloans.gov](http://www.studentloans.gov).

**Selection of Recipients and Allocation of Awards:** To be eligible for a Federal Direct Loan, the student must: (1) be a U.S. citizen or permanent resident alien; (2) be enrolled in at least six degree-applicable credit hours and be matriculated in an eligible degree program; and (3) not owe any refunds from the Federal Pell Grant or any other award program, and must not be in default on any student loan.

**Loan Schedule:** A first-year undergraduate student (defined as fewer than 30 degree hours earned) may borrow up to \$3,500 per year. Eligibility increases to \$4,500 for students defined as second-year students (30+ earned degree hours). Students may qualify for additional unsubsidized federal direct Stafford funds depending on their dependency status. An undergraduate may borrow up to an aggregate limit of \$31,000 or \$57,500 if the student is considered independent for federal financial aid purposes. Fulton-Montgomery Community College is required to delay the first disbursement of all federal loans for first-time freshman borrowers until the 31st day of the term.

**Repayment Terms:** The interest rate for the Federal Direct Subsidized Loan program is fixed at 4.66 percent. The interest rate for the Federal Direct Unsubsidized Loan program is fixed at 4.66 percent. The interest rate for the Federal Direct PLUS Loan is fixed at 7.21 percent. Additionally, all Federal Direct Subsidized and Unsubsidized Loans borrowers are charged an origination fee of 1.0 percent. Direct PLUS borrowers are charged a 2.5 percent origination fee. The Direct Loan Service Center currently offers a rebate on the origination fee. The rebate is added back into the outstanding balance if the borrower fails to make their first 12 on-time consecutive payments. The rebate for subsidized and unsubsidized loans is .5 percent. The rebate on PLUS loans is 1.5 percent.

There are several different ways to repay a Federal Direct Loan.

- A **standard repayment plan** has a fixed monthly repayment amount for a fixed period of time, usually 10 years.
- An **extended repayment plan** has a lower fixed monthly payment amount, and loan repayment can be extended beyond the usual ten years.
- A **graduated repayment plan** usually begins with lower monthly payments, and payment amounts increase at specified times. Payments may be for the usual ten-year period, or they may be extended beyond 10 years.
- An **income-based repayment plan** sets an annual repayment amount based on the borrower's income after leaving school. The loan is repaid over an extended period of time, not to exceed 25 years.
- Pay as you Earn Repayment Plan (PAYE)** has a maximum monthly payment of 10 percent of discretionary income and are recalculated each year.
- Revised Pay as you Earn (REPAYE)** has a maximum monthly payment of 10 percent of your discretionary income and are recalculated each year. Good option if you are seeking the Public Service Loan Forgiveness plan.
- Income-Contingent Repayment Plan** is the payments will be lesser of 20 percent of discretionary income and recalculated each year.
- An **income-sensitive repayment plan** is a payment plan based on your annual income.

The Direct Loan Servicing Center will be responsible for maintaining the student's loan account and repayments. It is the student's responsibility to maintain contact with that agency. The student will receive information at both the entrance and exit interviews.

**Rights and Responsibilities of Recipients:** The student must continue to make satisfactory academic progress in his/her program. The student must not owe any refunds from the Federal Pell Grant or any other award program, and must not be in default on any student loan. The student must be enrolled in degree-applicable credit hours and continue to attend classes regularly.

### **Title IV Disbursement Policy Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (SEOG)**

After tuition and other charges (such as housing, bus passes, bookstore and day care charges) due to Fulton-Montgomery Community College are deducted, the remaining financial aid will be refunded to the student.

### **U. S. Department of Veterans Affairs (VA) Educational Benefits**

Eligible veterans and their dependents are entitled to receive monthly educational benefits for full- or part-time study under the provision of several different veteran programs. They are as follows:

#### **TYPES**

Chapter 30 Montgomery G.I. Bill—Active Duty

Chapter 31 Vocational Rehabilitation

Chapter 32 Post-Vietnam Era Veterans' Educational Assistance Program

Chapter 33 Post-9/11 G.I. Bill

Chapter 35 Survivors' and Dependents' Educational Assistance Program

Chapter 1606 Montgomery G.I. Bill—Selected Reserves

Application Procedures: The U.S. Department of Veterans Affairs website describes the various VA education programs, eligibility, and benefit rates. Applicants may file an online application through the website: <http://gibill.va.gov>. Applicants will receive a Certificate of Eligibility that must be submitted to the college Financial Aid School Certifying Official (SCO) for certification of benefits.

Veteran Deferrals: Eligible veteran students receiving educational benefits may receive a tuition deferral at the Financial Aid Office. Students who will be receiving benefits for the first time at Fulton-Montgomery Community College must submit a Certificate of Eligibility prior to receipt of a tuition deferral.

Students are advised to meet with the college School Certifying Official (SCO) located in the Financial Aid Office for additional information. Students who qualify for benefits under several programs should review their options carefully before choosing one particular program.

## **NEW YORK STATE PROGRAMS**

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

The New York State Higher Education Services Corporation (HESC) administers the TAP program. TAP is a grant and does not have to be repaid.

**Application Procedures:** Complete a Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov) and if the student is a New York State resident, they will be given access to a link to complete the Express TAP application on the Web. If the FAFSA is not processed online, and, if, on the FAFSA, the student indicates that he/she is a New York State resident and lists at least one New York State college or university of the FAFSA, the student's information will be forwarded to New York State Higher Education Services Corporation (NYSHESC). Once NYSHESC receives the record, they will send the student an Express TAP application, a Request for Information or a status letter and change form. The student should submit requested information directly to NYSHESC. HESC will determine the student's eligibility and will mail an award certificate.

**Selection of Recipients and Allocation of Awards:** To qualify, the student must: (1) be a New York State resident and a U.S. citizen or permanent resident alien; (2) be enrolled full time and matriculated in an approved New York State post-secondary institution; (3) meet income requirements (see the TAP application for details); (4) be charged a tuition of at least \$200 per year; and (5) be in compliance with the academic requirements.

\*Full-time status for New York State scholarships is determined by enrollment in 12 or more degree applicable credits per term. A repeated course in which a grade of "D" or better was previously earned is not counted toward the 12-hour full-time study requirement.

Undergraduate students may generally receive eight total TAP awards throughout their course of post-secondary study. New York State, however, has limited students to six term awards while enrolled in an Associate Degree program.

**Award Schedule:** The TAP award is scaled according to the student's level of study, tuition charge, and net taxable income.

### **Aid for Part-Time Study (APTS)**

APTS is a New York State grant program that provides funding if the student is attending college on a part-time basis (3-11 degree applicable credits per term). At Fulton-Montgomery Community College, this grant is awarded only to students who have a 3.0 cumulative grade point average and completed at least 6 credits. Applicants must achieve and maintain a 3.0 cumulative grade point average.

**Selection of Recipients and Allocation of Awards:** Awards will be made to dependent and independent students who meet the income limits set by NYSHESC (see the APTS application available in the Financial Aid Office for income guidelines.) Applications must be completed and submitted to the Financial Aid Office by the deadline

indicated on the application. Applicants must be undergraduate New York State residents enrolled for 3 to 11 credits (Note: part-time status is determined by enrollment in no less than 3 degree applicable credits and no more than 11 credit hours. Repeated courses in which a grade of “D” or better was previously earned are not counted toward the part-time study requirement.)

After receiving one term of APTS, the student must maintain a 3.0 cumulative average. Additionally, the student is not eligible for APTS if he/she has used all terms of TAP eligibility.

**Award Schedule:** APTS awards at Fulton-Montgomery Community College range from \$100 to \$1,000. The Financial Aid Office determines awards.

### **Excelsior Scholarship**

The Excelsior Scholarship is for residents of New York State to help cover the cost of tuition.

**Application Procedures:** Complete the Free Application for Federal Student Aid (FAFSA) on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), complete the New York State Tuition Assistance Plan (TAP) application and then the Excelsior Scholarship application available at [www.hesc.ny.gov](http://www.hesc.ny.gov).

**Selection of Recipients and Allocation of Award:** To qualify a student must meet the following criteria:

- be a resident of NYS and have resided in NYS for 12 continuous months prior to beginning of the term;
- be a U.S. citizen or eligible non-citizen;
- have either graduated from high school in the United States, earned a high school equivalency diploma, or passed a federally approved “Ability to Benefit” test, as defined by the Commissioner of the State Education Department;
- have a combined federal adjusted gross income of \$100,000 or less;
- be pursuing an undergraduate degree at a SUNY or CUNY college, including community colleges and the statutory colleges at Cornell University and Alfred University;
- be enrolled in at least 12 credits per term and complete at least 30 credits each year (successively), applicable toward his or her degree program;
- if attended college prior to the 2017-18 academic year, have earned at least 30 credits each year (successively), applicable toward his or her degree program prior to applying for an Excelsior Scholarship;
- be in non-default status on a student loan made under any NYS or federal education loan program or on the repayment of any NYS award;
- be in compliance with the terms of the service condition(s) imposed by a NYS award that you have previously received; and
- execute a Contract agreeing to reside in NYS for the length of time the award was received, and, if employed during such time, be employed in NYS.

**Award Schedule:** may receive up to actual tuition charges of \$2,225. The maximum Excelsior Scholarship will be reduced by the amount of certain other student financial aid awards which an applicant has or will receive for the academic year including a New York State Tuition Assistance Program (TAP) award and/or federal pell grant.

A recipient of an Excelsior Scholarship is eligible to receive award payments for not more than two years of full-time undergraduate study in a program leading to an associate’s degree or four years of full-time undergraduate study, or five years if the program of study normally requires five years in a program leading to a bachelor’s degree.

**You must live in New York State for the length of time you received the award. Failure to meet these requirements will result in the conversion of your award to a no-interest loan.**

**New York State Satisfactory Academic Progress:**

New York State academic standards require that a student complete a certain number of credits each term an award is received, accrue degree credit at specified levels, and maintain a certain grade point average. The specific requirements, however, are based on the number of state awards received, no matter at what institution, as outlined in the chart below. An Aid for Part-time Study or part-time summer TAP award counts as one-half of a TAP award.

**New York State Academic Programs Requirements\***

After this award	1	2	3	4	5
This many degree credits must be accrued	6	15	27	39	51
This grade point average must be attained	1.3	1.5	1.8	2.0	2.0
In the term this many hours must be completed	6	6	9	9	12

**\*Applies to non-remedial students receiving first NYS award payment in 2010-11 and thereafter. Academic requirements are continually reviewed by the state and federal governments and are subject to change.**

If a student fails to meet the academic standing requirements outlined above due to extenuating circumstances, New York State allows the College to consider a request for a waiver of the requirements. The student’s situation must be viewed as an exceptional and extraordinary case, meaning, the circumstances preventing the student from meeting the requirements were highly unusual and most probably out of the student’s control. The student must be an otherwise serious and successful student. A waiver of the state requirements may only be granted once in a student’s educational career. If a student feels his/her situation warrants use of this one-time only waiver, the appeal process is begun in the Financial Aid Office.

In 1996, New York State legislation changed the required grade point average to a “C”, or 2.0, at the end of the fourth term in which the student receives State aid. If a student does not meet this requirement due to circumstances that can be demonstrated to have affected the student’s ability to achieve a “C” average at the end of a particular term, the student may request a waiver. Requests for waiver of this requirement are separate from the Waiver of Good Academic Standing Requirements and should be made directly to the Financial Aid Office.

**Remedial Courses:** In determining financial aid eligibility, the credit hour equivalent of remedial courses is counted toward enrollment status if the student is required to take the courses based on placement test results. For TAP purposes, a remedial student is defined as a student: (a) whose placement test scores indicate the need for remediation for at least two semesters; or (b) who was enrolled in at least six semester hours of remedial courses in the first term they received a TAP award; or (c) who is or was enrolled in an opportunity program (EOP).

Repeat Courses in which a grade of “D” (“C”, if that is the course’s passing grade) or better was previously earned do not count toward a student’s enrollment status for New York State scholarships. All attempts of any course will count toward the calculation of credits for the 150% Rule.

### **Educational Opportunity Program (EOP)**

**Application Procedures:** Students who want to apply for the Educational Opportunity Program (EOP) MUST complete the State University of New York Admissions Application or the Fulton-Montgomery Community College Free Admissions Application (indicating that the student wants to be considered as an EOP applicant), provide proof of high school graduation or General Equivalency Diploma (GED), complete the Free Application for Federal Student Aid (FAFSA), and provide supporting financial documentation. The deadline for completion of these records is June 1 in order to receive priority for EOP selection.

**Selection of Recipients and Allocation of Awards:** An applicant must be: (1) a New York State resident; (2) academically disadvantaged according to definitions of the State University; and (3) economically disadvantaged according to guidelines approved by the Board of Regents and the Director of the Budget. Selection of eligible applicants is conducted by the Financial Aid/EOP Office.

Once selected, EOP students may continue in the program for a total of six semesters at a two-year institution. EOP students can transfer to four year institutions and maintain eligibility for EOP funding.

**Award Schedule:** The amount of financial assistance and other support provided to EOP participants is dependent on financial needs determined by federal and state guidelines.

**Responsibilities of Recipients:** Recipients must be in good academic standing in accordance with Commissioner’s Regulations. A statement of the College’s Satisfactory Academic Progress Policy for Financial Aid Purposes may be obtained from the Financial Aid/EOP Office. Each recipient must also apply for TAP, Federal Pell and other financial aid every year.

## **New York State Scholarship Programs**

New York State offers several scholarships to students with specific criteria. Listed are several scholarship opportunities available to New York State students. Please refer to New York State Higher Education Services Corporation's website ([www.hesc.ny.gov](http://www.hesc.ny.gov)) for details.

- Excelsior Scholarship
- New York State World Trade Center Memorial Scholarship
- Awards for Children of Veterans
- Memorial Scholarships for Families of Deceased Firefighters, Volunteer Firefighters, Police Officers, Peace Officers, and Emergency Service Workers
- Persian Gulf Veterans Tuition Awards
- Vietnam Veterans Tuition Awards
- New York State Aid to Native Americans
- New York State Volunteer Recruitment Service Scholarship

## **Policies Affecting Financial Aid Eligibility**

**Return of Title IV Aid:** Under the Higher Education Amendments of 1998, Federal student aid (Pell, SEOG, and Federal Student Loans) must be recalculated for students who withdraw from or stop attending all of their courses before completing at least 60% of the term. This calculation is required under the Return of Title IV Aid regulation. Class attendance is monitored throughout each term.

**Official Withdrawals:** If a student officially withdraws from all of his courses before completing at least 60% of the term, his federal financial aid will be recalculated based on the student's withdrawal date. The student's recalculated aid will be based on the percentage of time he completed in the term. The percentage of financial aid eligibility will be directly related to the percentage of the term completed.

**Unofficial Withdrawals:** If a student does not formally withdraw from all of his courses but he stops attending his courses before completing at least 60% of the term, the student is considered unofficially withdrawn from the College and the aid will be recalculated under the Return of Title IV Aid regulation. In the case of an unofficial withdrawal, the effective date of withdrawal will be the last date of documented attendance.

If a student officially or unofficially withdraws after the end of the college's refund period, the student is liable for all of his or her tuition and fees, even if the student's financial aid is decreased. If the student's financial aid previously covered his or her bill, but no longer covers it after the Return of Title IV Aid calculation, the student will be expected to pay his or her outstanding tuition and fees. Further, if the student receives a disbursement of financial aid, and the Return of Title IV Aid calculation shows that the student was not entitled to the funds, the student will be billed for the funds, and the overpayment information will be forwarded to the U.S. Department of Education. It will be the student's responsibility to repay the funds before he or she is eligible to receive any further federal student aid, even if the student attends another college. This overpayment will appear on the Student Aid Report (SAR) until the overpayment is repaid.



**Matriculation:** To be eligible for Federal or State financial aid, a student must be accepted into a degree or certificate program and pursuing courses toward that degree or certificate.

**Ability-To-Benefit:** Students seeking State financial aid who do not have a high school diploma or its recognized equivalent and who have been accepted through the General Education Certificate program must pass an independently administered examination approved by the Department of Education.

The College's placement test, Compass, has been approved as the measure of the ability of a student to benefit from post-secondary instruction. Students who fail to reach the passing score on the test are ineligible for Federal and State financial aid.

**Course Selection:** State and federal financial assistance is available to assist students in pursuing their program of study. To receive New York State scholarships, a full-time student must be enrolled in at least 12 credits that are required for the student's degree program. Students receiving part-time New York State scholarships must be registered for less than 12 credits and the aid will be based only on the coursework that is required of the degree program. All courses taken will count toward the calculation of credits for the maximum timeframe standard (150% rule) under the Academic Standards Policy.

**Good Academic Standing:** Students must meet the college's good academic standing requirements as outlined under Academic Policies to be considered for financial aid eligibility. Additionally, students must meet the satisfactory academic progress requirements as outlined below. To receive Federal financial aid, a student must meet the Academic Standards policy. To receive State financial aid, a student must meet the state academic progress requirements.

**Federal Satisfactory Academic Progress:** See Academic Standards Policy for Fulton-Montgomery Community College.

To be eligible for Federal Title IV student aid, a student must demonstrate satisfactory academic progress. Under Federal law and regulation, the College is required to establish, publish and enforce minimum academic standards for the continued receipt of Federal Title IV student aid. A satisfactory academic progress policy must include both a qualitative measure and a quantitative measure of the student's progress. At Fulton-Montgomery Community College, the qualitative standard is measured using the student's cumulative grade point average (GPA) as calculated by the Registrar's Office, and the quantitative standard is measured using the student's overall credit hours earned. Additionally, a measure of maximum timeframe (150% Rule) is performed as a part of the policy. Students must meet the minimum requirements of the SAP policy to retain eligibility for Federal Title IV student aid.

The Title IV student aid programs affected by the satisfactory academic progress policy are the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study Program, and the Federal Stafford Loan Program (including the Subsidized, Unsubsidized and Parent Loans for Undergraduate Students). Additionally, many scholarships and outside funding sources may have specific requirements regarding satisfactory academic progress.

(A). Maximum Timeframe Standard- (150% Rule): To quantify academic progress, the College is required to set a maximum timeframe in which a student is expected to complete a program. At Fulton-Montgomery Com-

munity College the maximum timeframe cannot exceed 150% of the published length of the program, measured in credit hours attempted. For example, students in associate degree programs where the published length of the program is 62 credits hours can receive federal student aid through the point when they reach attempted hours (one and one-half times the published length of program). The maximum timeframe evaluation for transfer students will consider both those credits attempted at Fulton-Montgomery Community College and those accepted as transfer credit by the College. The calculation of maximum timeframe is based on the cumulative student record at the college. If the student has already completed a program or has changed majors, the student must submit a Program Credit Evaluation to the Financial Aid Office, the evaluation is completed by an Advisor in the Student Development Center.

(B). Percentage of Overall Credit Hours Earned Standard- Under the quantitative measure of academic progress, the student's percentage of overall credit hours earned must meet or exceed the minimum percentage requirement for each increment on the chart. "Attempted" credit hours include all credit coursework included in the student's academic history at Fulton-Montgomery Community College, including all accepted transfer credits. "Earned" credits include all attempted credit hours, as well as credits accepted for transfer, for which a passing grade has been received. In this measurement, withdrawals, grades of "incomplete", failing grades, and instances where courses are still in progress (IP) at the time of grade submission will be treated as attempted and unearned. Repeated credit courses will be counted as attempted credit hours for each attempt, and will be counted as earned credit hours only once (when and if the student earns a passing grade).

Credit exclusions do not affect the cumulative GPA for the measurement of academic progress. All grades will be counted for Financial Aid purposes.

**Satisfactory Academic Progress Status:** Students who meet or exceed the minimum cumulative qualitative and quantitative requirements will be considered to be maintaining satisfactory academic progress.

**Unsatisfactory Academic Progress Status:** Students who measure below the minimum cumulative qualitative and quantitative requirements will be academically dismissed from the College. Academic dismissal results in a loss of matriculated status. Students who measure in this status will lose their matriculated status within their program and be ineligible for Federal, State and Institutional student aid. Please see page 66 for instruction on how to regain satisfactory academic progress under Academic Dismissal Options.

**Review of Satisfactory Academic Progress:** The College will measure academic progress at the end of Summer, Fall and Spring. Academic progress will be measured for all students. Evaluation of progress will occur shortly after final grades are posted by the Registrar's Office. Notices of ineligibility will be sent to students from the College. At the beginning of evaluation, grades listed as I (incomplete), F, W, IP (in progress), will be considered attempted and unearned. If a student's academic record is changed subsequent to the evaluation, the student may submit a request to the Registrar for reevaluation of the ineligibility determination. The most common situation leading to such a request is the successful resolution of "Incomplete" grades.

Additionally, the maximum time-frame evaluation will be completed at the end of each term. If at the time of evaluation the student has attempted less than 150% of the course work required for his or her program, the student would be considered eligible under the maximum time-frame standard for Title IV aid for the following term. If, however, the student has exceeded the maximum number of attempted credit hours for his program, the student will no longer be eligible for Federal financial aid programs (grants or loans) for any term in the program.

## **SCHOLARSHIPS**

### **Scholarships Provided by Local Donors:**

Fulton-Montgomery Community College students may apply for scholarships that have been established by philanthropic, private donors over the past thirty years. These locally funded scholarships help defray the costs of tuition and other educational expenses. Some are available to students based on financial need and others are based on academic performance regardless of need. We encourage all students to apply for scholarships so the available financial assistance can be matched to their needs. Application information regarding these scholarships, deadlines, and eligibility guidelines may be obtained from the Financial Aid Office.

**Amsterdam City Hospital Nurses' Alumnae Association Scholarship**, established in 2013, was created to be given to a full time, second year nursing student. This scholarship is awarded to a student with a GPA of 3.0.

**Amsterdam-Mohawk Valley Business and Professional Women Scholarship** has been established to be awarded to a non-traditional student who graduated from a Montgomery County high school and is a current Montgomery County resident. The Amsterdam-Mohawk Valley Business and Professional Women organization established this scholarship to benefit students who have accumulated 30 credits or more, have a cumulative grade point average of 2.5 or better, and have documented financial need.

**Amsterdam Rotary Scholarship**, established by the Amsterdam Rotary Club, funds a first-year, full-time student with a scholarship. The student must be a resident of the Greater Amsterdam School District and show a history of community service or community activity.

**Arkell Hall Foundation, Inc.** and the estate of Grace Brownell-Felter fund several special scholarships, which assist students at Fulton-Montgomery Community College.

**Clifford T. Weller Scholarship**, in memory of Clifford T. Weller, is awarded to a student having a minimum high school grade point average of "B" or better and has graduated from a Montgomery County high school.

**Debra Kozlowski-Rector Memorial Scholarship** will be awarded one time each year for educational expenses to a student with documented financial needs. The student must be enrolled at Fulton-Montgomery Community College in the Human Services program with at least 30 accumulated credits, a GPA of 2.0, and be a non-traditional student.

**Delaney Family Scholarship** awards a scholarship to a full-time, second-year student of Construction Technology if he or she is a resident of Fulton or Montgomery counties, has documented financial need, and a 2.5 cumulative grade point average. The Delaney Construction Company, Inc. of Mayfield, New York established the scholarship in 1997.

**Doris Vincent Maceyka Business Scholarship** has been established in memory of Doris Vincent Maceyka, a 1971 graduate of FM who achieved her degree as a non-traditional adult student. This scholarship is for business degree students. These programs include Business Administration A.S., Business Administration A.A.S. and Accounting A.A.S. The scholarship will be awarded to a matriculated full-time second year student based upon the highest combination of proven financial need and academic achievement. Non-traditional students and in particular women are encouraged to pursue and receive degrees in Business Administrative programs historically dominated by men.

**Dr. Hadley “Stretch” DePuy Scholarship** was established in 2013 and created by Jerry and Gail Ryan to memorialize Dr. DePuy, who was the second President of Fulton-Montgomery Community College, serving from July 1972 through December 1977. This scholarship is awarded to a second year student who has made significant contributions within our local communities and maintains a 3.0 GPA.

**Early Admission Scholarship** is awarded to an Early Admission student taking required courses and demonstrating merit and need. Non-renewable.

**Empire State Diversity Honors Scholarship Program** recipient must be a New York State resident enrolled Full-time who has demonstrated high academic achievement (3.5 or better GPA in high school or from courses taken at FM). Must self-declare a racial/ethnic category, complete the FAFSA and maintain a GPA of 3.5 or better to continue eligibility for up to 4 semesters.

**FM Foundation Awards.** Established in 2004, this one-time award is presented to a graduating senior in each high school in our service area, Fulton and Montgomery counties, Wells, and Galway based on a high school grade point average of “B” or better, a first-generation college student, and demonstrated need. The recipients of these awards are determined by the high school guidance counselor.

**FM/IAPHC Scholarship** is an endowed scholarship that will provide an annual award to students enrolled in Visual Communications or Graphic Communications Sales & Marketing at FM. The scholarship fund was provided through the fundraising efforts of Professor Joseph Marcuccio and the IAPHC, Graphic Professional Resource Network. The IAPHC was founded in 1919 with the purpose of improving the working life of printing craftsmen.

**Foundations of Education Scholarships** are awarded to full or part-time matriculated students who demonstrate documented financial need. Students eligible for this scholarship must maintain a 2.5 grade point average.

**Foundation of FM Academic Excellence Scholarship** was established by the Foundation of Fulton-Montgomery Community College, Inc. The Foundation currently awards scholarships to graduating high school seniors from Fulton or Montgomery counties with an entering grade point average of 3.20 or better that are enrolled as full-time students. This scholarship was established in 2002.

**Foundation of FM Assistance Scholarship** was established in 2002 by the Foundation of Fulton-Montgomery Community College, Inc. The Foundation currently awards scholarships to graduating high school seniors from Fulton or Montgomery counties that are enrolled as full-time students and have a documented financial need.

**Fulton County Health Care Scholarship** was established by the Fulton County Board of Supervisors for students who are enrolled in designated health care fields. They must have accumulated at least 12 credits, be a resident of Fulton County, enrolled and matriculated in a designated health care field, have a cumulative GPA of 2.5 and file a Free Application for Federal Student Aid.

**Fulton County Highway Officials Association Scholarship** was established to award a scholarship to a student that is enrolled in a Construction Technology or Business Administration degree program. They must have accumulated 30 credits or more and maintain a cumulative grade point average of 2.5 or better. The student must have graduated from a Fulton County high school and be a current Fulton County resident.

**Fulton County Servicemen's Association Scholarships** were established for those who have served in the armed forces, from Fulton County, in 1985 by a generous endowment. Anyone who has served in any of the armed forces is encouraged to apply.

**Gerda Lider Scholarship**, is a scholarship that supports nursing students who exhibit financial need. The family of Northville resident Gerda Lider, whose ambition was to study medicine or nursing, funded the scholarship.

**Harold N. Martling Family Scholarship** is given annually to one student of nursing who demonstrates financial need. The scholarship is given in memory of members of the Martling family.

**Jane Peck Easterly Memorial Scholarship** has been established in memory of Jane Peck Easterly. She was actively engaged in community service and self-improvement, traits that have been strong characteristics in her family. She was also firmly committed to improving her community from which her family resided for generations. The scholarship will be awarded to a full-time matriculated FM student that has graduated from a Fulton County high school with preference to a student from Gloversville or Johnstown High School. The student must show the highest combination of community service/involvement and financial need. The student must have an initial high school average of 75 to be considered and maintain at least a 2.3 to maintain eligibility. The scholarship is renewable up to six semesters.

**Johnstown Hospital Scholarship** is given to students matriculated in the Nursing Program and a resident of the Johnstown area. Must have at least a 2.5 GPA at the time of the application if currently enrolled at FM or at the opinion of the scholarship committee. Preferably a Johnstown High School graduate who has been out of school for at least 4 years.

**Johnstown Moose Family Center Scholarship**, established by the Johnstown Moose Family Center in 2002, to support graduates of Fulton or Montgomery County high schools, will award to a full-time student with a documented financial need, this scholarship. The student must maintain a grade point average of 2.5 or better.

**Lexington Scholarship** is given by Lexington Center to a student in the Health Care or Human Services Field having an interest in working with individuals who have developmental disabilities. This scholarship is awarded to a resident of Fulton County with a GPA of 3.0. The student must have accumulated 30 credits and maintain a 3.0 GPA to continue the scholarship. Additionally, this student could participate in a paid summer internship at a Lexington location if all necessary screening is completed satisfactorily.

**Lisa Queeney FM Scholarship** awards a scholarship to a first-time student entering FM full-time who has graduated from Mayfield Central School with an academic average of B or better. The scholarship will be awarded to a well-rounded student who participates in at least two extracurricular activities, and demonstrated leadership will be favorably judged. Identification of recipients will be the responsibility of an interdisciplinary faculty committee at Mayfield Central High School.

**Maceyka Family Scholarship** is a scholarship for students in applied science degree programs associated with FM's Center for Engineering and Technology. These programs include Electrical Technology, Engineering Science, Computer Technology, Computer Science, and Computer Information Systems. The scholarship will be awarded to a matriculated full-time second year student based upon the highest combination of proven financial need and academic achievement. Non-traditional students and in particular women are encouraged to pursue and receive degrees in applied science programs historically dominated by men.

**Marc A. Marino Scholarship** Fund is awarded to a full-time student enrolled in the Human Services or Early Childhood Education Program, with at least a 2.5 cumulative grade point average. Each award is renewable up to four semesters if the student maintains at least a 2.5 cumulative grade point average.

**Margaret A. Collier Scholarship** is to be awarded twice a year to a student participating in the Home Health Aide Training program and is funded by Gail and Dr. Jerry Ryan.

**Marilyn Lord Nursing Scholarship** was established in 2012, by her family to support students in obtaining their nursing degree. The scholarship will be awarded to a non-traditional, second year nursing student who demonstrates financial need. Students must have a 3.0 to qualify for this scholarship and a 3.0 in order to obtain the scholarship for the subsequent semester.

**Montgomery County Home Bureau** is a scholarship created and funded by the New York State Federation of Home Bureaus, Inc. This includes 3 fields of study; Nursing, Radiologic Technology, and Medical Administrative Assistant. This scholarship is for a 2nd year student carrying a minimum of 7 credit hours in addition to work study or internship. The student must have a GPA of 2.5 or higher and be a resident of Fulton or Montgomery counties.

**Nurses for Nurses Scholarship** was established during the 40th reunion of Fulton-Montgomery Community College's Nursing Program. The scholarship comes directly from donations by nursing alumni and supporters of nursing and will be awarded to a nursing student entering the second year of the FM Nursing Program. The awardee is required to have and maintain a minimum nursing course grade of 78% to be eligible for this scholarship. Students can apply for the scholarship by utilizing the college's scholarship application. The scholarship winner will be chosen by the nursing faculty, and it will be awarded at the annual PTK awards ceremony.

**The Violet E. and Donald F. O'Connell Scholarships:**

- Cap and Gown Bound Scholarship is given to a second-year student who demonstrates academic merit with a 3.0 GPA or better. Non-renewable.
- International Campus Community Scholarship is given to a first year full-time matriculated international student who had a minimum grade of B from their country's secondary school or a second year student who maintains satisfactory academic progress in an associate's degree program at FM.
- International Global Diversity Scholarship is given to a full-time matriculated international student from an under-represented country.
- Top 10 Scholarship is given to students who were named to their school district's top 10 list. They must maintain a 3.2 GPA to continue eligibility for up to 4 semesters.
- Violet and Donald O'Connell Scholarship is given to a matriculated student studying either Construction Technology or Nursing who demonstrates financial need.

**Presidential Scholarships** are awarded to graduating High School seniors who reside in Fulton, Montgomery, Hamilton counties or the Galway Central School District with 3.5 or equivalent grade point averages at the time of application. Students must attend full-time and maintain a 3.2 cumulative grade point average.

**Rita Mary Burke Foreign Language Scholarship** is a scholarship given to a matriculated second year student (30+ credits completed) with a proven interest and success in foreign languages. The student must have completed two (2) foreign language classes in succession with a minimum grade point average (GPA) of 3.7 within the discipline and an overall GPA of at least 3.0 to apply. This scholarship was established by a bequest from Rita Mary Burke, a founding Professor at FM, who taught foreign language classes and donations from friends and family.

**Sal & Catherine Landrio Scholarship** was established by his family, in 2014, to support a student that is a resident of Fulton or Montgomery Counties. This student would need to demonstrate community involvement, and have a GPA of 2.5. This scholarship would be awarded to a student who has completed 30 credits or more.

**William S. Pac Memorial Scholarship** has been established by his family to create a lasting tribute to his memory. William S. Pac was an Assistant Professor of English and Philosophy at FM serving as an active and beloved member of the College family since 1990 until his death in March of 2008. The scholarship will be awarded to second year student who have completed Introduction to Philosophy or Ethics, and an English elective ENG150 (Reading and Writing Poetry) or higher with the highest combination of grade point average and proven financial need.

## **PRIZES AND AWARDS**

Graduating students are the fortunate recipients of prizes and awards, which are awarded at the end of their studies at Fulton-Montgomery Community College. Donors who support higher education have established the prizes and awards. Winners are selected upon nomination by the academic deans and faculty in the spring of each year. These awards and prizes are listed by academic division.

### **General Awards/Prizes**

**AAUW (American Association of University Women) Award** is given to a non-traditional graduating female student with a cumulative grade point average of at least 2.8. Preference is given to a student in a transfer-oriented degree program.

**Civility in the Classroom Award** is given to two students who hold a minimum GPA of 3.0 and have consistently demonstrated civility, courtesy and respect toward fellow classmates and instructors with overall positive attitude and punctuality.

**FACE Awards** are awarded to four graduating or continuing students who have demonstrated academic achievement and show promise of future success.

**Foundation of FM Non-Traditional Academic Achievement Award** is given to a non-traditional graduating student with a cumulative grade point average of at least 2.5 with preference given to a student in a transfer-oriented degree program.

**Joel Ager Prize** is given to a graduating student who has demonstrated academic achievement in any program and shows promise of future success. This prize has been established in memory of Joel Ager, one of the founding friends of FM.

**Student Senate Association (SSA) Scholarships**, voted by the Student Senate, established an endowment in 2011, enabling awards to be given every year beginning in 2013. Those receiving these awards needed to be active in campus organizations and/or committees, maintain a 2.5 GPA, must be a returning or graduating student. This student must receive a nomination from a member of the professional staff and cannot be a member of the SSA Executive Board.

### **Business, Technology, and Health Professions**

**Anna Derrig Geraghty Nursing Award** is given to a nursing student who demonstrates excellence in the care of the elderly.

**Bailey Madora Harris Memorial Prize** was established for a nursing student with outstanding achievement in microbiology taken at FM.



**Dorothy Gennett Memorial Scholarship** is given to a student who has earned a superior academic record within the Business Curriculum and who is enrolled in Business at a four-year institution.

**FM Nursing Faculty Alumni Award** is given in honor of present and retired FM nursing faculty to a student who best exemplifies the art of caring as an integral part of nursing.

**Foundation of FM Nursing Award** is given by the Foundation of FM to a student that demonstrated the greatest proficiency in maternal and child nursing practice.

**Foundation of FM Nursing Elder Care Award** is given to recognize excellence in the care of the elderly.

**Helen Kumpan Memorial Award** is given in memory of Nursing Professor Helen Kumpan to a nursing student who has achieved excellence in Psychiatric Nursing.

**Kathy Anne Marvel Nursing Award** is given by her family and friends to a graduating student who has demonstrated superior caring and commitment to patients, through bedside nursing.

**MISA Award** is awarded to a student in Radiologic Technology who has made significant contributions to the Medical Imaging Student Association.

**NAPA Automotive Technology Award** is presented to a graduating student to reward special achievement in Automotive Technology and who shows promise of future success in the field.

**Nathan Littauer Hospital and Nursing Home Award** is given by the Nathan Littauer Hospital and Nursing Home to a distinguished graduate of Nursing.

**St. Mary's Hospital Nursing Award** is presented by St. Mary's Hospital to honor a student who has demonstrated greatest proficiency in bedside nursing.

**Student Nurses' Association Award** is given to a Nursing student who has made significant contributions of service to campus and community activities.

### **Arts and Sciences**

**Clarkson Transfer Leadership and Achievement Award**, funded by Clarkson University, awarded to a graduating senior who intends on transferring to a four-year institution (all students will be considered; graduating students receive priority). The student must demonstrate outstanding leadership and academic qualities, have an academic interest in business, engineering, science, health sciences or liberal arts, be recognized by students and faculty as having been a positive contributor in your school and community and have a minimum GPA of 3.0. In order to retain this scholarship throughout their studies at Clarkson, the student selected must remain in good academic standing and continue to be enrolled as a full-time undergraduate.

**Deputy Gary Johnson Memorial Scholarship** is given to a student who is a resident of Montgomery County majoring in Criminal Justice, who has shown a commitment to the criminal justice system and who exemplifies the ideals of caring about people by the Montgomery STOP DWI Association.

**Deputy James F. Glover Memorial Award** is given by Terri Glover Easterly in memory of Deputy James F. Glover to a graduating student who is a resident of Fulton County majoring in Criminal Justice, has demonstrated academic achievement, and shows promise of future success.

**John D. Vadney Mathematics Prize** will be awarded to a student who will be continuing his or her studies in Mathematics, Physics or Engineering at a transferring higher level educational institution. Preference is given to students who will be studying full-time although part-time students are also eligible. John D. Vadney was one of the founding fathers of FM and gave of his many talents to the success of his students.

**Joseph H. Smith, Jr. '45 Award**, funded by Rensselaer Polytechnic Institute for an outstanding FM graduate for exemplary achievement in the study of Engineering Science. One FM graduate will receive a maximum of \$10,000 for two years of studies at RPI.

**New York State Sheriffs' Association Institute Scholarship** is awarded to a Criminal Justice major nominated for academic achievement, career goals and educational goals.

**Richard Evans II Prize in English** is awarded to a graduating student who demonstrates academic excellence in English. Rebecca Evans, Trustee, made this gift possible in memory of Richard Evans II from 1973- 1982.

**Southern Adirondack Dog Club Award** recognizes a student who has demonstrated academic achievement in biology and shows promise of future success.

**Tribes Hill Fish and Game Club** is awarded to a student pursuing a 4 year degree who displays academic achievement, has a minimum GPA of 2.5, demonstrates financial need, and has a strong interest in conservation studies and the environment.



### **THE STUDENT DEVELOPMENT CENTER (518) 736-FMCC (3622) Extension 8140**

Located in N-107 of the Visual Communications and Arts Building, the Student Development Center offers a variety of programs and services designed to assist students with setting and achieving short and long term academic, career, and personal goals. The following offices and services are available to help current and prospective students develop their greatest potential for academic and career success:

Academic Advisement and Registration  
Academic Placement Assessment  
Career and Transfer Counseling  
Evening Advisement and Outreach  
International Student Services

Mental Health Counseling  
Referrals for Community Services  
Services for Students with Disabilities  
Student Retention Services

#### **Office Hours:**

Monday – Thursday 8:00 am - 6:00 pm  
Friday 8:00 am - 4:00 pm

#### **Academic Advisement Registration**

An important aspect of a student's education involves making informed decisions regarding the selection of an academic major and semester coursework. The College has maintained a high-quality program of academic advisement and registration that offers individual advising appointments for new and continuing students. This personalized approach to advisement is an effective method for helping students acclimate to the College environment by providing an academic and career assessment to set academic goals, discuss program and course requirements, and address identified academic support needs.

All incoming students at FM are assigned an Academic Advisor after their first registration appointment. Your advisor will be your campus "go to" person and assist you with any questions or concerns you may have surrounding your degree program, course requirements class scheduling and other items related to your academic success. We will work together to ensure you will be able to achieve all your college goals. Students are able to register online or in an advisors office.

#### **Evening Advisement - (518) 736-FMCC (3622)**

An evening advisor is available in the Student Development Center, N107-X, Monday - Thursday from 4:00 p.m. - 6:00 p.m. throughout the regular Fall and Spring semesters. Summer and Winter hours vary, please call the Student Development Center for details (Ext. 8140). The Evening Advisor provides full advisement and registration services, as well as transfer and career planning assistance. Students are advised to schedule an appointment for services.



### **Academic Writing Assessment**

FM wants to ensure that our students have the greatest opportunity for academic success in their educational programs. To assist students with achieving this goal, FM requires that all full and part-time matriculated students take an academic writing assessment. The writing assessment is not used to determine college admission, but instead is used by academic advisors to make course placement recommendations in the areas of English. Transfer students may also be required to take a writing assessment.

Students transferring credit for college-level English from another college having earned a grade of “C” or higher may be exempt from the writing assessment. Documentation must be provided. Students may receive a waiver for the writing assessment if they received an 85 or higher on the NYS English Regents Exam within the last five years.

Students with disabilities who require special accommodations should contact the Coordinator of Accessibility Services.

### **Ability-To-Benefit**

Students seeking state funded financial aid who do not possess a high school diploma or general equivalency diploma must pass an independently administered placement test called ACCUPLACER, an instrument approved by the State Education Department to be a measure of a student’s ability to benefit from post-secondary training. Students who are unable to attain a passing score on all sections of the placement test are ineligible for state aid. Students who are able to demonstrate with documentation that they have improved their ability to benefit from post-secondary education through their participation in an academic preparation program will be eligible to re-test after a period of one year. For additional details concerning financial aid eligibility and ability-to-benefit regulations, please contact the Financial Aid Office at 518-736-FMCC (3622).

### **Career Services**

FM offers several career services for current students and alumni. Through “Career Cruising,” we offer a variety of assessment, career, and educational planning tools. Students can schedule individual appointments with the career advisor to learn more about Career Cruising, have assistance with developing or revising your resume or cover letter, or review interviewing skills. Workshops are also offered through out the academic semester in these areas.

Our career lab, located in the Student Development Center, offers computer access in order to utilize our online career resources as well as access to a collection of career books. We also maintain a job posting board which displays full and part time jobs in the area. Each Spring semester we host a job fair on campus and invite local companies on campus to recruit our students. For more information please call 518-736-3622 ext. 8161.

### **International Student Services**

The International Student Office currently assists foreign students from many countries around the world with a variety of services including admissions, academic advisement, and English as a Second Lan-



guage study. The International Student Office specifically assists non-immigrant students with immigration matters, everyday living, housing referrals to Campus View Student Housing, health insurance, as well as personal and academic concerns.

An orientation seminar is also offered each academic session to familiarize new International Students with campus and community life. Fulton-Montgomery Community College has a limited amount of money available to international students for scholarships. An online scholarship application and more information can be found on the FM website <http://www.fmcc.edu/admissions/financial-aid/scholarships-grants-awards/>.

### **Mental Health Counseling**

Services are available Monday thru Friday by appointment. The services are completely confidential and not associated with the students school information. Feel free to call (518)736-FMCC (3622) or stop by The Student Development Center, (N107F) if you are interested in services.

### **The Office of Student Success and Retention**

The Office of Student Success and Retention works proactively to assist students to maximize their academic experience and success. The Office coordinates services and programs in which students can acquire skills necessary to act responsibly and succeed in their education pursuits.

The staff also works closely with the faculty to identify students who are “at risk” of course failure early in the semester. The staff then assists the faculty in working with the student, to increase their chance of success. The Office of Retention Staff is also available for informational presentations to classes, clubs and other community organizations.

### **Services for Students with Disabilities**

Fulton-Montgomery Community College offers reasonable accommodations for students with physical, psychiatric, and learning disabilities. Students requesting accommodations for the ACCUPLACER Placement Test and/or other campus programs and services are asked to present documentation of the disability to the Coordinator of Accessibility Services, located in the Student Development Center. This information is confidential and is kept separate from the student’s academic file. Accommodations are individualized by student need and may vary each semester. Students meet with the Coordinator of Accessibility Services, in N107, each semester to determine accommodations and then meet with the Academic Success Coordinator, in L013, who will arrange for their implementation. Possible accommodations may include, but are not limited to, tape recorders, note takers for class lectures, audio textbooks, sign language interpreters, and alternative testing.

### **TRiO Student Support Services**

TRiO is a federally funded program which assists qualified students in their adjustment to the college environment. Students who are either first generation college students (neither parent holds a baccalaureate degree),



are income qualified (receive significant financial aid), or who have a documented disability qualify. Two thirds of the students we serve through TRiO must be both first generation college students and income qualified.

Resources available to TRiO students include: tutoring, assessment of study and learning skills and workshops for academic support, personal development, and cultural enrichment. Students also receive assistance with financial aid, transfer counseling, and academic advisement as well as career exploration and guidance. TRiO students have exclusive access to the TRiO Study Lab located in the Evans Library which is equipped with computers and learning resources.

To learn more about TRiO, contact the TRiO staff via email at [trio@FM.suny.edu](mailto:trio@FM.suny.edu), by phone at (518) 736-FMCC (3622) extension 8159 or stop by our offices on the second floor of the Library. We will be happy to enroll you in the program and get you connected with the many services we offer.

### **C-STEP-Collegiate Science & Technology Entry Program**

The Collegiate Science & Technology Entry Program (C-STEP) is a grant funded through the NYS Department of Education, and provides resources to eligible students showing interest and ability to pursue professions in the STEM related fields (Science, Technology, Engineering, and/or Math). In order to qualify for C-STEP you must: be a New York State resident, be a full time student at FM and enrolled in an eligible major, be a member of a historically underrepresented population (African American, Hispanic/ Latino, Native American or Alaskan Native) OR be economically disadvantaged, and have a 2.0 GPA. Through C-STEP, students will receive some of the following: tutoring, academic advising, free printing/copying, text book loan, internship/ research opportunities, opportunities to attend conferences, and career/ transfer college planning including trips to visit other college campuses. Any student interested in joining C-STEP can fill out an application located outside the C-STEP lab in C-138. For more information, please contact us at [cstep@fmcc.edu](mailto:cstep@fmcc.edu).

### **HPOG 2.0 Healthcare Opportunity Program**

The HPOG 2.0 Healthcare Opportunity Program at FM supports students who have expressed an interest in pursuing a career in the field of health care. This includes, but is not limited to nursing, radiologic technology, and health sciences. Eligible students receive guidance and academic support in the form of tutoring, skills assessment, goal setting, job placement and job retention help. HPOG 2.0 also provides additional financial supports to help students successfully complete their program and training, including childcare, transportation, textbooks, class supplies, clinical and course materials (e.g. stethoscopes and scrubs) and on-campus printing. To be eligible, students must be enrolled in a qualifying degree or certificate program at FM and meet certain income requirements. HPOG 2.0 requires all participants to go through an intake process as well as a required “random assignment”- similar to a lottery. Some will be selected and others will not.

Students can apply for HPOG 2.0 by contacting our program staff via phone/text at 518-332-6305, or email at [hpog@fmcc.edu](mailto:hpog@fmcc.edu). They are also welcome to stop by our office located in the SUNY Empire hallway, on the first floor of O’Connell Hall.



### TRANSFER SERVICES

The college provides transfer guidance to any student who is interested in pursuing an education after FM. Students may make an individual appointment with the transfer counselor or attend a transfer workshop to discuss transfer options, the transfer process, and how to find the school that is right for you.

During both the Fall and Spring semester, FM hosts a transfer fair. Representatives from various colleges will be on campus to speak with students and assist them with the transfer process. We typically have about forty colleges and universities represented. The transfer counselor is located in the Student Development Center. For more information, call 518-736-3622 ext. 8161.

### Transfer Articulation Agreements

Fulton-Montgomery Community College has entered into transfer Articulation Agreements with several public and private universities. An Articulation Agreement is a detailed sequence of course work that has been pre-approved by the transfer institution. This allows students to maximize the number of credits that will be transferred to the four-year institution they plan on attending. For more information on FM's Articulation Agreements, visit <http://www.fmcc.edu/admissions/transfer-agreements/>.

Articulation Agreements are not required as part of the transfer process. Most four-year institutions now have online transfer equivalency databases that will show you specifically how all of your courses will transfer to that four-year institution. These Articulation Agreements and equivalency databases allow you to seamlessly transfer without loss of credit if you plan far enough in advance.

#### Albany

- A.A. Fine Arts to B.A. Art
- A.S. Science to B.A./B.S. Biology
- A.S. Business Administration to B.S. Business Administration
- A.S. Science to B.S. Chemistry
- A.S. Computer Science to B.A. Computer Science
- A.S. Criminal Justice to B.A. Criminal Justice
- A.S. Science to B.S. Physics
- A.A. General Studies to B.A. Psychology
- A.A. Human Services to B.A. Social Welfare
- A.A. General Studies to B.A. Sociology

#### Bellevue University

General Agreement

#### Binghamton University

- A.A. General Studies to B.A. Psychology
- A.A. General Studies to B.A. Sociology
- A.A. General Studies to B.A. Political Science
- A.A. General Studies to B.A. Philosophy, Politics, and Law
- A.A. General Studies to B.A. Mathematical Science
- A.A. General Studies to B.A. Philosophy
- A.A. General Studies to B.S. Integrative Neuroscience
- A.A. General Studies to B.A. Economics
- A.A. General Studies to B.A. English



A.S. Science to B.S. Biochemistry  
A.S. Science to B.A. Biology  
A.S. Science to B.A. Chemistry

### **Buffalo State**

A.A. General Studies to B.A. Economics  
A.A. General Studies to B.A. French Language and Literature  
A.A. General Studies to B.A. History  
A.A. General Studies to B.S. French Education  
A.A. General Studies to B.S. Spanish Education  
A.A. General Studies to B.S. Spanish Language and Literature  
A.A. General Studies to B.S. Urban and Regional Analysis and Planning  
A.S. Business Administration to B.S. Business Administration  
A.S. Computer Science to B.S. Computer Information Systems  
A.S. Criminal Justice to B.S. Criminal Justice  
A.A. Fine Arts to B.A. Fine Arts  
A.A. Fine Arts to B.S. Design  
A.S. Science to B.S. Forensic Chemistry  
A.S. Science to B.A. Biology  
A.S. Science to B.A. Chemistry  
A.S. Science to B.A. Geology  
A.S. Science to B.S. Chemistry Education  
A.S. Science to B.S. Math Education  
A.S. Science to B.S. Applied Math  
A.S. Science to B.S. Biology Education  
A.A.S. Accounting to B.S. Business Administration

### **Burlington College**

General Agreement

### **Canton**

A.S. Business Administration to B.B.A. Management  
A.A. General Studies to B.B.A. Management  
A.A.S. Business Administration to B.B.A. Management  
A.A.S. Business Administration to B.B.A. Finance  
A.S. Business Administration to B.B.A. Finance  
A.S. Business Administration to B.B.A. Agribusiness Management  
A.A.S. Business Administration to B.B.A. Agribusiness Management  
A.S. Criminal Justice to B.T. Homeland Security  
A.S. Criminal Justice to B.T. Criminal Investigation  
A.S. Criminal Justice to B.T. C.J.- Law Enforcement Leadership  
A.A.S. Criminal Justice to B.T. Homeland Security  
A.A.S. Criminal Justice to B.T. C.J.- Law Enforcement Leadership  
A.A.S. Criminal Justice to B.T. Criminal Investigation  
A.A.S. Electrical Technology to B.T. Electrical Technology  
A.A. General Studies to B.T. Industrial Technology Management  
A.S. Science to B.T. Mechanical Engineering Technology

### **Cazenovia**

A.S. Business Administration to B.S. Business  
A.S. Business Administration to B.P.S. Management: Accounting  
A.S. Business Administration to B.P.S. Management: Health Care Management



A.S. Business Administration to B.P.S. Management: Sport Management  
A.A.S. Business Administration to B.S. Business  
A.A.S. Business Administration to B.P.S. Management: Accounting  
A.A.S. Business Administration to B.P.S. Management: Business Management  
A.A.S. Business Administration to B.P.S. Management: Health Care Management  
A.A.S. Business Administration to B.P.S. Management: Sports Management  
A.S. Criminal Justice to B.S. Criminal Justice and Homeland Security Studies  
A.S. Fine Arts to B.F.A. Studio Art  
A.A. Human Services to B.S. Human Services: Generalist  
A.A. Human Services to B.S. Human Service: Alcohol and Substance Abuse  
A.A. Human Services to B.S. Human Service: Counseling and Mental Health  
A.A. Human Services to B.S. Human Service: Social Services for Children and Youth  
A.A. General Studies to B.A. English  
A.A. General Studies to B.A. or B.S. Liberal Studies  
A.A. General Studies to B.S. Psychology  
A.A. General Studies to B.A. or B.S. Social Science  
A.S. Science to B.A. Biology  
A.S. Science to B.S. Environmental Biology

**Clarkson**

A.S. Science to B.S. Bimolecular Science  
A.S. Science to B.S. Chemistry  
A.S. Science to B.S. Physics  
A.S. Science to B.S. Environmental and Occupational Health  
A.S. Science to B.S. Environmental Science and Policy

**Cobleskill**

A.A.S. Accounting to B.B.A. Financial Services  
A.A.S. Business Administration to B.B.A.  
A.A.S. Early Childhood Education to B.S. Early Childhood Studies  
A.S. Business Administration to B.B.A. Technology Management: Financial Services  
A.S. Science to B.S. Biotechnology  
A.S. Science to B.T. Environmental and Energy Technologies  
1 + 1 Paramedic A.A.S.  
A.S. Communication and Broadcast Media to B.S. Communication in Technology  
A.A. Digital Communication and Transmedia to B.S. Graphic Design Technology  
A.A.S. Computer Information Systems to B.T. Information Technology  
A.S. General Studies to B.S. Applied Psychology  
Colorado State University  
A.S. Business Administration to B.S. Business Management  
A.S. Criminal Justice to B.S. Criminal Justice and Law Enforcement Administration  
A.A. Human Services to B.S. Human Services

**Cornell**

College of Agriculture and Life Sciences (CALS) requirements

**Delhi**

A.A.S. Business Administration to B.B.A. Business and Technology Management  
A.S. Business Administration to B.B.A. Business and Technology Management  
A.A.S. Nursing to B.S. Nursing



### **DeSales University**

A.S. Business Administration to B.S. Accounting  
A.S. Business Administration to B.A. Business Administration  
A.S. Business Administration to B.S. Finance  
A.S. Business Administration to B.A. Human Resources Management  
A.S. Business Administration to B.A. International Business  
A.S. Business Administration to B.A. Management  
A.S. Business Administration to B.S. Marketing

### **Empire State College**

A.A.S. Nursing to B.S. Nursing  
Excelsior College  
A.A.S. Criminal Justice to B.S. Criminal Justice: Administration  
A.S. Criminal Justice to B.S. Criminal Justice: Administration  
A.S. Criminal Justice to B.S. Criminal Justice: Law Enforcement and Public Safety  
A.A.S. Electrical Technology to B.S. Electrical Engineering Technology  
A.A. Human Services to B.S. Psychology  
A.A.S. Nursing to B.S. Nursing  
A.A.S. Radiological Technology to B.S. Health Sciences

### **Franklin University**

General agreement

### **Hartwick**

General Agreements

### **Hilbert College**

A.A. or A.A.S. Human Services to B.S. Human Services  
A.A.S. Criminal Justice to B.S. Criminal Justice  
A.A.S. Accounting to B.S. Accounting  
A.S. Business Administration to B.S. Business Administration  
A.A.S. Digital Communication and Transmedia to B.S. Graphic Design Technology  
A.A.S. Computer Information Systems to B.T. Information Technology

### **Life University**

Doctor or Chiropractic Program requirements

### **Lincoln University**

General Agreement

### **Maria College**

Business Administration A.S. to Healthcare Management B.S.  
Health Science A.S. to Health and Occupational Studies B.S.  
A.A.S. Nursing to B.S. Nursing  
Liberal Arts and Sciences: Science A.S. to Health and Occupational Studies B.S.  
Liberal Arts and Sciences: General Studies A.A. to Liberal Arts B.A.  
Liberal Arts and Sciences: General Studies A.A. to Psychology B.S.

### **Morrisville**

A.A.S. Computer Information Systems to B.T. Information Technology



### Oswego

- A.A.S. Criminal Justice to B.A. Public Justice
- A.S. Criminal Justice to B.A. Public Justice
- A.S. Human Services to B.A. Human Development
- A.S. Computer Science to B.S. Computer Science
- A.S. Communication and Broadcast Media to B.A. Broadcasting and Communication
- A.S. Fine Arts to B.A. Art (studio emphasis)

### Paul Smith's College

- A.A.S. Business Administration to B.S. Business Mgt. and Entrepreneurial Studies
- A.S. Business Administration to B.S. Business Mgt. and Entrepreneurial Studies
- A.S. Business Administration to B.S. Hotel, Resort, and Tourism Management
- A.S. Science to B.S. Recreation, Adventure, Travel, and Ecotourism

### Plattsburgh

- A.A. General Studies to B.A. or B.S. Communication Disorders
- A.A.S. Criminal Justice to B.A. Criminal Justice
- A.A.S. Early Childhood Education to B.S. child and Family Services: Childcare Management
- A.A.S. Nursing to B.S. Nursing
- A.S. Business Administration to B.S. Accounting
- A.S. Business Administration to B.S. International Business
- A.S. Business Administration to B.S. Management
- A.S. Business Administration to B.S. Finance
- A.S. Business Administration to B.S. Entrepreneurship
- A.S. Business Administration to B.S. Marketing
- A.S. Business Administration to B.S. or B.A. Economics
- A.S. Business Administration to B.S. Management Information Systems
- A.S. Business Administration to B.S. Business Administration
- A.S. Business Administration to B.S. Global Supply Chain Management

### Potsdam

- Childhood/ Early Childhood advising guide available
- A.S. Computer Science to B.S. Computer Science

### Sage

- A.A.S. Accounting to B.S. Accounting
- A.S. / A.A.S. Business Administration to B.S./B.B.A. Business
- A.A.S. Computer Information Systems to B.S. Computer Information Systems
- A.S. Computer Science to B.S. Computer Information Systems
- A.S. Criminal Justice to B.S. Law and Society
- A.S. Fine Arts to B.F.A. Art + Extended Media
- A.S. in Health, Phys Ed, Recreation Studies to B.S. Physical Education
- A.A.S. Nursing to B.S. Nursing
- A.A. General Studies to B.S. Nutritional Science
- A.A. Human Services to B.S. Psychology
- A.S. Health, PE, Recreation Studies to B.S. Physical Education
- A.A.S. Digital Communications & Transmedia to B.F.A. Graphic and Media Design
- A.S. Science to B.S. Applied Biology: Premed
- A.S. Science to B.S. Applied Biology: DPT
- A.S. Science to B.S. Clinical Biology

**Saint Rose**

- A.S. Criminal Justice to B.S. Criminal Justice, Behavior, and Law
- A.S. Science to B.S. Medical Technology
- A.S. Business Administration to B.S. Business Administration
- A.S. Health Science to B.S. Medical Technology
- A.S. Health Science to B.S./ M.S. Biology/Cytotechnology
- A.S. Computer Science to B.S. Computer Science
- A.A. General Studies at FM to a Bachelor of Science in Childhood Education/ Special Education at Saint Rose including the following concentrations: Biology, English, General Science, Mathematics, Social Studies
- A.A. General Studies to B.A./M.S.Ed. Chemistry Adolescence Education/Special Education(7-12)
- A.A. General Studies to B.A./M.S.Ed. Biology Adolescence Education/ Special Education (7-12)
- A.A. General Studies to B.A./M.S.Ed. Earth Science Adolescence Education/Special Education (7-12)
- A.A. General Studies to B.A./M.S.Ed. Mathematics Adolescence Education/ Special Education (7-12)
- A.A. General Studies to B.A./M.S.Ed. English Adolescence Education/ Special Education (7-12)
- A.A. General Studies to B.A./M.S.Ed. Spanish Adolescence Education/ Special Education (7-12)
- A.A. General Studies to B.A./M.S.Ed. Social Studies Adolescence Education/ Special Education (7- 12)

**Saint Joseph's College of Maine**

- A.A.S. Radiologic Technology to B.S. Radiologic Science Administration

**SUNY ESF**

- A.S. Science to A.S. Forest Technology (1 + 1)
- A.S. Science to A.S. Land Surveying Technology(1 + 1)
- A.S. Science to Aquatic and Fisheries Science
- A.S. Science to B.S. Bioprocess Engineering
- A.S. Science to B.S. Biotechnology
- A.S. Science to B.S. Chemistry
- A.S. Science to B.S. Conservation Biology
- A.S. Science to B.S. Construction Management
- A.S. Science to B.S. Environmental Biology
- A.S. Science to B.S. Environmental Education and Interpretation
- A.S. Science to B.S. Environmental Health
- A.S. Science to B.S. Environmental Resources Engineering
- A.S. Science to B.S. Environmental Science
- A.S. Science to B.S. Environmental Studies
- A.S. Science to B.S. Forest Ecosystem Science
- A.S. Science to B.S. Forest Health
- A.S. Science to B.S. Forest Resources Management
- A.S. Science to B.S. Landscape Architecture
- A.S. Science to B.S. Natural Resources Management
- A.S. Science to B.S. Paper Engineering
- A.S. Science to B.S. Paper Science
- A.S. Science to B.S. Sustainable Energy Management
- A.S. Science to B.S. Wildlife Science

**SUNY IT**

- A.A.S. Nursing to B.S. Nursing

**University of Phoenix**

A.A. General Studies to B.S. Business Management

A.A.S. Accounting to B.S. Business Administration

**Upstate Medical University**

Requirements (prerequisites) for B.S. Cardiovascular Profusion, B.S. Medical Imaging, B.S. Medical Technology, B.S. Physical Therapy, B.S. Radiation Therapy, B.S. Respiratory care, B.S. Nursing

**Utica College**

General agreement

**Vaughn College**

A.A.S. Electrical Technology to BSET General Electronics

**Wells College**

General agreement



### ADDITIONAL STUDENT SERVICES

#### Child Care

The Fulton County YMCA operates the FM Playmates Child Care Center providing a high-quality, licensed and affordable program for children 6 weeks through 5 years of age. Children are engaged daily in well-planned, developmentally appropriate learning activities in a warm and nurturing environment. Two nutritious meals and an afternoon snack are served each day and are included in the weekly fee.

The center is open Monday through Friday from 7:30 a.m. - 5:00 p.m. when college classes are in session. Childcare tuition may be subsidized for qualified families. For more information, call Ms. Ann Day, Director, (518) 762-5333.

#### FM Dining Services

FM dining services by Chartwell's offers a variety of menus and dining options for students.

**Books & Bytes:** This student café boasts a coffee-house atmosphere and provides a unique gathering space for students and faculty. Located just outside of the Evans Library, Books & Bytes provides light fare and snacks and offers special events throughout the year including International Coffee Day.

**Raiders Cove:** This venue is located in the Physical Education Building. Opening at 4 p.m. seven-days-a-week, this facility features an Internet cafe, a lounge area, a "Mondo Subs" eatery, several televisions, a stage with a projection screen for entertainment purposes, a foosball table and pool table.

**Union Stations:** Located in the Student Union, Union Stations serves breakfast, lunch, and dinner seven-days-a-week. Individualized meal options are available upon request for students with religious, dietary or health requirements. Dining services are also available for our residential students on the weekends. The hours of operation are posted at the entrance of Union Stations.

**X-Kitchen:** The X-Kitchen facilitates catered hot-and-cold-buffet gatherings for meetings or student events. Past student events include a Pub Night Wing Special, Movie Nights, and Italian Date Night.

#### The Evans Library

The Evans Library & Learning Commons supports an environment where academic success and knowledge creation is encouraged through collaborative learning and independent study. It includes a collection of more than 60,000 print and online books and periodicals, more than 50 online databases providing access to thousands of articles, a media collection consisting of digital content, DVDs, videotapes, and music CDs, as well as a wide range of online educational resources. Traditional library services such as research assistance, course reserves, equipment loans, scanning, and printing are offered as well.



Collaborative and independent spaces for academic study include an Information Literacy classroom, Academic Computing Lab, Regional History Studies Room, and specialized study areas with more than 75 computers located on both floors. The Evans Library offers a wide-range of Information Literacy services to support classroom instruction and assist students in the exploration, use, and production of information. Additional information may be found at <http://fmcc.edu/library>.

### **Interfaith Meditation and Prayer Room**

FM has dedicated C-131 in O'Connell Hall for interfaith meditation and prayer. This room is open during college hours for anyone desiring quiet time during their busy day or for religious and spiritual program of any denomination. This dedicated space is part of the College's overall effort to promote and foster campus civility, tolerance, and understanding.

### **Learning Center: Professional Academic Support and Peer Tutoring Services**

Fulton-Montgomery Community College offers a tutoring program designed to assist students in achieving their academic goals. The Learning Center consists of a Mathematics Lab and a Writing Center where students can receive help from both professional coordinators and peer tutors on a walk-in or an appointment basis during scheduled day and evening hours. Peer tutoring in the Accounting Lab and in all other academic subjects is scheduled at specific hours during the week or available upon request. Professional learning skills assessment and assistance in critical reading, study skills, test-taking skills, and time-management is also available. A master schedule of course specific tutoring and lab hours is available at the Learning Center. Students in need of tutoring can contact the Learning Center located on the first floor of the Evans Library in the Educational Resources Building.

### **Raider Trader College Store**

The Raider Trader College Store, located on the lower level of the Student Union, is operated by Follett Corporation as a service to the student body, faculty, and staff. It provides required textbooks, textbook rentals, digital books, and educational materials. The store, also online at [www.raidertradershop.com](http://www.raidertradershop.com), offers many non-academic items. Textbooks may be purchased on-line with a credit card or with your available book deferral during deferral dates. To access this service refer to the College's website. Earnings are placed in a fund for operational expenses.

### **Transportation**

Public bus services are available from central points in Amsterdam, Gloversville, and Johnstown during the day in the fall and spring semesters. For more information, go to <http://www.fmcc.edu/studentlife/student-services/bus-service/>. A semester pass is available and may be purchased through the Bursar's Office, located in the Administration Building.



### **Veterans' Program Lounge**

The Veterans' study lounge, located in Room C-203 of O'Connell Hall, provides space where FM veterans can study, relax, or make connections with fellow student veterans. The program lounge provides computer stations, printer, coffee, refrigerator and veteran-related FM and community resource information.



## **PUBLIC SAFETY**

Hours of Operation: The Public Safety front desk, located in the Physical Education Building, is open Monday – Friday from 7:30 a.m. – 3:30 p.m. The Department of Public Safety is present on campus 24 hours a day.

### **Safe Walks**

Safe Walks are available to students, faculty, and staff throughout the campus. Public Safety Officers are on duty 7 days a week, 24 hours a day.

### **Public Safety at Campus View Student Housing**

Campus View Student Housing residence halls are patrolled by the Department of Public Safety Officers throughout the week 24 hours a day. All members of the Department of Public Safety are certified Police or Security Officers in New York State and are First Aid CPR/AED Certified.

### **Student Identification Cards**

All members of the campus community including students and employees are required to have a valid FM identification card that can be produced upon request. Validation to verify enrollment status is required every semester. Contact the Public Safety Office, P-144, Physical Education Bldg., at (518) 736-FMCC (3622) ext. 8405 to inquire about scheduled times for ID processing.

### **Parking Permits**

New Parking Permits are required each Fall for the Fall and Winter Semesters and each Spring for the Spring and Summer Semesters. Designated lots have restricted parking reserved for those with the appropriate sticker. Students must park in the designated Student Lots. Parking regulations, including a map, are available at the Information Center in the Administration Building and the Public Safety Office, P-144 in the Physical Education Building. Cars parked in violation of campus regulations are subject to ticketing, and if appropriate, towing at the owner's expense.

### **Temporary Parking Permits**

Students who drive a vehicle other than the one they have registered must park in the student lot and go to the Public Safety Office before class, P-144 in the Physical Education Building, for a temporary permit.



## STUDENT RIGHTS AND RESPONSIBILITIES

### Student Responsibility

It is the student's responsibility to familiarize himself/herself with all the College's Rules and Regulations as set forth in The Source Student Handbook. Failure to read this catalog or The Source Student Handbook does not excuse students from the requirements and regulations herein.

### Student Code of Conduct

The College has the authority to protect its educational purpose through the setting of standards of conduct for students within the College Community. The College Community is defined as any and all persons and activities contained within the College premises and all residential facilities. For students who reside in Fulmont College Association (FCA) - owned or operated student housing, residential students must also adhere to the standards of conduct set forth in the Campus View Student Housing Manual, which incorporates the standards of conduct as they relate to residential living. The Standards of Conduct also are in effect at any location in which a student is present to carry out their educational experience, including but not limited to internships, work study programs, health care facilities, and college sponsored extra-curricular activities including but not limited to sporting events on and off campus. FM has established procedures that insure fairness to all segments of the campus community. In order to insure the orderly functioning of the academic and non-academic life of students, the College has established the standards of conduct. A violation of the Standards of Student Conduct may result in sanctions including, but not limited to, dismissal from the College and/or from campus housing. Please refer to The Source Student Handbook for details on the Student Code of Conduct.

### Human Rights and Dignity

The College expects all students, staff and faculty to practice high regard for the human dignity of other persons. It seeks to prevent all types of discrimination on the basis of race, sex, religion, age, handicap, sexual orientation and national origin. Repeated disregard for the rights and dignity of others will result in disciplinary action by the College. Any student who feels that he/she has been the victim of discrimination or harassment should first bring his/her complaint to the Vice President for Student Affairs to discuss such problems and to seek recourse, including lodging an official complaint which requires a formal hearing. If a formal hearing is requested, the procedures established by the College and published in the Faculty Handbook shall be followed. Such a hearing shall be confidential.

### Title IX Compliance

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. Title IX of the Education Amendment was passed by the US Congress in June 1972. Though most notable for advancing equity in women's sports, Title IX provides federal civil rights that prohibit sex discrimina-



tion in education programs and activities such as:

- Admissions or financial aid.
- Housing and facilities.
- Courses, academic research and other educational activities.
- Career guidance, counseling or other educational support services.
- Athletics.
- Employment, training for employment or advancement in employment.

The protections of Title IX also extend to sexual harassment and sexual assault or violence that impairs or interferes with access to equitable educational and employment opportunities. Title IX is applicable to all members of the campus community, individuals doing business with the campus, those using campus facilities, and those who engage in volunteer activities or work for FM. Each school must designate a Title IX coordinator to review, update and implement Title IX and to ensure effective and timely response to complaints of sexual violence, discrimination or harassment.

Sexual discrimination, harassment, assault, misconduct or violence can take many forms, including any sexual conduct that lacks mutual consent. Harassment may take the form of stalking or the distribution, display or discussion of any written, graphic, visual or auditory material that is sexual in nature and has the purpose or effect of threatening, intimidating or interfering with a person's ability to study or work. All such behaviors should be reported immediately.

FM is committed to ensuring a community that is safe for all who study, live, work and visit here. Immediate notification of an issue is critical to fulfilling our commitment to you. We understand that sexual discrimination, harassment, assault, misconduct or violence may be difficult to report but immediate reporting allows for the best possible efforts to support victims, and to investigate and address the claims.

Retaliation against anyone who reports in good faith or participates in the investigative process is prohibited and may be subject to sanctions as determined by the College.

Complaints of sexual discrimination, misconduct or harassment should be filed with FM's Title IX Coordinator, Jean Karutis, office C-115 A. 518-736-3622 ext. 8904 or email [jean.karutis@fmcc.suny.edu](mailto:jean.karutis@fmcc.suny.edu)

If you have been raped or sexually assaulted or are in immediate danger, call Public Safety immediately.

The Title IX Coordinator will work with you to gather information on your complaint and provide some resources that may be helpful to you. Certain immediate steps can be taken to help you feel safer. You may change your mind about participating in this process at any time. If you choose to move forward, the Title IX Coordinator will work with appropriate offices to ensure that the complainant, respondents and witnesses are treated equitably and that respectful and timely communication occurs.



The Student Senate Association (SSA) represents you ‘the student body’ in identifying broad social, academic and cultural needs and determining ways to meet those needs. This is done through the SSA, a body that consists of the SSA officers and a representative of each SSA sponsored club and organization. The Student Senate meets monthly and the meetings are open to all students to discuss issues relevant to all facets of student life.

Each club has a voting SSA representative. Elections for Student Senate Officers for the following academic year are held each spring, with the exception of the election of a Freshman Senator in September. Student Nurses Association (SNA) – Comprised of first and second year nursing Student Senate Association. Each club has a voting SSA representative. Elections for Student Senate Officers for the following academic year are held each spring, with the exception of the election of a Freshman Senator in September. The SSA receives an allocated portion of the Student Activity Fee to sponsor the clubs and organizations listed below.

**STUDENT ACTIVITY FEE** – The Student Activity Fee (Fee) funds the activities of the Student Senate Association (SSA) and also the Student Activities Board (SAB) and the Fulmont Montgomery Athletic Association (FMAA). Fulmont College Association (FCA) is the Fiscal Agent for SSA, SAB and FMAA. The Fee is approved annually by the College’s Board of Trustees as part of approving the College’s annual “Tuition and Fee Schedule. On behalf of the SSA, SAB and FMAA, the College assesses the Fee to all full time and part time students; Collects the Fees; & Remits 100% of the collected Fees to their Fiscal Agent, FCA.

In accordance with the Student Senate Association’s (SSA) bylaws, the College’s Board of Trustees, through the College President, allocates the Student Activity Fee among the SSA, SAB and FMAA. The SSA, SAB and FMAA organizations allocate their funds to approved clubs, organizations and activities via an annual budgeting process that includes approval by the College President. These Annual Budgets are available in the office of the FCA Accountant for review by any and all students.

## Clubs and Organizations

- ABLE (Abilities Beyond Limitations Through Education)
- American Sign Language (ASL) Club
- Art Guild
- Business Students Association
- Communications Club
- Community Outreach Club
- Criminal Justice Club
- Electrical Technology
- Fencing Club
- Foggy Mountain Players (Drama Club)
- Fulton-Montgomery Athletic Association (FMAA)
- Fulton-Montgomery Scholastic Association (Phi Theta Kappa)
- GLOW (Gay Straight Alliance)
- Graphic Arts Club
- Hands for Animals
- Language and Literature Club
- Medical Imaging Student Association
- Musicians Club
- Peer Tutoring Club
- Professional Development
- Res Life
- Society for the study of Modern Visual Culture
- STEM Club
- Student Activities Board
- Student Senate Association
- Student Nurses Association
- Students of the World
- Sustainable Living Club
- Think Peace
- Veterans Club
- Wall Street Club
- Word of Grace

## Registrar – Administration Building A-109 (518) 736-FMCC (3622)

### Certification of Enrollment

Many agencies require that a student's enrollment, credit hours, and graduation be certified. The Registrar's Office will certify such information for the student. Agencies requesting such information include but are not limited to: Department of Labor, employment and training agencies, health insurance providers, Social Security, Institutional Loan Agencies, businesses (for employment purposes) and the Department of Social Services.

Certification for Veterans is performed by the VA Certifying Official located in the Financial Aid Office and involves noting any changes in course loads and notifying the VA of such changes, sending inquiries to the VA when veterans have problems in receiving benefits, and answering questions for the veterans concerning benefits, tutorial assistance and related affairs.

### Forms

The Registrar's Office provides forms for students such as registration forms or forms for compliance with New York State requirements on Immunization. For transfer purposes, students often require information from their records, as well as assistance in filling out the forms. The Registrar's Office will help with these procedures.

### Immunization Requirements for College Students

New York State Public Law requires that all full-time students and part-time students taking six or more college credits, whose birth dates are on or after January 1, 1957, show proof of immunity against measles, mumps, and rubella:

**Measles:** Two doses of live measles vaccine both administered after 1967 with the first dose given after 12 months of age and the second dose on or after 15 months of age, or physician's documentation of measles disease, or a blood test showing immunity.

**Mumps:** One dose of live mumps vaccine administered after 12 months of age, or a physician's documentation of mumps disease, or a blood test showing immunity.

**Rubella:** One dose of live rubella vaccine administered after 12 months of age, or a blood test showing immunity.

Exemptions from the measles, mumps, and rubella immunity requirement may be granted for students with physician's documentation that specific immunizations would pose a serious health hazard or for students with specific documentation that immunization is contrary to their sincere and genuine beliefs of their religion. Meningococcal Meningitis: New York State Public Law requires that colleges inform students about Meningococcal Meningitis and document that students have either received a Meningococcal Meningitis vaccine within

the past ten years or have signed a waiver indicating they have been informed of the risks of the illness but have chosen not to be immunized. This law applies to all students enrolled in six or more credits, regardless of age.

Documentation forms are available at the Registrar's Office and the Admissions Office located in the Administration Building. Proof of immunity is to be submitted to the Registrar's Office prior to the first day of classes. Students not complying with New York State immunization laws will be withdrawn from all courses. Refunds will not be issued after the College's normal refund period.

Information on suspected and/or confirmed cases of the above diseases must be immediately reported to the Vice- President for Student Affairs who will report them to the Public Health Offices in Fulton and Montgomery Counties.

## **Records and Transcripts**

The Registrar maintains the official academic record of each student. Students should inspect their academic records to be sure they are accurate. The individual student is responsible to insure that records reflect any changes in name, address, social security number, or other civil information.

The College policy pertaining to the retention and disposition of College records is set forth in Article II, Policy Number 2020 of the Policies and Bylaws of the Board of Trustees of Fulton-Montgomery Community College. This publication provides the campus community with consistent, documented procedures for the effective implementation of that Policy.

### **Policy 2020 – Records Retention and Disposition Schedule, states the following:**

The College will follow Records Retention and Disposition Schedule MI-1, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law that contains legal minimum retention periods for local government records.

Only those records will be disposed of that are described in the Records Retention and Disposition Schedule MI-1 after they have met the minimum retention period prescribed therein.

Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond the established time period.

The Registrar receives grades and records them for inclusion on transcripts. Grade reports are not mailed to students; however they are easily accessed online by logging in to MyFM with a user name and password. Log in credentials are mailed to students upon registering for classes for the first time.

Fulton-Montgomery Community College has retained Credentials Inc. to accept transcript orders over the Internet and appointed Credentials Inc. as the designated agent for processing and sending official electronic transcripts on behalf of FM. Credentials Inc. has been granted the authority to deliver all such electronic and

physical transcript requests on behalf of Fulton-Montgomery Community College and respond to any inquiries regarding the transactions.

To request an official copy of your transcript please go to <http://www.fmcc.edu/academics/registrar-office/transcript-requests/> and click on the TranscriptsPlus icon to enter your order. If you are uncomfortable placing an order over the Internet, you can call Credentials Inc. at 847-716-3005 to place your transcript request. There is an additional operator surcharge for placing orders over the telephone. Unofficial copies of transcripts are available to students upon request by presenting valid identification to the Registrar's Office or by logging in to their MyFM account.

Students may obtain an official copy of their immunization records by submitting a written request to the Registrar's Office or by appearing in person with valid identification.

Student records, grades, transcripts, and immunization records will not be released for those students who have not met their financial obligations to the College.

### **Name Change Policy**

Students must provide legal proof of name changes in order to amend their records. Official documentation of name changes includes: Marriage License, Divorce Decree, valid Driver's License, Learner's Permit, NYS Identification Card, Passport, or documentation of court-ordered name changes. Name change requests are processed through the Registrar's Office.

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

Fulton-Montgomery Community College complies with requirements of the federal Family Educational Rights and Privacy Act (FERPA) of 1974 concerning access to and confidentiality of students' educational and related records. The College accords all the rights under this law to all students regardless of age. Exceptions to this application in specific cases are those students who it can be documented are considered dependents as defined in section 152 of the Federal Internal Revenue Code of 1986. In these instances the individual who declares them as dependent with the IRS may have access to specific educational information.

In general no one shall have access to, nor will the institution disclose, any information from current or past students' educational records without the written consent of the students except:

1. To personnel within the College
2. To persons or organizations providing students' financial aid
3. To accrediting agencies carrying out their accreditation function
4. To persons in compliance with a judicial order or lawfully executed subpoena
5. In connection with the Attorney General's investigation or enforcement of Federal legal requirements of federally supported education programs

6. Where disclosure of a student's educational records to the court are necessary for the institution to defend itself against or initiate legal action against a parent or student, records may be disclosed without a court order
7. To persons in an emergency when a College official (senior administrator or designee) determines it is necessary to do so to protect the health or safety of students or other persons.

All exceptions are permitted under FERPA, as is the disclosure of Directory Information, discussed later in this policy, and at the discretion of the College.

Disclosure to personnel within the College is limited to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including alumni department staff and law enforcement unit personnel); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person employed by the University's System Administration; a person serving on the Board of Trustees; or a student serving on an officials committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate interest if the official needs to review an educational record in order to fulfill his or her professional responsibility to the College.

The College, at its discretion, may provide Directory Information in accordance with provisions of FERPA, to include: name, local and permanent address, telephone numbers, electronic mail address, photographs, dates of attendance, enrollment status (full-time/part-time), previous institutions attended, major field of study, academic level (year in school), degrees and awards received and dates awarded, participation in officially recognized activities/sports, physical factors (height and weight) of athletic team members, date and place of birth. Students currently enrolled can object to the release of certain categories of information by notifying in writing the Registrar's Office at the College within fourteen (14) days following the first day of class. The failure of any student to specifically object to the release of certain information or categories of information within the time indicated will be interpreted as approval. Requests for non-disclosure will be honored by the College for only one academic year. Authorization to withhold Directory Information must be filed annually with the Registrar's Office.

FERPA provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decision of the hearing is unacceptable. The initial request to review records should be directed to the office or department where the record is housed. Official academic records are considered those held in the Registrar's Office. Other departments that maintain students records include but are not limited to: the Financial Aid Office, the Admissions Office, the Student Development Center, college administered programs that provide academic services and personal support to special populations of students, and the Office of the Vice President for Student Affairs (discipline matters). Records are maintained and kept in accordance with the provisions of New York State's document "Records Retention and Disposition Schedule MI-1, Section 185.14, 8NYCRR (Appendix K)".



The College may require written requests at its discretion to review certain records, in which case the College will respond in writing to such requests within thirty (30) days. Students may have copies made of their records with the exception of official academic records for which there has been placed a “hold” for financial or disciplinary reasons. These copies will be made at the student’s expense at the prevailing rate listed in the annual fee schedule. Educational records DO NOT include: records of instructional, administrative or professional support personnel which are the sole possession of the maker and are not accessible to others; records related to law enforcement and security; employment records; health records, the last being made available upon the written request to the student’s physician.

As specified in FERPA students may NOT inspect and review: financial information supplied by their parents/legal guardian; confidential letters of recommendations associated with admission to a program, transfer or employment when they have waived their right of inspection and review; records containing information about more than one student. In the last situation the College will provide only that information pertinent to the inquiring student with the following exception: The disclosure of the final results of a student disciplinary proceeding against the alleged perpetrator of a crime of violence or a non-forcible sex offense may be disclosed to the victim. The College is not required to allow inspection and review of any confidential letters or recommendations in their files prior to January 1, 1975 provided these letters were collected under established procedures for confidentiality and were used only for the purposes for which they were collected.

The College is permitted under FERPA to disclose to a parent of a student the student’s violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use of or possession of alcohol or a controlled substance, if the institution determines that the student has committed a disciplinary violation with respect to that use or possession AND the student is under 21 at the time of the disclosure to the parent.

Students who believe their educational records contain information that has been recorded inaccurately or in a way that misleads, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Registrar, in the case of the official academic records, or the appropriate Dean/ Vice President in the case of other offices’ files. If the decision is in agreement with the student’s request, the appropriate records will be amended. If not, the student will be notified within thirty (30) days that the record will not be amended. The student will also be informed of his/her right to a formal hearing. Student requests for such a hearing must be made in writing to the Provost and Vice President for Academic Affairs within thirty (30) days of the refusal to amend the records. A hearing will be scheduled within thirty (30) days from the time the student’s written request for such a hearing is received. At the hearing the student may present evidence relevant to the issues raised, and may be assisted or represented at the hearing by one or more persons of their choice, including attorneys, at the student’s expense. The hearing panel will consist of the Provost and Vice President for Academic Affairs, the Vice President for Student Affairs, and one Academic Dean representing the student’s academic program.

Decisions of the hearing panel will be final and will be based solely on the evidence presented at the hearing. The decision will include written statements summarizing the evidence presented as well as the statement of the decision. This document will be distributed to all parties involved in the hearing. If record amendment is required, this will be done within thirty (30) days after the hearing concludes. If the records are not to be

amended, the student may place with the educational records statements commenting on the information in the records or a statement disagreeing with the decision of the hearing panel. All such statements will be placed in the record and will be maintained as a part of the record, and will be released whenever the record in question is disclosed.

The above process is limited to issues concerning accuracy in the recording and/or maintenance of student records, and to violation of student privacy rights. It does not change or supersede the remedies available to individuals addressed by the following procedures: “Appeal of Academic Regulations,” “Appeal for Review of Grades,” “Complaint Procedures,” or the process outlined in the “Academic Integrity Policy and Procedures.”

Students who believe that the adjudication of their challenges was unfair or not in keeping with the provisions of FERPA may request in writing assistance from the President of the College. Further, students who believe that their rights have been abridged can file complaints with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. concerning the alleged failure of Fulton-Montgomery Community College to comply with FERPA.

## **ACADEMIC REGULATIONS**

The College's Academic Regulations and Policy Manual is available for review on the FM website at [www.fmcc.edu/academics/registrars-office](http://www.fmcc.edu/academics/registrars-office) and in various offices of the College. The ultimate responsibility for fulfilling graduation requirements rests with the individual student. Students should regularly review their academic programs with their advisors to make certain that requirements for their degrees are being met.

## **ACADEMIC POLICIES**

### **College in the High School**

The concurrent enrollment program, referred to as College in the High School (CHS), consists of college courses taught to qualified high school students at off-campus locations, typically at area high schools. Such courses are held to the same standards as those taught on campus.

The add/drop and course withdrawal dates for these courses are defined below:

Students must enroll in a College in the High School course within the first month the course meets. A student enrolled in a fall-semester or full-year College in the High School course may drop the course with a full cancellation of tuition through October 1st. A student enrolled in a spring-semester CHS course may drop the course with a full cancellation of tuition through March 1st.\*

Concurrent enrollment courses have varying end dates that fall outside the traditional fifteen-week semester. Nevertheless, individual course withdrawal deadlines will follow a uniform schedule according to the length of the term. Students may withdraw from a fall-semester CHS course through December 1st. Students may withdraw from a spring-semester or full-year CHS course through May 1st. \* A grade of "W" is automatically assigned for course withdrawals and no refunds are issued. A student may not withdraw from a CHS course with a grade of "W" after the withdrawal deadline except in the case of special circumstances that are verified and approved by the Provost and Vice-President for Academic Affairs.

\* If these dates fall on a weekend or holiday, requests for drops or course withdrawals will be honored through the first day that classes meet after the deadline.

### **Advisement and Registration**

Students are responsible for selecting their courses and programs. In order to assist in their individualized and proper placement in courses within the chosen curriculum, students are expected to attend an advisement and registration session prior to the beginning of classes. This affords the student an opportunity to sit with one of the College's academic advisors, to clarify the educational options based on interests and abilities. Although self-guided advisement is possible for part-time students, all students are urged to meet with an advisor. A non-refundable tuition deposit is required prior to Advisement and Registration by all first-time students and/or students who have not been enrolled the previous semester.

When a student has paid the tuition deposit and completed the registration process, that student is considered registered for the semester and, as such, has assumed responsibility for payment of all tuition and fees for the semester.

Students who register and decide not to attend the College once classes have begun, must follow the withdrawal procedures as outlined in the “Adjustment in Tuition and Fees” section. Students who register and do not attend classes are liable for all tuition and fee charges unless they officially withdraw during the periods described in that section.

Students are urged to read and understand the “Tuition and Fees” and “Adjustment in Tuition and Fees” section of this catalog once they have registered for study.

### **Course Load Advisement**

The normal, full-time course load for a student is 12-18 semester hours, including physical education. A student who wishes to carry more than the normal load must have approval from an advisor and the Academic Dean. Such approval will be granted only to those students who have demonstrated superior ability to do college work and have legitimate reasons for carrying the extra load. Students going into their last semester that need to carry one additional course in order to meet graduation requirements can seek permission to do so by petitioning the Provost and Vice President for Academic Affairs or the Academic Dean.

### **Enrollment in Distance Learning Courses**

Fulton-Montgomery Community College offers a number of distance learning opportunities to students. The College currently offers three degree programs that may be completed entirely online. The three online degrees are Business Administration, A.S., Business Administration, A.A.S. and Liberal Arts and Sciences: General Studies, A.A. In addition, the College has selected certain courses, credit and non-credit, for delivery via the World Wide Web and other electronic means. By taking advantage of these offerings, students may engage in higher education and lifelong learning from the comfort of their homes on a schedule that offers them the ability to accommodate the competing demands of work, family and other commitments.

Fulton-Montgomery Community College is a member of the SUNY Learning Network which provides a high-quality infrastructure and consistent online environment for these courses. The College also provides electronic tutoring services via eTutoring. eTutoring gives distance learners access to real time tutors, as well as, asynchronous tutoring for discipline-specific questions and online writing labs.

Students interested in more information about the College’s distance learning opportunities should contact the Admissions office.

Enrollment in distance learning courses is restricted to students with the academic preparation needed to be successful in online study. The following guidelines govern registration in distance learning courses: Students enrolled in distance learning courses should be academically prepared for college-level English. Students tak-

ing developmental English may take blended courses but are encouraged to confer with an academic advisor to determine suitability. Early Admit and College in the High School students may enroll in distance learning courses that are not required for high school graduation. Students on academic warning/probation must meet with their retention advisor to determine suitability of distance learning or blended courses. Fully online students who drop below a 2.00 must obtain permission from the Academic Dean to enroll in more than 12 online credits the following semester. Students requesting enrollment in distance learning courses after a semester has begun will require permission of both the instructor and Academic Dean. Matriculated students must register for web-based and blended courses through the Student Development Center.

### **Student-Initiated Schedule Changes**

Student-initiated schedule changes may be made prior to the start of the semester and through the first week of classes. For any course(s) dropped or withdrawn before the first day of the College semester, the student is released from the obligation to pay tuition and fees for that particular course(s). Adjustment of tuition and fees will be made for course(s) added/dropped during the first week of classes only. Please note changes in a student's enrollment status may affect eligibility for financial aid. Students should consult with the Financial Aid Office prior to changing enrollment status.

**Curriculum Change.** All curriculum changes should be made in consultation with an advisor. The required form must be completed by the student, approved by an Advisor, and turned into the Registrar's Office to be processed.

**Course Add/Drop.** Students may initiate the adding or dropping of a course(s) through the first week of a class. To add a course, an Add/Drop Form must be completed by the student, approved by an advisor, signed by the instructor, and turned in to the Registrar's Office or Student Development Center to be processed. A course may be dropped during the first week of a class through the same procedure except that the instructor's signature is not required. An add/drop fee will be charged to the student's account. During the second week of a class, an add-drop may be initiated by the College for reasons of inappropriate placement (over placement or under placement) in a course. Approval must be obtained from the Academic Dean, the advisor, the instructor, and the student for such an administrative add-drop.

Refer to the "College in the High School" section for procedures pertaining to that program.

**Course Withdrawal.** After the first week of classes, a student may withdraw from a course during the first two-thirds (2/3) of the class sessions (consult the College's academic calendar for the actual date) and have a "W" grade automatically assigned. Refer to the academic calendar for exact dates for each term. The student must complete and sign the Course Withdrawal Form available at the Student Development Center; obtain a signature (first from an advisor and then from the instructor of the course) and submit the form to the Registrar's Office during the first two-thirds (2/3) of the course. In the absence of the instructor's signature, the Academic Dean may sign the course withdrawal form. It is the student's responsibility to make sure that the whole process of withdrawal is completed within the assigned periods. With administrative approval, a student may be assigned the "W" grade after the first two-thirds (2/3) of a course for verified, special circumstances such as

death in the family, prolonged illness, relocation out of the area or termination of enrollment. Further information may be obtained from the Registrar, the Director of Advising or the Academic Dean.

Refer to the “College in the High School” section for procedures pertaining to that program.

### **Withdrawal From College**

Enrolled students who decide to leave the College during a semester or term must complete the student withdrawal procedure. They must report to the Student Development Center to complete the FM Withdrawal From College Form and then follow the procedures outlined on the form to be sure their obligations to the College have been met. Students who have officially terminated enrollment at the College as of the start of classes but prior to the end of the semester will be assigned a non-punitive grade of “W” for each course in which they are registered including those in which a grade has already been assigned for the semester. It is the student’s responsibility to make sure that the whole college withdrawal process is completed.

Students who do not complete the withdrawal procedure may be assigned grades of “F” in each course in which they are registered. Students who are receiving financial aid and are contemplating leaving the College should consult with the Financial Aid Office. In compliance with federal financial aid regulations, financial aid recipients who stop attending classes, regardless of whether they follow the college withdrawal procedures, will have their financial aid awards recalculated according to the last date of attendance reported by their instructors.

### **Methods of Earning Credit**

To earn a degree from Fulton-Montgomery Community College (except under special circumstances) a minimum of 50% of the degree requirements must be completed at FM. In addition to earning credit through enrollment in credit courses at FM, matriculated students may also be awarded credit through transfer from accredited institutions, examination, appropriate learning through career and technical programs at secondary schools and/or New York State Career and Technical Centers, and through evaluation of military experience or life experience. Credit earned through transfer, examination, or evaluation will be recorded on the FM transcript as degree hours earned but the grade earned will not be recorded on the transcript or used in computing the student’s grade point average. Credit will only be granted to students who have been admitted to the college.

**Transfer Credit:** Students who wish to have their previous college work evaluated for transfer credit should refer to the section titled Transfer Admission and Advanced Placement in the Admissions section of this catalog. Current students who wish to enroll in courses at other colleges and universities should consult with an Advisor, Academic Dean, or Registrar to ensure the courses will fulfill graduation requirements. Official pre-approval is recommended through the Transfer Course Approval Form, which must be signed by an advisor, and which is available in the Student Development Center.

**Credit by Examination:** Matriculated students may earn college credit by examination for individual courses required in their program of study. Credit may be granted for satisfactory performance on externally ad-

istered examinations including, but not limited to, the College Level Examination Program (CLEP), the College Board's Advanced Placement (AP) Program, and comparable proficiency programs. The student is responsible for having their official test scores mailed to the Registrar for evaluation. The Director of Academic Support Services shall be responsible for such evaluation. In cases of questionable value of content, the evaluation will be made by the Provost and Vice President for Academic Affairs in consultation with the Academic Dean and appropriate faculty member. Current students are advised to consult with an academic advisor prior to registering for examinations in order to select examinations that meet course requirements within their major. The student is responsible for having their official test scores mailed to the Registrar for evaluation.

**Articulated Credit through Career and Technical Programs at Secondary Institutions:** Fulton-Montgomery Community College has written articulation agreements with a number of NYS Career and Technical Centers and secondary schools that enable students enrolled in career and technical programs to transfer to FM and earn college credit. The final decision on awarding of articulated credit will be made by the Academic Dean consistent with the articulation agreement or in consultation with the instructor in the program concerned subject to the following conditions:

1. The school district, from which the student has graduated, has a signed course articulation agreement with FM
2. The school district/high school instructor has recommended articulation credit by submitting an articulation validation application to the appropriate FM department.
3. The student has enrolled at FM in a certificate, or degree program related to the secondary program of study within eighteen (18) months following high school.
4. Articulation credit will not be granted if the student has an equivalent or comparable college course on his/her college transcript.
5. Only those courses equivalent to FM courses will be recorded on the transcript.
6. The maximum number of credits for all types of prior learning in the high school is determined by program area and the courses will be specified in the articulation agreement.
7. High school articulation credit will be granted as per the articulation agreement in effect at the time the student graduated from high school.
8. Students must have received a grade of "B" (85 or above) or better in the program to be articulated, been recommended by the high school instructor, and have completed competencies identified for the college level course. Applications from students who are from schools that do not have the grade equivalent of 85 will be reviewed on a case-by-case basis.

Credits for articulated high school courses will be recorded on the college transcript by the FM equivalent course title, catalog number, and credit hours with a grade designation of "APC". The grade and credits will not be used in computing the student's GPA. There is no charge for articulated credit awarded.

**Credit for Courses Taken in the Armed Services:** Students desiring credit for courses taken in the armed services should obtain an official record of their military education and job experience with descriptions from the appropriate military organization. Students may contact the FM Registrar to determine which organization to contact to obtain the appropriate records. Examples of military education transcripts include AARTS. Credit for

courses taken in the armed services will be evaluated on an individual basis in relationship to the requirements of the student's academic program. College credit recommendations from the American Council on Education will be considered; however, the Director of Academic Support Services will determine final evaluation of college credit in consultation with the Academic Dean.

**Experiential Learning:** Experiential Learning Credit may be awarded for non-collegiate life experience. Students interested in exploring possible credit for experiential learning should contact the Academic Dean by the mid-term of the semester previous to the one in which credit will be granted to obtain the application form and procedures. Experiences that are educationally relevant and/or suggest equivalency to course content will be assessed according to specific criteria. Students will be responsible for documenting the experience and what was learned from such experience in a comprehensive portfolio and application for experiential learning. A faculty member, the Academic Dean, and the Provost and Vice-President for Academic Affairs will evaluate the student's portfolio. A non-refundable deposit will be required prior to the review. A fee will be required upon completion of the review and the awarding of credit. The deposit will be applied to the fee.

### **Substitutions and Waivers of Requirements**

With administrative approval, an equivalent or higher-level course may be substituted for a required course or a specific course may be waived by using uncredited advanced placement. However, the total distribution requirements for any degree cannot be altered. A waived course does not decrease the number of credit hours required for graduation. To apply for a course substitution or waiver, the student must complete and sign the Course Substitution and/or Waiver Form, obtain the signature of an advisor, and submit it to the Academic Dean for approval.

### **Physical Education Waiver**

A student may request a waiver of the physical education requirements for documented medical reasons. Physical education waiver forms, located in the Student Development Center, must be submitted to the Academic Dean with supporting documentation from a physician. Wellness Education courses are offered as an alternative to Physical Education courses.



### Appeal for Academic Regulations

When special circumstances warrant, students have the option of appealing any academic regulation. The first step in appealing is to write a letter to the Provost and Vice President for Academic Affairs stating the case and providing any supporting documentation in the possession of the student. Receipt of the letter of appeal will be acknowledged by the Vice President within a week of receipt of the letter. The Vice President shall collect all the pertinent information on the case, determine the outcome of the appeal and respond in writing to the student’s appeal within thirty days. At his or her discretion, the Vice President may establish an ad-hoc committee to review the student’s case.

### Definition of Grading System Grade Points

A	Superior Achievement	4.0	IP	Course in Progress	*
A-		3.7	S	Satisfactory	*
B+		3.3	U	Unsatisfactory	*
B	Above Average Achievement	3.0	AU	Audit	*
B-		2.7	N	Non-Attendance	
C+		2.3		(Mid-Semester Grade Only)	*
C	Average Achievement	2.0	NE	No Evaluation has been	
D	Minimal Passing	1.0		made at this time	
F	Below Minimal Passing	0		(Mid-Semester Grade Only)	*
W	Withdrawal	*	#	Institutional (non-degree) credits	*
I	Incomplete	*			

\*Special Grades. No grade points assigned. Not computed in cumulative grade point average.

### Explanation of Special Grades

**“W” Withdrawal Grade.** A course in which the “W” grade is recorded is not computed in any grade point index (semester or cumulative) even though it is recorded on the student transcript. All courses with grades of “W” are evaluated for satisfactory academic progress (see Academic Standards section) regardless of withdrawal status.

**“I” Grade.** At the discretion of the instructor, the “I” (Incomplete) grade may be assigned to a student who, at the end of the course, has not completed the requirements of the course due to special circumstances. The instructor is responsible for completing the Incomplete Grade Report, which specifies the reason for the Incomplete, the action required by the student to remove the Incomplete, and the date by which the work must be completed. Students must complete all required work by the date designated by the instructor which shall be no later than three (3) weeks prior to the end of the following regular semester. However, in cases judged to be special by the instructor, the time for completion of requirements may be extended by notifying the Registrar in writing. If no extension is granted or if no other grade is submitted by the instructor, failure to remove the “I” grade three (3) weeks prior to the end of the following regular semester will cause the grade to become an “F”.

**S/U” System of Grading.** Students may enroll in one or more courses with a grade option of “S” (Satisfactory) or “U” (Unsatisfactory) under the conditions explained below:

- a. Some courses may be designated as “S/U” courses.
- b. A student may elect to take courses (other than those designated as “S/U” courses) up to a maximum of eight (8) credit hours toward the Associate Degree on an “S/U” grading basis. (Students in one-year certificate programs may take a maximum of five (5) credit hours under the “S/U” option. Those who are working toward a second Associate Degrees may take a maximum of twelve (12) credit hours under the “S/U” option.) No more than one course can be taken in a single discipline. Program requirements with the approval of the College Senate may exclude the use of the “S/U” option. The intent of this option is to permit a student to explore areas of study that are less familiar to him/her without weakening standards of evaluation or masking a record of poor performance. To use this option, the following conditions apply:

1. The student must complete and sign the “S/U” Grading Option form available at the Student Development Center, obtain signatures first from an advisor and then from the instructor of the course to indicate his/her awareness of the “S/U” option having been selected and submit the form to the Registrar’s Office. Students must opt for the “S/U” grading option during the add/drop period. The declared intent of the student to take a course on “S/U” option cannot be rescinded.
2. The credit hours of a course that a student opted to receive “S/U” grading will be computed toward the maximum eight (8) credit hours allowed whether the student receives the “S” or the “U” grade.
3. In accordance with the traditional grading system, an “S” grade would range from “A” to “D” and a “U” grade would be at the same level as “F”. “S” and “U” grades are assigned no grade points and hence will not affect a student’s index. However, an “S” grade will receive credit toward the degree.
4. Once a course has been taken under the “S/U” option, it can only be repeated for a letter grade. This does not apply to courses that are designated as “S/U”. A student who took a course under the regular letter grades cannot repeat it under the “S/U” option.
5. Students are cautioned that “S” and “U” grades in any area, especially in their major area, may jeopardize their financial aid eligibility, athletic eligibility and/or chances for transfer to other colleges or career placement.

**Institutional Credit Courses.** Institutional Credit courses are courses designated by course numbers below 100. Institutional Credit courses will not be counted in the semester credits earned in the Grade Point Average. These courses will not be used to fulfill degree or certificate requirements. The # symbol is used after the mid-term and final grade to designate an Institutional Credit course.

**Credit-Equivalent Hours (CE).** Credit-equivalent hours are for remedial, non-degree coursework such as ESL preparatory courses. Fifteen hours of instruction is equal to one, credit-equivalent hour. These courses may not be used as electives toward graduation and may not be substituted for any English requirement of any curricula. The letter “E” is used after the final grade to designate a Credit-Equivalent course.

**“N” Grade (Mid-Semester Grade Only).** The instructor may assign the “N” (Non-Attendance) grade, at mid semester, to a student whose attendance is judged to be unsatisfactory by the instructor. The Registrar will attempt to notify every student who receives the “N” grade of the available options: a) withdrawal from the course, b) meeting with the instructor to discuss the possibility of completing the course, or c) acceptance of “F” as the final grade if no action is taken by the student.

**“NE” Grade (Mid-Semester Grade Only).** The instructor may assign the “NE” grade (No evaluation at this time) when an evaluation cannot be made at mid-semester. This designator does not imply a negative evaluation.

**“IP” Grade (In Progress).** Indicates that the course is in progress at the grade reporting time.

**“AU” Grade (Audit).** Students may use the option of taking courses for an audit grade by completion of the Audit Option Form and receive the grade “AU” on their transcript in place of credit grades. No credit is granted for an audited course unless the student re-registers for the course and receives a passing grade.

**Mid-Term Grades.** The purpose of mid-term grades is to give students an evaluation of their academic progress at mid-semester. Mid-term grades are not recorded on academic transcripts.

**Responsibility for Grading.** During the semester the instructor may use any marking system, for example: percentage, letters, or numbers; but only the grades of A, A-, B+, B, B-, C+, C, D, F, W, I, S, U, AU, and IP shall be used for reporting final course grades. Grades are assigned at the sole discretion of the instructor who teaches the course, but the special grades of W, I, S, U, AU, and IP shall be assigned only under the proper conditions outlined above. Detailed grades must be recorded for each student using the existing web application. Sufficient detail should be included to allow recalculation of the final grade for each student.

**Change of Grades.** After a grade (other than the “I” or “IP” grade) has been reported to the Registrar’s Office it may be changed only if an error has been made in computation or recording. Any error detected in grading should be reported immediately by the instructor to the Vice President using the Change in Grade form available at the Registrar’s Office. The report must include the reason for the change in grade.

## Appeal for Review of Grades

In any course, assignment of grades is the fundamental right of the instructor who teaches the course. The instructor also has the responsibility to inform the students, in writing, at the beginning of each course of the criteria that will be used for grading. A student who, at the end of the course, feels that the instructor did not apply the grading criteria fairly and thus received an unfair final grade should, before the end of the next semester, take the following steps in the sequence presented here if interested in a review of the specific final course grade:

Speak with the instructor

If still dissatisfied, the student may speak with the Dean of Academic Affairs. The Dean of Academic Affairs will attempt to clarify the situation and bring it to closure to the mutual satisfaction of the student and the instructor.

If still dissatisfied, the student may request the Provost and Vice President for Academic Affairs to review the case with qualified members of the faculty. The Vice President will attempt to bring the case to closure to the mutual satisfaction of the student and the instructor.

If still dissatisfied, the student may appeal to the Curriculum Committee through the procedures stated under

“Appeal of Academic Regulations.” The committee will consider only those cases in which the student appears to have met the criteria set by the instructor for a given grade, but has received a lower grade. The Committee will not re-evaluate test papers or other methods of evaluation used by the instructor. The Committee will conduct appropriate meetings with persons concerned and issue an advisory statement regarding the grade in question.

### **Dean’s List**

A student will be placed on the Dean’s List in recognition of superior achievement if he/she attains a semester index of 3.20 or higher for any semester with a minimum of six credit hours earned excluding grades of “S”, “U”, “AU”, “W”, “I”, AND “IP”. In computing the cumulative index while preparing the Dean’s List, “I” and “IP” grades will be assigned an index of 0.00. Institutional Credit courses will not be included in the Dean’s list computation.

### **Repeating Courses**

Any course may be repeated regardless of the previous grade earned. The highest grade will be used in computation of the cumulative index, except for honors, high honors, and highest honors. Please refer to the S/U System of Grading section of the catalog for guidelines on repeating courses previously taken under the S/U Grade Option. When repeating courses where prior credit was earned, consult the Financial Aid Office if financial aid is to be used.

### **Curriculum Index / Grade Option**

Current students have the option of applying to the Academic Dean to have unsatisfactory grades (“D’s” and “F’s”) which are five years or older, omitted from the computation of their cumulative index. Courses so treated will not be applicable toward credit for a degree. With the Dean’s approval, these unsatisfactory grades will remain on the transcript, but will be designated by a symbol, and it will be noted on the record that those grades were not counted in calculating the final cumulative index. Students may apply for this consideration one time only. There is no guarantee this policy will be recognized by any other institution of higher learning. Additionally, financial aid eligibility may be affected. Students wishing to investigate this option should consult with an academic advisor.

### **Audit Policy**

Students who register in a course for audit are expected to have the necessary prerequisites. In this respect, students are encouraged to make full use of the College’s advising services, but the ultimate decision on whether to enroll for audit shall be the student’s responsibility. The Audit Option form must be submitted to the Registrar’s Office during the add/drop period. The decision to audit a course is an irrevocable one. Full-time students may audit courses with no additional tuition charge. For part-time students the regular tuition schedule applies. Lab fees may apply.

New York State residents who are 60 years of age or older may audit credit courses without charge on a space available basis.

## **Attendance Policy**

Students are expected to be present and on time for all scheduled classes and laboratories. In cases where a student is tardy or absent, the student is responsible for materials or assignments presented in his/her absence. The degree to which attendance affects a student's final grade will be determined by the individual instructor and stated in the course syllabus.

## **GRADUATION REQUIREMENTS**

To be eligible to receive an Associate Degree or certificate, students must successfully complete the appropriate course of study prescribed in the college catalog and maintain a cumulative grade point average of 2.00 or above. At least 50% of the semester hours must be completed at FM. To satisfy the requirements of a second degree, a student will be allowed to use credits from the first degree up to 50% of the requirements of the second degree.

To be reviewed for the awarding of a degree or certificate, students must obtain a graduation form available in the Student Development Center and return it to the Registrar's office, indicating the semester in which they intend to complete all degree requirements. The application for graduation should be submitted prior to the last semester in which the work is to be completed or by December for graduation the following May.

The regulations of the Board of Regents of the State of New York require that students complete a four-year high school program or its equivalent prior to receiving a degree. Therefore, students pursuing an Associates Degree must provide documentation of one of the following:

- Possession of a high school diploma (official high school transcript showing graduation date); or
- High school equivalency diploma (GED transcript/diploma); or
- A letter from the superintendent of schools documenting equivalency of instruction to a high school program; or
- A college transcript showing possession of a previous college degree; or
- A college transcript showing completion of 24 semester hours of college coursework (i.e., 6 credits in English/Language Arts, 3 credits in Mathematics, 3 credits in Natural Sciences, 3 credits in Social Sciences, 3 credits in Humanities, and 6 credits in courses within the registered program); or
- Passage of the five Regents examinations or approved alternatives required for a high school diploma.

## **Commencement and Issuing of Diplomas**

Commencement, the College's graduation ceremony, is held once per year at the end of the spring semester in May. Students who attend commencement must purchase a cap and gown from the FM college store.

Diplomas for students who complete graduation requirements in August have a completion and degree conferral date of August. Diplomas will be available no later than September 30. August graduates participate in the

graduation ceremony that follows degree completion unless they meet all the conditions for early participation in commencement by April 15. Students seeking approval for early participation in commencement must be registered for all remaining graduation requirements, scheduled to be completed by August, and shall not exceed six credits in any combination or two courses up to eight credits. Students must file an application for August graduation, submit a form to the Registrar's Office requesting approval for early participation in commencement, and provide written verification of summer enrollment.

December graduates participate in commencement the following May. Diplomas have a completion and degree conferral date of December. Diplomas will be available no later than January 31.

Applicants for May graduation participate in commencement as unverified candidates for graduation. May applicants are eligible to participate in commencement if registered for all remaining graduation requirements when the pre-review process is completed by the Registrar's Office. Final verification of graduation occurs after commencement is held. Diplomas will be available no later than June 30.

### **Graduation with Honors**

A student who meets the degree requirements with a cumulative index of 3.50 – 3.79 shall be awarded the degree with Honors.

A student who meets the degree requirements with a cumulative index of 3.80 – 3.99 shall be awarded the degree with High Honors.

A student who meets the degree requirements with a cumulative index of 4.00 shall be awarded the degree with Highest Honors.

All courses taken at Fulton-Montgomery Community College will count toward the calculation of the cumulative honors index, **including grades previously omitted from the computation of the cumulative index and repeated courses.**

### **Earning a Second Degree**

Students with a prior degree from FM will be allowed to use up to 50% of the credits from the first degree toward the requirements of the second degree. Students must apply for admission to the college as well as complete the Pursuit of Second Degree Approval process in consultation with an academic advisor, selecting the appropriate hours of credit for approval from the Provost and Vice-President for Academic Affairs. Students pursuing a second degree must also meet all other requirements of the degree as stated in the catalog. A second degree will only be awarded as a means of recognizing that the student has competencies in two essentially different areas.

## ACADEMIC STANDARDS

In order to maintain matriculated status in a college degree or certificate program and receive all the benefits associated with it including eligibility for financial aid such as grants, loans, scholarships, VA educational benefits, and academic standing in one’s chosen major, students must earn a minimum GPA (grade point average) and earn a minimum number of credits as outlined in the chart below. Academic progress is evaluated at the end of the Summer term, Fall and Spring semesters.

After Attempting									
This Many Credits:	6-11	12-23	24-35	36-47	48-59	60-71	72-83	84-91	92+
Earn At Least									
This Many Credits:	3	6	12	21	30	42	54	62	62
With a Cumulative									
GPA of AT LEAST:	0.50	0.50	1.00	1.50	1.75	1.90	2.00	2.00	2.00
COMPLETION RATE:									100%

Evaluation is based on credits attempted, earned, and grade point average. Earned credit includes credit earned at FM, transfer credit, advanced placement credit, experiential credit, and credit awarded through college level examination programs (CLEP).

1. Students not meeting the above chart requirements (based on cumulative data) will further be evaluated for current academic progress from a second evaluation as follows:
  - A **full-time** student (12+ hours) will be considered in good academic standing if the most recent semester average is at least 2.0 and at least 12 hours are passed.
  - A **part-time** student will be considered in good academic standing if the most recent semester average is at least 2.0 and all courses for which the student is registered are passed.
  
2. Students not meeting academic standards for the first time will be placed on academic warning for the following semester. Students will then have one semester to meet the academic standards. Students will be limited to 12 credits; exceptions will be considered by the Coordinator of Retention in consultation with the Provost and Vice President for Academic Affairs. Students on warning who do not meet the academic standards at the conclusion of their warning semester, will be academically dismissed for two semesters (fall/spring, spring/fall). Students interested in returning to the College after two semesters must apply for admission and submit a request for academic probation.
  
3. Students who were granted academic probation previously and failed to regain good academic standing will be dismissed for two consecutive semesters (fall/spring, spring/fall). Students interested in returning to the college after two semesters must apply for re-admission and if accepted, will be placed on academic probation.

4. Academic probation is reserved for students with extraordinary and extenuating circumstances and or have stepped out for two semesters (fall/spring, spring/fall). Students who have received a warning or probation semester and who failed to meet standards again will be academically dismissed for two semesters (fall/ spring, spring/fall). Students interested in returning to the College after two semesters must apply for admission and submit a request for academic probation.

### **Academic Probation Procedures**

Probation status is awarded to enable students to demonstrate that they can make academic progress toward their degree requirements. Students placed on academic probation will receive a letter notifying them that they are required to meet with the coordinator of Retention to create an Academic Success Plan. Students will be limited to 12 credits, exceptions will be considered by the Coordinator of Retention in consultation with the Provost and Vice President for Academic Affairs.

Students who are academically dismissed with the ability to document extenuating and extraordinary circumstances impacting their academic performance may file an appeal with the Coordinator of Retention. The academic appeal will then be reviewed by the Satisfactory Academic Progress Committee, whose members are appointed by the Provost and Vice President for Academic Affairs. Students reinstated through this process will have matriculation restored and be placed on academic probation. Student on academic probation may have accompanying conditions placed on their enrollment.

### **Application Deadlines**

Fall Semester – academic probation application and required supporting documentation due August 10th.

Spring Semester – academic probation application and required supporting documentation due January 10th .

### **Treatment of W, F, I, IP and Repeat Grades in Evaluating Academic Standing**

Any course(s) dropped during the Add-Drop period during the first week of classes are not evaluated and do not appear on the academic transcript. Students who withdraw from courses after the Add-Drop period or totally withdraw from college after the start of classes receive “W” grades at the end of the semester. A student who does not attend and fails to officially withdraw from one or more courses is still enrolled in those courses and may be assigned grades of “F” unless the proper withdrawal procedure is followed. All courses with grades of “W” or “F” are evaluated for satisfactory academic progress regardless of withdrawal status. Incomplete grades (“I”) and In-Progress grades (“IP”) are also evaluated for satisfactory academic progress. Once the grade is completed, it will be used to determine satisfactory academic progress for future semesters. Repeat grades count in attempted hours based on multiple attempts; however, only one earned grade will count in the earned credit/GPA calculation. Please refer to the college catalog for more information on FM’s grading system.



## Financial Aid Eligibility for Academically Dismissed Students

Students who have been academically dismissed are not eligible for financial aid including grants, loans, scholarships, VA educational benefits, etc. Financial aid eligibility requires that students meet the college's satisfactory academic progress standards and any additional academic standards based on the type of aid they are receiving (State and/or Federal). Please refer to the college catalog for details.

The ultimate responsibility for maintaining the satisfactory academic progress standard rests with the individual student. The College is dedicated to helping all students achieve their educational goals and offers various academic support resources to assist students. Students are advised to make full use of the resources available.

## ACADEMIC INTEGRITY POLICY

### A. Introduction

At Fulton-Montgomery Community College (FM), we are committed to the academic, civic and ethical development of our community. We strive to create a learning environment that is both challenging and supportive. We are committed to upholding the fundamental values of honesty, respect and individual responsibility. Only through a genuine partnership among students, faculty, staff and administrators can we maintain the commitment necessary to ensure that the highest standards of academic integrity are upheld.

Administration and faculty will support students to understand the standards of academic integrity that govern conduct at FM. Each student will abide by the following principles:

- Submit work that is his/her own
- Identify appropriately the work of others when incorporated into his/her own work, including direct quotations, summaries and paraphrases
- Follow the directions of the instructor with regard to permissible materials in the learning environment at the time of examinations/quizzes or with take-home exams
- Proceed during examinations/quizzes without any assistance and without communicating in any way with others while the examinations/quizzes are being conducted, unless permitted by the instructor
- Refrain from obtaining or distributing the content of any examination/quiz, without the permission of the instructor
- Complete all laboratory observations and reports based solely on his/her own processing of the experiment or demonstration, unless otherwise directed by the instructor
- Submit work, either whole or in part, only once
- Represent data and sources appropriately and honestly

Students are responsible for adhering to these standards. Not being familiar with these standards does not mean that students are not accountable for adherence to them. Furthermore, students are encouraged to report suspected or known violations of the Academic Integrity Policy to appropriate faculty, staff or administration.

## B. Violations

Violations of academic integrity include, but are not limited to, the following:

- Plagiarism: The intentional or unintentional representation of another person's work as one's own.  
Examples  
include, but are not limited to, the following:
  - \* Quoting, paraphrasing or summarizing another's work without appropriately acknowledging the source
  - \* Using another's content without acknowledging the source
  - \* Submitting another's work, purchased or otherwise obtained, as one's own
- Cheating on Examinations/Quizzes: Looking at another's work, using or bringing to the learning environment materials that are not permitted by the instructor, communicating with another student, receiving any kind of assistance including, but not limited to, assistance from electronic devices and obtaining or disseminating the content of an examination/quiz without the permission of the instructor
- Multiple Submission: Submitting any work of one's own, either whole or in substantial part, to more than one instructor without the permission of the instructor(s) receiving the work
- Facilitating Academic Dishonesty: Knowingly allowing another student to use one's work or cheat from one's examination/quiz
- Fabrication: Falsifying or fabricating information in any situation, including but not limited to data for a lab or research project

## C. Consequences of Violating Academic Integrity:

Consequences at the course level will be at the discretion of the instructor and may include, but are not limited to, one or a combination of the following:

- Verbal or written warning to the student
- A letter, detailing the violation, to be kept on record
- Successful completion by the student of an FM academic integrity tutorial. Failure to complete the tutorial will result in a one of the two penalties listed below.
- Deduction of points, a grade of "F" or zero for the assignment, project or examination/quiz
- Lowering of the course grade or failure of the course, not to be superseded by student withdrawal

Faculty, staff and administration are encouraged to report instances of academic integrity violations to the Provost and Vice President for Academic Affairs to facilitate the collection of data that would be indicative of repeated violations.

The Office of the Provost and Vice President for Academic Affairs is responsible for keeping documentation on reported academic integrity violations. A permanent college record is made of reported violations. Notifica-

tion of a reported violation will be forwarded to the student and the reporting faculty member. A third violation reported to the Office of the Provost and Vice President for Academic Affairs will result in suspension from the College for one calendar year. If another violation occurs after the student has returned to college, the student will be permanently suspended from the College.

## **D. Academic Grievance Process**

If the student wishes to challenge the decision, she/he may initiate the Academic Grievance Process. During the Academic Grievance Process, the student should continue to participate and abide by the course requirements until a final decision has been made.

- Student Pre-Appeal Process Regarding Academic Integrity
  - \* The student may request a meeting with the notifying faculty member to discuss the infraction and the consequences within five school days of the notification of a violation of any area of the Academic Integrity Policy
  - \* If a resolution to the issue cannot be found or the student declines to meet with faculty member, the student may request a meeting with the Academic Dean, with or without the notifying faculty member, within five school days to further discuss the violation. The Academic Dean will make a decision regarding the violation
  
- Student Appeal Process Regarding Academic Integrity
  - \* Once the student has been notified of the decision, she/he may submit a written request for a hearing with the Academic Grievance Committee to the Provost and Vice President for Academic Affairs
  - \* The Academic Grievance Committee, along with the Provost and Vice President for Academic Affairs, will meet, make the final decision and notify all parties in writing of that decision
  - \* All persons involved will maintain confidentiality at all times. The records of the Academic Grievance Committee shall be maintained by the Office of the Provost and Vice President for Academic Affairs.

## **Academic Regulations**

The College's Academic Regulations and Policy manual is available for review on the FM website at [www.fmcc.edu/academics/registrars-office/](http://www.fmcc.edu/academics/registrars-office/). The ultimate responsibility for fulfilling graduation requirements rests with the individual student. Students should regularly review their academic programs with their advisors to make certain that requirements for their degrees are being met.



### COMMUNITY SERVICES

In fulfilling the College's mission to serve as the region's partner for quality, accessible higher education, responsive programs, economic development, and cultural and intellectual enrichment, the College offers the community a variety of opportunities in these areas.

The Evans Library serves the Fulton & Montgomery County communities by providing access to a variety of books, non-print media, and online resources as well as professional librarians who provide reference and research assistance. A valid FM Photo ID is required to utilize resources and services. Additional information can be found at <http://fmcc.edu/library> or via email: [libinfo@fmcc.suny.edu](mailto:libinfo@fmcc.suny.edu)

As a community college campus, facilities and services are available to the residents of the local area for their organizational, non-profit, and recreational use. Use of campus facilities is based on availability and must be in compliance with the College's policies and fees for such purposes as established by the Board of Trustees. The College assists community groups in scheduling of College facilities. For assistance, call (518) 736-FMCC (3622).

### Non-Credit Offerings (518) 736-FMCC (3622)

Fulton-Montgomery Community College offers non-credit courses and programs throughout the year. Programs are regularly publicized throughout Fulton and Montgomery counties. Courses are offered on campus and occasionally at off-campus sites. Current courses/programs include:

**Certified Nursing Assistant (CNA)/Home Health Aide (HHA)** – This 120-hour NYS-approved CNA training course is designed as a first step into the healthcare field. Students are trained to work with hospital and nursing-home patients, and in home care. Students successfully passing the NYS tests are certified as CNAs. In addition, successful completion of a 12-hour course immediately following the CNA course provides the additional Home Health Aide designation.

### FM Summer Academy

Different fun and educational one-week, half-day programs are offered over several weeks in July, generally for grades 2 – 8. New camps are offered every year. Past camps have included computer game design, robotics, movie making, forensics, science, art, magic, cooking, sports camps, and many more topics.

### Center For Employer Services

The Center for Employer Services (CES) offers customized training programs for businesses and not-for-profit organizations. A full range of training services is available and includes program development and company-wide workforce skills assessments. The CES has a proven reputation for providing quality training that is effective and affordable. Training programs are specifically tailored to meet the needs of the business or organization and set up to match work schedules. Training can be conducted at an FM location or at a worksite depending on suit-



able facilities. Training programs include computer applications, supervision, personal leadership, one-on-one coaching, team building, communication, priority management, performance improvement, Spanish language, technical math, blueprint reading, and many more topics. Grants are occasionally available to fund training expenses. Whenever possible, FM collaborates with local workforce agencies to provide training funding. To develop leadership skills needed in the future, the CES can design individual training paths linking training, certificate, and degree programs. Call (518) 736-FMCC (3622) for more information.

### **Project LIFT (Living Independently For Tomorrow)**

Project LIFT offers career-readiness workshops for individuals from diverse backgrounds both educationally and economically. Training is offered in basic computer skills, self/skills assessment, career area exploration, resumé and cover letter preparation, interviewing skills, job search strategies and goal setting. Job placement services are available to all class participants. Project LIFT is administered by the Schenectady Community Action Program, hosted by FM, and funded by the New York State Department of Labor. For more information on Project LIFT, call (518) 736-FMCC (3622).



COURSE OF STUDY AND CAREER PATHS

Fulton-Montgomery Community College’s career and transfer programs offer students the opportunity either to complete studies for many careers or to initiate college studies to enter various professions and career fields.

The following list represents some of the frequently chosen career fields and the corresponding FM program of study.

<b>For a Career In</b>	<b>See FM Program In</b>
Accounting	Accounting (A.A.S.) or Business (A.S.)
Administrative Assistant	Administrative Assisstant (A.A.S.)
Advertising	Business Administration (A.A.S.), Digital Media Technology and Design (A.A.S.) or Communication and Broadcast Media (A.S.)
Anthropology	Liberal Arts and Sciences: Science (A.S.)
Art	Fine Arts (A.S.)
Automation and Robotics	Automation Systems/Mechatronics (Certificate)
Astronomy	Liberal Arts and Sciences: Science (A.S.)
Banking	Business Administration (A.A.S.)
Biochemistry	Liberal Arts and Sciences: Science (A.S.)
Bioengineering	Liberal Arts and Sciences: Science (A.S.)
Biology	Liberal Arts and Sciences: Science (A.S.)
Botany	Liberal Arts and Sciences: Science (A.S.)
Business Administration	Business Administration (A.S. or A.A.S.)
Business Education	Business Administration (A.S. or A.A.S.), Accounting (A.A.S.) or Computer Information Systems (A.A.S.)
Cardiovascular Perfusion	Health Science (A.S.)
Carpentry	Construction Technology: Sustainable Building (A.A.S.)
Chemical Abuse Counselor	Chemical Abuse Counseling (CASAC) (A.A.S.)
Chemical Engineering	Liberal Arts and Sciences: Science (A.S.)
Chemistry	Liberal Arts and Sciences: Science (A.S.)
Chiropractic	Health Science (A.S.)
Civil Engineering	Liberal Arts and Sciences: Science (A.S.)
Clerk-Typist	Business Applications Specialist (Certificate)
Clinical Laboratory Technologist	Health Science (A.S.)
Computer-based Training Design	Media Arts and Digital Technology (A.A.S.)
Computer Engineering	Computer Science (A.S.)
Computer Information Systems	Computer Information Systems (A.A.S.)
Computer Operator	Computer Technology (A.A.S.)
Computer Science	Computer Science (A.S.)
Construction/Contracting	Construction Technology: Sustainable Building (A.A.S.)
Counseling	Liberal Arts and Sciences: Human Services (A.A.S. or A.A.)
Criminal Justice	Criminal Justice (A.A.S., A.S.)
Cybersecurity	Computer Networking & Cybersecurity (A.S.)



Diet Technician	Health Studies (A.A.S.)
Dietary Ambassador	Health Studies (A.A.S.)
Dentistry	Liberal Arts and Sciences: Science (A.S.) or Health Science (A.S.)
Drama	Liberal Arts and Sciences: General Studies (A.A.) or Theatre Arts (A.S.)
Early Childhood	Early Childhood (A.A.S. or Certificate) or Liberal Arts and Sciences: General Studies (A.A.)
Earth Science	Liberal Arts and Sciences: Science (A.S.)
Ecology	Liberal Arts and Sciences: Science (A.S.)
Economics	Business Administration (A.S.)
EEG Technician	Health Studies (A.A.S.)
Education	Liberal Arts and Sciences: General Studies (A.A.) or Science (A.S.) or Early Childhood (A.A.S.)
EKG Technician	Health Studies (A.A.S.)
Electrical Engineering	Liberal Arts and Sciences: Science (A.S.)
Electrical Technology	Electrical Technology (A.A.S.)
Electrician	Construction Technology: Sustainable Building (A.A.S.)
Electronics Technology	Electrical Technology (A.A.S.)
Elementary Education	Liberal Arts and Sciences: General Studies (A.A.) or Science (A.S.)
Engineering	Liberal Arts and Sciences: Science (A.S.)
English	Liberal Arts and Sciences: General Studies (A.A.)
Environmental Studies	Liberal Arts and Sciences: Science (A.S.)
Estimator	Construction Technology: Sustainable Building (A.A.S.)
Facilities Maintenance Technician	Facilities Maintenance and Industrial Technology (A.A.S.) or or Facilities Maintenance (Certificate)
Family Counseling	Human Services (A.A.S.)
Film	Liberal Arts and Sciences: General Studies (A.A.)
Finance	Business Administration (A.S. or A.A.S.)
Fine Arts	Fine Arts (A.S.), Liberal Arts and Sciences: General Studies (A.A.)
Foreign Languages	Liberal Arts and Sciences: General Studies (A.A.)
Forensics	Health Science (A.S.)
Forestry	Liberal Arts and Sciences: Science (A.S.)
Game Design (Introductory)	Web and Mobile Applications Development (A.A.S.)
Genetics	Liberal Arts and Sciences: Science (A.S.)
Geology	Liberal Arts and Sciences: Science (A.S.)
Gerontology	Human Services (A.A.S.)
Government	General Studies (A.A.)
Graphic Arts	Media Arts and Digital Technology (A.A.S.)
Health	Nursing (A.A.S.), Liberal Arts and Sciences: General Studies (A.A.) Liberal Arts and Sciences (A.S.), or Health Science (A.S.)
Health Counselor	Health Science (A.S.)
Health Policy Analyst	Health Science (A.S.)
Health Science Researcher	Health Science (A.S.)
History	Liberal Arts and Sciences: General Studies (A.A.)



Human Services	Human Services (A.A.S.)
HVAC/R Equipment Testing	Heating, Ventilation, Air Conditioning, and Refrigeration HVAC/R (Certificate)
HVAC/R Maintenance	Heating, Ventilation, Air Conditioning, and Refrigeration HVAC/R (Certificate)
HVAC/R Sales	Heating, Ventilation, Air Conditioning, and Refrigeration HVAC/R (Certificate)
HVAC/R Service	Heating, Ventilation, Air Conditioning, and Refrigeration HVAC/R (Certificate)
Immunology	Liberal Arts and Sciences: Science (A.S.)
Information Science	Computer Information Systems (A.A.S.) or Computer Science (A.S.)
Information Technology	Computer Information Systems (A.A.S.)
Insurance	Business Administration (A.S. or A.A.S.)
Journalism	Liberal Arts and Sciences: General Studies (A.A.)
Law	Liberal Arts and Sciences: General Studies (A.A.) or Criminal Justice (A.S.)
Law Enforcement	Criminal Justice (A.A.S., A.S.)
Library Service	Liberal Arts and Sciences: General Studies (A.A.)
Management	Business Administration (A.S. or A.A.S.)
Marine Biology	Liberal Arts and Sciences: Science (A.S.)
Marketing	Business Administration (A.S. or A.A.S.)
Material Science	Liberal Arts and Sciences: Science (A.S.)
Mathematics	Liberal Arts and Sciences: General Studies (A.A.)
Mathematics Education	Liberal Arts and Sciences: General Studies (A.S.)
Mechanical Engineering	Liberal Arts and Sciences: Science (A.S.)
Medical Biotechnology	Health Science (A.S.)
Medical Assistant	Health Studies (A.A.S.)
Medical Imaging	Health Science (A.S.)
Medical Records/Coding	Health Studies (A.A.S.) or Health Information Records Management (A.A.S.)
Medical Secretary	Medical Administrative Assistant (A.A.S.)
Medicine	Liberal Arts and Sciences: Science (A.S.)
Mental Health	Human Services (A.A.S. or A.S.)
Mental Health Assistant	Health Studies (A.A.S.)
Meteorology	Liberal Arts and Sciences: Science (A.S.)
Microbiology	Liberal Arts and Sciences: Science (A.S.)
Mobile Applications Developer	Web and Mobile Applications Development (A.A.S.)
Multimedia	Media Arts and Digital Technology (A.A.S.)
Music	Liberal Arts and Sciences: General Studies (A.A.)
Natural Resources	Liberal Arts and Sciences: Science (A.S.)
Network Technician	Computer Networking (A.A.S.) or Computer Technology (A.A.S.)
Nursery Education	Early Childhood (A.A.S. or Certificate) or Liberal Arts and Sciences: General Studies (A.A.)
Nursing	Nursing (A.A.S.)





Nursing Assistant	Health Studies (A.A.S.)
Nutrition	Liberal Arts and Sciences: Science (A.S.)
Occupational Therapy	Health Science (A.S.)
Oceanology	Liberal Arts and Sciences: Science (A.S.)
Office Administration	Business Applications Specialist (Certificate)
Optometry	Health Science (A.S.)
Pathology	Liberal Arts and Sciences: Science (A.S.)
Patient Care Technician	Health Studies (A.A.S.)
Peer Counselor	Health Studies (A.A.S.)
Personnel	Business Administration (A.S. or A.A.S.)
Pharmacy Technologist	Health Studies (A.A.S.)
Pharmacology	Liberal Arts and Sciences: Science (A.S.), Health Science (A.S.)
Philosophy	Liberal Arts and Sciences: General Studies (A.A.)
Phlebotomist	Health Studies (A.A.S.)
Physical Education	Physical Education and Sport Management (A.A.S.)
Physical Therapy	Liberal Arts and Sciences: Science (A.S.), Health, or Health Science (A.S.)
Physician Assistant	Health Science (A.S.)
Physics	Liberal Arts and Sciences: Science (A.S.)
Plumbing	Construction Technology: Sustainable Building (A.A.S.)
Podiatry	Health Science (A.S.)
Political Science	Liberal Arts and Sciences: General Studies (A.A.)
Printing Technology	Media Arts and Digital Technology (A.A.S.)
Project Management	Construction Technology: Sustainable Building (A.A.S.)
Psychology	Liberal Arts and Sciences: General Studies (A.A.)
Public Administration	Liberal Arts and Sciences: General Studies (A.A.)
Public Health	Health Science (A.S.)
Public Relations Assistant	Liberal Arts and Sciences: General Studies (A.A.)
Radio Broadcasting	Liberal Arts and Sciences: General Studies (A.A.)
Radiologic Diagnostic Imaging Asst.	Health Studies (A.A.S.)
Radiologic Technology	Radiologic Technology (A.A.S.)
Recreation	Physical Education and Sport Management (A.A.S.)
Recreational Therapy Aide	Health Studies (A.A.S.)
Respiratory Therapy	Health Science (A.S.)
Retailing	Business Administration (A.A.S. or A.S.)
Robotics	Electrical Technology (A.A.S.) or Automation Systems/Mechatronics (Certificate)
Sales	Business Administration (A.A.S. or A.S.)
Science Education	Liberal Arts and Sciences: Science (A.S.) or Health Science (A.S.)
Science Writer	Health Science (A.S.)
Secondary Education	Liberal Arts and Sciences: General Studies (A.A.) or Science (A.S.)
Secretarial Science	Business Applications Specialist (Certificate)
Semiconductor Manufacturing	Automation Systems/Mechatronics (Certificate)
Social Work	Human Services (A.A.S.)



Sociology	Liberal Arts and Sciences: General Studies (A.A.)
Special Education	Liberal Arts and Sciences: General Studies (A.A.)
Speech	Liberal Arts and Sciences: General Studies (A.A.)
Sport Management	Physical Education and Sport Management (A.A.S.)
Statistics	Liberal Arts and Sciences: General Studies (A.A.)
Substance Abuse Counseling	Chemical Abuse Counseling (A.A.S.) Human Services (A.A.S. or A.S.)
Systems Analysts	Computer Information Systems (A.A.S.) Computer Science (A.S.)
Telecommunications	Electrical Technology (A.A.S.)
Theater	Liberal Arts and Sciences: General Studies (A.A.)
Urban Studies	Liberal Arts and Sciences: General Studies (A.A.)
Veterinary Medicine	Liberal Arts and Sciences: Science (A.S.), Health Science (A.S.)
Web and Mobile Apps. Developer	Web and Mobile Applications Development (A.A.S.)
Web Design	Computer Information Systems (A.A.S.) or Media Arts and Digital Technology (A.A.S.), or Web and Mobile Applications Development (A.A.S.)
Wildlife Biology	Liberal Arts and Sciences: Science (A.S.)
Zoology	Liberal Arts and Sciences: Science (A.S.)





**INDIVIDUAL STUDIES**

Individual Studies.....	A.O.S.....	24.0102	.....0688
Individual Studies.....	Certificate .....	24.0102	.....0987

**GENERAL STUDIES AND EDUCATION**

Liberal Arts and Sciences: General Studies .....	A.A.....	24.0102	.....0250
Early Childhood.....	A.A.S.....	19.0708	.....0605
Early Childhood.....	Certificate .....	19.0708	.....0968
General Education.....	Certificate .....	24.0102	.....0985
Physical Education and Sport Management.....	A.A.S.....	24.0199	.....1131
Teaching Assistant .....	Certificate .....	13.1501	.....1330

**SCIENCE AND TECHNOLOGY**

Electrical Technology.....	A.A.S. ....	15.0303	.....0555
Automation Systems/Mechatronics.....	Certificate .....	15.0303	.....0925
Liberal Arts and Sciences: Science.....	A.S.....	24.0103	.....0220

**SKILLED TRADES**

Construction Technology: Sustainable Building .....	A.A.S. ....	15.1001	.....0857
Facilities Maintenance and Industrial Technology.....	A.A.S. ....	47.0303	.....2686
Facilities Maintenance.....	Certificate .....	47.0303	.....2685
Heating, Ventilation, Air Conditioning, and Refrigeration Technology (HVAC/R).....	Certificate .....	47.0201	.....0924

**Gainful Employment**

The Department of Education requires institutions of higher education, who offer one-year certificate programs, to provide information about all non-degree programs, as they pertain to employability. These are programs that prepare students for gainful employment in recognized occupations. Visit FM’s website, for more information- <http://www.fmcc.edu/academics/gainful-employment/>.

In order to receive an A.A. or A.S. degree from Fulton-Montgomery Community College, students are required to fulfill at least 30 credit hours which includes seven (7) of the ten (10) categories of the SUNY General Education requirements. Any SUNY General Education requirement that is not fulfilled at FM must then be completed at the four-year SUNY institution to which you transfer.

The table below lists the ten categories and the FM courses that satisfy each of the requirements. Please see an Academic Advisor for appropriate course selections.

<b>Mathematics (M)</b>	<b>Natural Science (N)</b>		<b>Social Sciences (S)</b>	<b>United States History (U)</b>	<b>Western Civilization (W)</b>	<b>Other World Civilization (O)</b>	<b>Humanities (H)</b>	<b>The Arts (A)</b>	<b>Foreign Language (F)</b>	<b>Basic Communication (C)</b>
MAT 110	BIO 170	SCI 131	ECO 282	HIS 105 <sup>3</sup>	HIS 103	ART 106	ENG 150	ART 100	ASL 101 <sup>1</sup>	COM 103
MAT 115 <sup>5</sup>	BIO 171	SCI 135	ECO 283	HIS 106 <sup>3</sup>	HIS 104	ART 108	ENG 200	ART 101	ASL 102 <sup>1</sup>	ENG 103
MAT 116	BIO 215 <sup>5</sup>	SCI 136	ENG 140	HIS 186	HIS 296	HIS 101	ENG 210	ART 102	CHI 101	ENG 104
MAT 120	BIO 272 <sup>5</sup>	SCI 137	POL 101	HIS 287 <sup>2</sup>		HIS 102	ENG 230 <sup>5</sup>	ART 103	CHI 102	ENG 128
MAT 125	BIO 273 <sup>5</sup>	SCI 139	PSY 101	HIS 293 <sup>2</sup>		IDS 200	ENG 231	ART 115	FRE 101	
MAT 130	BIO 276 <sup>5</sup>	SCI 143	PSY 225	HIS 295 <sup>2</sup>			ENG 232	ART 116	FRE 102	
MAT 140	BIO 282 <sup>5</sup>	SCI 144	PSY 235				ENG 233	ART 125	FRE 201	
MAT 170	CHM 173	SCI 145	SOC 101				ENG 234	ART 150	FRE 202	
MAT 175	CHM 221 <sup>5</sup>	SCI 146	SOC 121				ENG 235	ART 160	GER 101	
	CHM 222 <sup>5</sup>	SCI 161	SOC 200				ENG 239	ART 175	GER 102	
	CHM 174 <sup>4</sup>	SCI 162	SOC 210				ENG 245	ART 225	ITA 101	
	PHY 151	SCI 170					ENG 250	ART 230	ITA 102 <sup>4</sup>	
	PHY 152 <sup>4</sup>	SCI 181					ENG 252 <sup>5</sup>	ART 245	SPA 101	
	PHY 171						ENG 257	MUS 102	SPA 102	
	PHY 172 <sup>4</sup>						HUM 170	THR 101	SPA 201	
	PHY 271 <sup>5</sup>						HUM 171	THR 102	SPA 202	
							HUM 180	THR 110	SPA 201	
							PHI 150	THR 120		
							PHI 258	THR 201		
							PHI 260	THR 250 <sup>6</sup>		

1. Effective Fall 2017, ASL satisfies FL requirements for all students
2. For students scoring above 84 percent on NYS Regents in American History.
3. For all students.
4. CHM174, ITA102, PHY152, and PHY172 effective Fall 2015.
5. BIO215, BIO272, BIO273, BIO276, BIO282, CHM221, CHM222, ENG230, ENG252, MAT115, and PHY271 effective Fall 2016.
6. THR 250 effective Fall 2017.



The General Education Curriculum requires students to demonstrate:

- a) knowledge and skills in two required areas, Basic Communication (C) and Mathematics (M);
- b) knowledge and skills in five to eight of the following areas (depending upon the academic program), Natural Sciences (N), Social Sciences (S), United States History (U), Western Civilization (W), Other World Civilizations (O), Humanities (H), The Arts (A), and Foreign Languages (F); and
- c) competency in two required areas, Critical Thinking and Information Management.

<b>SUNY General Education Course Learning Outcomes</b>
<b>Student must demonstrate competency as noted in individual programs SUNY General Education Areas.</b>
<b>Mathematics (M):</b> 1) interpret and draw inferences from mathematical models such as formulas, graphs, tables and schematics 2) represent mathematical information symbolically, visually, numerically and verbally 3) employ quantitative methods i.e., arithmetic, algebra, geometry, statistics to solve problems 4) estimate and check mathematical results for reasonableness 5) recognize the limits of mathematical and statistical methods.
<b>Natural Sciences (N):</b> 1) understanding of the methods scientists use to explore natural phenomena, including observation, hypothesis development, measurement and data collection, experimentation, evaluation of evidence, and employment of mathematical analysis 2) application of scientific data, concepts, and models in one of the natural (or physical) sciences.
<b>Social Sciences (S):</b> 1) understanding of the methods social scientists use to explore social phenomena, including observation, hypothesis development, measurement and data collection, experimentation, evaluation of evidence, and employment of mathematical and interpretive analysis 2) knowledge of major concepts, models and issues of at least one discipline in the social sciences.
<b>United States History (U):</b> 1) knowledge of a basic narrative of American history: political, economic, social, and cultural, including knowledge of unity and diversity in American society; 2) knowledge of common institutions in American society and how they have affected different groups; and 3) understanding of America’s evolving relationship with the rest of the world.
<b>Western Civilization (W):</b> 1) demonstrate knowledge of the development of the distinctive features of the history, institutions, economy, society, culture, etc., of Western civilizations; and 2) relate the development of Western civilization to that of other regions of the world.
<b>Other World Civilizations (O):</b> 1) knowledge of either a broad outline of world history 2) knowledge of the distinctive features of the history, institutions, economy, society, culture, etc., of one non-Western civilization.
<b>Humanities (H):</b> 1) demonstrate knowledge of conventions and methods of at least one of humanities in addition to those encompassed by other knowledge areas required by the General Education program.
<b>The Arts (A):</b> 1) understanding of at least one principal form of artistic expression and the inherent creative process.
<b>Foreign Languages (F):</b> 1) basic proficiency in the understanding and use of a foreign language 2) knowledge of distinctive features of culture(s) associated with the language they are studying.
<b>Basic Communication (C):</b> 1) produce coherent texts within common college-level written forms 2) demonstrate the ability to revise and improve such texts 3) research a topic, develop an argument, and organize supporting details 4) develop proficiency in oral discourse 5) evaluate an oral presentation according to established criteria.



**LIBERAL ARTS ELECTIVES**

All courses must be 100 level or higher and meet program guidelines to earn degree or certificate credit.

PED100, and PED200 are not activity classes and can not count towards PED/WEL course requirements.

LIBERAL ARTS ELECTIVES

All of the following courses fall within the category of Liberal Arts Electives (except where otherwise noted) but do not necessarily meet SUNY General Education Requirements. See “SUNY GENERAL EDUCATION APPROVED COURSES” for a list of those courses.

HUMANITIES ELECTIVES:

Art courses	ART 101, ART 102, ART 103, ART 106
Communication courses	COM 103
English courses	ENG 103, ENG 104, ENG 132, ENG 140, ENG 150, ENG 200, ENG 210, ENG 222, ENG 230, ENG 231, ENG 232, ENG 233, ENG 234, ENG 235, ENG 239, ENG 245, ENG 250, ENG 252, ENG 257
Foreign Language courses	ASL 101, ASL 102, CHI 101, CHI 102, FRE 101, FRE 102, FRE 201, FRE 202, GER 101, GER 102, ITA 101, ITA 102, SPA 101, SPA 102, SPA 201, SPA 202
Humanities courses	HUM 170, HUM 171, HUM 180, PHI 150, PHI 258, PHI 260
Study Abroad	IDS 200
Theatre courses	THR 101, THR 102, THR 250

MATHEMATICS ELECTIVES: ANY MAT (except MAT 020, MAT 040, and MAT 100)

SCIENCE ELECTIVES: ANY BIO, CHM, PHY, SCI (Note: SCI 128, SCI129, BIO215 and BIO 276 are NOT lab-based Science classes)

SOCIAL SCIENCE ELECTIVES: ANY HIS, POL, PSY, SOC and ECO 180, ECO 282, ECO 283



**ARTS AND DIGITAL DESIGN**

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Business: Business Administration (A.A.S.).....	110
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Business: Marketing (A.A.S.) .....	112
Business Applications Specialist (Certificate) .....	113
Physical Education and Sport Management (A.A.S.).....	139

**COMPUTER AND INFORMATION TECHNOLOGY**

Computer Information Systems (A.A.S.).....	114
Computer Networking and Cybersecurity (A.S.).....	115
Computer Science (A.S.) .....	116
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**INDIVIDUAL STUDIES..... 131**

FM can create a one-year Individual Studies certificate or a two-year AOS Individual Studies degree program tailored to a student’s specific career goals, combining classroom study with on-the-job-training and close mentoring by practicing professionals in a workplace environment.  
(Career titles cannot require a licensure or duplicate existing FM programs.)

A.O.S. Individual Studies: Collaborative Career Learning .....	132
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Career areas include, but are not limited to:

- Accounting Clerk
- Automotive Technician
- Banking – Customer Service
- Bar and Beverage - Restaurant
- Computer Operator
- Computer Systems Specialist
- Dental Assistant
- Desktop Publisher
- Electrician’s Helper
- Entrepreneur
- Fitness Specialist
- Floral Design
- Help Desk Specialist
- Insurance/Medical Office Assistant
- Medical Records/Health Information Technician
- Pharmacy Technician
- Phlebotomist
- Physical Therapy Aide
- Retail Management
- Veterinary Assistant

**GENERAL STUDIES AND EDUCATION**

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Early Childhood (A.A.S.) ..... 136

Early Childhood (Certificate) ..... 137

General Education (Certificate) ..... 138

Physical Education and Sport Management (A.A.S.)..... 139

Teaching Assistant (Certificate) ..... 140

**SCIENCE AND TECHNOLOGY**

Electrical Technology (and/or skilled trades) (A.A.S.)..... 141

Automation Systems/Mechatronics (and/or skilled trades) (Certificate) ..... 142

Liberal Arts and Sciences: Science (A.S.)..... 143  
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**SKILLED TRADES**

Construction Technology: Sustainable Building (A.A.S.)..... 145

Facilities Maintenance and Industrial Technology (A.A.S.) ..... 146

Facilities Maintenance (Certificate) ..... 147

Heating, Ventilation, Air Conditioning, and Refrigeration Technology (HVAC/R) (Certificate)..... 148

**PARTNERSHIP PROGRAMS**

LPN Maria College (Most classes held at FM) (Certificate) ..... 124



**FINE ARTS (A.S.)  
APC — 1648**

This program is designed for students who wish to transfer and continue their studies in Fine Arts, leading to a bachelor’s degree, and for those who are seeking immediate employment. Students develop foundation-level concepts and skills with a focus on 2D, 3D, and digital media.

**PROGRAM LEARNING OUTCOMES**

Students will be able to:

- 1) Demonstrate functional levels of technical art skills in a variety of media, and skills necessary for professional presentation.
- 2) Possess and utilize vocabulary that describes established concepts and terms associated with the visual fine arts.
- 3) Recognize and interpret major works of art, from a diverse global perspective, from prehistory to the present.
- 4) Identify and articulate the elements and principles of design in pictorial composition.
- 5) Articulately and critically respond to both familiar and unfamiliar works of art as well as formulate and defend value judgments about art.

**FIRST YEAR**

ENG 103 English I .....	3	ENG 104 English II .....	3
ART 101 Art History I .....	3	ART 102 Art History II .....	3
ART 115 Drawing I .....	3	ART 116 Drawing II .....	3
ART 150 Two-Dimensional Design .....	3	ART 108 History of Modern Design.....	3
General Education Elective <sup>6</sup> .....	3	Mathematics Elective <sup>2</sup> .....	3-4
Physical Education <u>or</u> Wellness Education.....	<u>1</u>	Physical Education <u>or</u> Wellness Education .....	<u>1</u>
	16		16-17

**SECOND YEAR**

ART 125 Painting I.....	3	ART 299 Fine Arts Seminar .....	3
Restricted Elective <sup>3</sup> .....	3	ART 210 Three-D Modeling .....	3
ART 160 Three-Dimensional Design .....	3	Art Elective <sup>4</sup> .....	3
DMT 101 Digital Drawing & Illustration .....	3	Liberal Arts Elective .....	3
Science Elective <sup>1, 6</sup> .....	<u>3-4</u>	General Education Elective <sup>6</sup> .....	<u>6</u>
	15-16		15

<sup>1</sup> Science elective: lab science graduation requirement.

<sup>2</sup> MAT 110 or higher.

<sup>3</sup> Restricted elective may be selected from the following: ART 106, ART 175, ART 275, ART 200, ART 225, ART 230, ART 245, DMT 120, DMT 135

<sup>4</sup> Art elective may be selected from the following: ART 106, ART 175, ART 275, ART 200, ART 225, ART 230, ART 245

<sup>5</sup>Electives should be selected to meet the program requirements of the intended transfer institution.

<sup>6</sup> Electives should be used to fulfill a SUNY General Education Requirement. Students must meet 7 of the 10 General Education competencies.

NOTE: All A.A. and A.S. degree programs require courses that meet 7 of the 10 General Education competencies and a minimum of 30 credits of General Education coursework.

A minimum of 62-64 credits are required to complete this program, which must include 30 credits of Liberal Arts and Sciences, plus two different physical or wellness education courses.



**MEDIA ARTS AND DIGITAL TECHNOLOGY (A.A.S.)  
APC — 2901**

The Media Arts and Digital Technology program offers a unique opportunity for students to learn a deeper understanding of today’s innovative, emerging and competitive art, business and digital technologies. The degree program provides a fluent understanding of digital illustration, creative graphic design, animated graphics, digital publishing, digital photography, studio photography, fine art drawing techniques and competitive marketing concepts. Students will explore business, technical and creative problem-solving skills for a variety of digital and conceptual work flows across current media platforms.

Web-Site development and software tools are used to engage students to communicate and create storytelling experiences across social media platforms with modern audiences. The skill sets learned lead to current employment opportunities or transfer to higher education.

Art + Business + Technology integrates new and traditional artistic concepts with marketing trends and current integrated and digital workflows.

**PROGRAM LEARNING OUTCOMES**

Students will be able to:

- 1) Utilize digital media concepts to communicate effectively.
- 2) Tell stories across media platforms.
- 3) Develop interactive web-based media.
- 4) Demonstrate creative design across media.

**FIRST YEAR**

ENG 103 English I .....	3	BUS 141 Marketing .....	3
DMT 101 Digital Drawing and Illustration .....	3	ART 108 History of Modern Design.....	3
DMT 120 Digital Photo./Adobe® Photoshop .....	3	DMT 102 Introduction to Web Design .....	3
ART 150 Two-Dimensional Design .....	3	DMT 135 Integrated Digital Production and Design...	3
CIS 105 Computer Applications .....	<u>3</u>	DMT 140 Digital Publishing.....	<u>3</u>
	15		15

**SECOND YEAR**

ENG 104 English II .....	3	BUS 202 Integrated Web Marketing .....	3
DMT 208 Studio Photography .....	3	Liberal Arts Elective .....	3
Restricted Elective <sup>1</sup> .....	3	DMT 212 Media Design Seminar.....	3
ART 210 3-D Modeling .....	3	Internship <b>or</b> Restricted Elective <sup>1</sup> .....	3
Mathematics Elective <sup>2</sup> .....	3	Science Elective <sup>3</sup> .....	3
Physical Education <b>or</b> Wellness Education....	<u>1</u>	THR 250 Introduction to Film Studies .....	<u>3</u>
	16		18

<sup>1</sup> Restricted Electives ART 101, 103, 160, DMT, INT or BUS 120, 137, or BUS 204. CIS 170.

<sup>2</sup> MAT 110 or higher.

<sup>3</sup> Lab science required.

A minimum of 64 credits are required to complete this program, which must include 20 credits of Liberal Arts and Sciences, plus two different physical or wellness education courses.

**ADMINISTRATIVE ASSISTANT (A.A.S.)  
APC — 1551**

This program prepares students with the necessary foundation to work in today’s technology-intensive business environment as Administrative Assistants. Students will develop and utilize business support skills, including office systems, business communications, human relations, and computer applications.

**PROGRAM LEARNING OUTCOMES**

Students will be able to:

- 1) Acquire and demonstrate the knowledge and skills necessary to provide administrative assistance in an office.
- 2) Acquire and demonstrate the oral and written communication skills necessary to provide administrative assistance in an office.
- 3) Acquire and demonstrate the critical-thinking and problem-solving skills necessary to provide administrative assistance in an office.
- 4) Demonstrate an understanding of the importance of personal characteristics and behavior on the job when providing administrative assistance.

**FIRST YEAR**

ENG 103 English I .....	3	ENG 104 English II .....	3
ADM 134 Information Processing.....	4	ADM 244 Advanced Word Processing App.....	3
CIS 105 Computer Applications.....	3	BUS 115 Quantitative Business Applications .....	3
ADM 139 Business Systems Applications .....	3	Social Science Elective <sup>3</sup> .....	3
BUS 101 Principles of Business .....	<u>3</u>	DMT 102 Introduction to Web Design .....	3
	16	Physical Education <b>or</b> Wellness Education .....	<u>1</u>
			16

**SECOND YEAR**

BUS 137 Business Communication .....	3	BUS 242 Sales and CRM.....	3
BUS 248 Integrated Software Application .....	3	ADM 250 Business Environments and Procedures <b>or</b> BUS 299 Internship .....	2
Restricted Elective <sup>1</sup> .....	3	Science Elective .....	3
Liberal Arts Elective.....	6	Restricted Elective <sup>1</sup> .....	3
Mathematics Elective <sup>2</sup> .....	3	Liberal Arts Elective .....	<u>3</u>
Physical Education <b>or</b> Wellness Education.....	<u>1</u>		
	19		14

<sup>1</sup> Restricted career electives may include any course with an ACC, BUS, or MED.

<sup>2</sup> MAT 115 or higher.

<sup>3</sup> PSY 101 or SOC 101 recommended.

A minimum of 62 credits are required to complete this program, which must include 20 credits of Liberal Arts and Sciences, plus two different physical or wellness education courses.

**BUSINESS: ACCOUNTING (A.A.S.)  
APC — 0630**

In today’s highly rewarding, yet competitive, job market, the accounting and finance professional is continuously in demand. At FM, our leading-edge Accounting program is designed to provide students with the accounting, bookkeeping and business skills needed to succeed in small or large firms. In addition, students will develop the necessary accounting, related computer software, communication and math skills to succeed in their careers upon graduation from FM. This degree prepares students for jobs in accounts payable, receivable, payroll and overall bookkeeping.

**PROGRAM LEARNING OUTCOMES**

Students will be able to:

- 1) Apply effective oral and written communication, quantitative reasoning, and technology competencies to real-world business scenarios.
- 2) Demonstrate critical thinking, teamwork, collaboration, problem-solving, and decision making skills that optimize business outcomes.
- 3) Identify how diversity and ethics impact the evolving global business environment.
- 4) Demonstrate core competencies in Accounting, Taxation, Computerized Accounting Applications, Economics and Business Law.

**FIRST YEAR**

ENG 103 English I .....	3	ENG 104 English II .....	3
BUS 101 Principles of Business .....	3	ACC 101 Financial Accounting <sup>3</sup> .....	4
BUS 115 Quantitative Business Applications .....	3	Business Elective <sup>1</sup> .....	3
CIS 105 Computer Applications.....	3	Economics Elective .....	3
Liberal Arts Elective.....	<u>3</u>	Mathematics Elective <sup>2</sup> .....	3-4
	15	Physical Education <b>or</b> Wellness Education .....	<u>1</u>
			17-18

**SECOND YEAR**

ACC 102 Managerial Accounting <sup>3</sup> .....	4	ACC 203 Advanced Bookkeeping.....	4
ACC 137 Computerized Accounting.....	4	ACC 218 Federal Income Tax.....	3
BUS 137 Business Communication.....	3	Business Elective <sup>1</sup> .....	3
BUS 207 Business Law I .....	3	Social Science Elective .....	3
Science Elective.....	<u>3-4</u>	Physical Education <b>or</b> Wellness Education .....	<u>1</u>
	17-18		14

<sup>1</sup> ACC, BUS, ECO.

<sup>2</sup> MAT 110 or higher (MAT 125 strongly recommended).

<sup>3</sup> ACC 101 and ACC 102 MUST NOT be more than seven (7) years old upon the most recent matriculation into the program.

A minimum of 63 credits are required to complete this program, which must include 20 credits of Liberal Arts and Sciences, plus two different physical or wellness education courses.

**BUSINESS: BUSINESS ADMINISTRATION (A.A.S.)  
APC — 0632**

The Business Administration Program is designed to prepare students with the core skills necessary to compete and succeed in today's diverse business environment. Required courses include the organizational functions of accounting, marketing, management, human resources, business communications, and business law. Exposure to these concepts provides students with the knowledge they need, while introducing them to potential career paths that they can pursue through their choice of business electives. The flexibility of this program allows for both part-time and full-time study.

The primary goal of this business program is to prepare students for employment upon graduation. In addition, students may decide to continue their studies at four-year institutions and beyond. Students confident that they want to continue on to four-year institutions may want to consider FM's Associate in Science degree in Business Administration. Consultation with an academic advisor is recommended and available to students wishing to pursue higher educational goals.

This degree program is offered fully online.

**PROGRAM LEARNING OUTCOMES**

Students will be able to:

- 1) Apply effective oral and written communication, quantitative reasoning, and technology competencies to real-world business scenarios.
- 2) Demonstrate critical thinking, teamwork, collaboration, problem-solving, and decision making skills that optimize business outcomes.
- 3) Identify how diversity and ethics impact the evolving global business environment.
- 4) Demonstrate core competencies in Accounting, Marketing, Economics, Management, Business Law, Information Systems, and Business Applications.

**FIRST YEAR**

ENG 103 English I .....	3	ENG 104 English II .....	3
BUS 101 Principles of Business .....	3	ACC 101 Financial Accounting <sup>5</sup> .....	4
BUS 115 Quantitative Business Applications .....	3	BUS 141 Marketing .....	3
CIS 105 Computer Applications .....	3	Economics Elective .....	3
Liberal Arts Elective .....	<u>3</u>	Mathematics Elective <sup>1</sup> .....	3-4
	15	Physical Education <b>or</b> Wellness Education .....	<u>1</u>
			17-18

**SECOND YEAR**

ACC 102 Managerial Accounting <sup>5</sup> .....	4	BUS 151 Human Resource Management .....	3
BUS 137 Business Communication .....	3	BUS 203 Introduction to Finance <b>or</b>	
BUS 205 Principles of Management .....	3	Business Elective <sup>3,4</sup> .....	3
Business Elective <sup>3,4</sup> .....	3	BUS 270 Entrepreneurship .....	3
Science Elective .....	3-4	Restricted Elective <sup>2,4</sup> .....	3
Physical Education <b>or</b> Wellness Education .....	<u>1</u>	Social Science Elective .....	<u>3</u>
	17-18		15

<sup>1</sup> MAT 110 or higher. MAT 125 Statistics recommended.

<sup>2</sup> ACC, BUS, ECO, BUS 248, DMT 102, CIS 170.

<sup>3</sup> ACC, BUS, ECO.

<sup>4</sup> Recommended classes for students interested in Entrepreneurship: BUS 120, BUS 201, BUS 202 and BUS 204.

<sup>5</sup> ACC 101 and ACC 102 MUST NOT be more than seven (7) years old upon the most recent matriculation into the program.

A minimum of 64 credits are required to complete this program, which must include 20 credits of Liberal Arts and Sciences, plus two different physical or wellness education courses.



**BUSINESS: BUSINESS ADMINISTRATION (A.S.)  
APC — 0671**

This program is designed to prepare students to transfer to four-year institutions to complete a Bachelor’s degree in Business. The flexibility of this program permits students to meet the requirements of their intended transfer institutions.

Students transferring to four-year institutions may specialize at that institution in a particular field such as accounting, finance, marketing, business management, or business education, and begin that specialization at FM.

This degree program is offered fully online.

**PROGRAM LEARNING OUTCOMES**

Students will be able to:

- 1) Apply effective oral and written communication, quantitative reasoning, and technology competencies to real-world business scenarios.
- 2) Demonstrate critical thinking, teamwork, collaboration, problem-solving, and decision making skills that optimize business outcomes.
- 3) Identify how diversity and ethics impact the evolving global business environment.
- 4) Demonstrate core competencies in Accounting, Marketing, Economics, Management, Business Law, Information Systems, and Business Applications.

**FIRST YEAR**

ENG 103 English I .....	3	ENG 104 English II .....	3
ACC 101 Financial Accounting <sup>4</sup> .....	4	ACC 102 Managerial Accounting <sup>4</sup> .....	4
ECO 282 Macroeconomics. ....	3	ECO 283 Microeconomics .....	3
CIS 105 Computer Applications .....	3	Accounting <b>or</b> Business Elective <sup>1</sup> .....	3
Social Science Elective .....	<u>3</u>	Mathematics Elective <sup>2</sup> .....	<u>4</u>
	16		17

**SECOND YEAR**

BUS 207 Business Law I .....	3	Accounting or Business Elective <sup>1</sup> .....	3
Liberal Arts Elective <sup>3</sup> .....	6	Liberal Arts Elective <sup>3</sup> .....	6
MAT 125 Introduction to Statistics .....	3	Science Elective .....	3-4
Elective .....	3	Physical Education <b>or</b> Wellness Education .....	<u>1</u>
Physical Education <b>or</b> Wellness Education .....	<u>1</u>		13-14
	16		

<sup>1</sup> ACC, BUS, ECO, BUS 141 Marketing, BUS 208 Business Law II and BUS 205 Principles of Management recommended.

<sup>2</sup> MAT 140 or higher.

<sup>3</sup> Elective should be used to meet a SUNY General Education requirement.

<sup>4</sup> **ACC 101 and ACC 102 MUST NOT be more than seven (7) years old upon the most recent matriculation into the program.**

Students are advised to choose electives based on the requirements of their intended transfer institutions.

NOTE: All A.A. and A.S. degree programs require courses that meet 7 of the 10 General Education competencies and a minimum of 30 credits of general education coursework.

A minimum of 62 credits are required to complete this program, which must include 30 credits of Liberal Arts and Sciences, plus two different physical or wellness education courses.



**BUSINESS: MARKETING (A.A.S.)  
APC — 2653**

The Marketing Program is designed to prepare students with the core skills necessary to compete and succeed in today’s diverse business environment. Required courses include the organizational functions of marketing, e-commerce, customer relationship management, sales, management, business communications, accounting and business law. Exposure to these concepts provides students with the knowledge they need, while introducing them to potential career paths. The flexibility of this program allows for both part-time and full-time study.

The primary goal of this business program is to prepare students for employment upon graduation. Potential jobs include, but are not limited to the fields of customer relationship management, marketing, social media, and e-commerce. In addition, students may decide to continue their studies at four-year institutions. Students confident that they want to continue on to four-year institutions may want to consider FM’s Associate in Science degree in Business Administration. Consultation with an academic advisor is recommended and available to students wishing to pursue higher educational goals.

**PROGRAM LEARNING OUTCOMES**

Students will be able to:

- 1) Apply effective oral and written communication, qualitative and quantitative reasoning, and technology competencies to real-world business scenarios.
- 2) Demonstrate critical thinking, teamwork, collaboration, problem-solving, and decision making skills that optimize business outcomes.
- 3) Demonstrate appropriate ethical, socially responsible and global business practices.
- 4) Research, and develop effective integrated marketing communications plans.
- 5) Demonstrate core competencies in Accounting, Integrated Marketing, Management, E-Commerce, Sales and Customer Relationship Management, Business Law, and Business Applications.

**FIRST YEAR**

ENG 103 English I .....	3	ENG 104 English II .....	3
BUS 101 Principles of Business <b>or</b>		ACC 101 Financial Accounting <sup>3</sup> .....	4
BUS 120 Essentials of Entrepreneurship. ....	3	BUS 141 Marketing .....	3
BUS 115 Quantitative Business Applications .....	3	BUS 137 Business Communications.....	3
CIS 105 Computer Applications.....	3	Economics Elective .....	3
Social Science Elective .....	<u>3</u>	Physical Education <b>or</b> Wellness Education .....	<u>1</u>
	15		17

**SECOND YEAR**

ACC 102 Managerial Accounting <sup>3</sup> .....	4	BUS 242 Sales & Customer Relationship Mgmt. ....	3
BUS 207 Business Law.....	3	BUS 202 Integrated Marketing	
BUS 205 Principles of Management.....	3	Communications & E-Commerce .....	3
Mathematics Elective <sup>1</sup> .....	3	BUS 270 Entrepreneurship.....	3
Science Elective .....	3	Restricted Elective <sup>2</sup> .....	3
Physical Education <b>or</b> Wellness Education.....	<u>1</u>	Liberal Arts Elective .....	<u>3</u>
	17		15

<sup>1</sup> MAT 115 or higher. MAT 125 Statistics recommended.

<sup>2</sup> ACC, BUS, ECO

<sup>3</sup> **ACC 101 and ACC 102 MUST NOT be more than seven (7) years old upon the most recent matriculation into the program.**

A minimum of 64 credits are required to complete this program, which must include 20 credits of Liberal Arts and Sciences, plus two different physical or wellness education courses.



**BUSINESS APPLICATIONS SPECIALIST (Certificate)  
APC — 1778**

This program leads to a certificate, after one year of study (two semesters). It is designed to provide students with concentrated skill training, leading to employment in entry level business support positions. Graduates may apply all credits toward the Associate’s degree in Business Technology and Applications.

**PROGRAM LEARNING OUTCOMES**

Students will be able to:

- 1) Acquire and demonstrate the knowledge and skills necessary to provide administrative assistance in an office.
- 2) Acquire and demonstrate the oral and written communication skills necessary to provide administrative assistance in an office.
- 3) Acquire and demonstrate the knowledge and skills necessary to provide specialized administrative assistance in one of the following areas: administrative management, medical, transcription, reception, or desktop publishing/multimedia.
- 4) Acquire and demonstrate the critical-thinking and problem-solving skills necessary to provide administrative assistance in an office.
- 5) Demonstrate an understanding of the importance of personal characteristics and behavior on the job when providing administrative assistance.

**ONE-YEAR CERTIFICATE**

Fall Semester:

ENG 103 English I .....	3
ADM 134 Information Processing.....	4
BTA 137 Introduction to Business Technology.....	3
CIS 105 Computer Applications.....	3
Restricted Career Elective <sup>1</sup> .....	3
	16

Spring Semester:

ADM 244 Advanced Word Processing Applications.....	3
BUS 137 Business Communication.....	3
ADM 139 Business Systems Applications .....	3
Restricted Career Elective <sup>1</sup> .....	3
Restricted Career Elective <sup>1</sup> .....	3
	15

<sup>1</sup> Restricted career electives may include any course with an ACC, BUS, CIS, DMT, MED prefix and any other ADM non-required course.

A minimum of 31 credits are required to complete this program.



COMPUTER INFORMATION SYSTEMS (A.A.S.)

APC — 0581

This curriculum is structured along the lines of career interests and job skills that are required by students who plan to enter the field of computer information systems.

The course work emphasizes practical problem-solving skills, the use of computers, information technology, and written and oral communication skills to achieve a well-rounded computer information systems background.

FM graduates will have a solid foundation in object-oriented programming, dynamic webpages, application software, networked hardware, and project management. They will be able to provide solutions using learned IT knowledge and interpersonal skills and will have the ability to adapt to the ever-changing IT industry.

PROGRAM LEARNING OUTCOMES

Students will be able to:

- 1) Utilize desktop and internet-based applications to perform advanced end-user tasks.
2) Analyze algorithms, organize data structures, and employ object-oriented and modular programming techniques to successfully code event-driven programs.
3) Design and code dynamic websites using HTML, CSS, and client-side and server-side scripting languages.
4) Configure, troubleshoot and support computers and devices in a networked environment.
5) Maintain professional growth, manage projects, and self-teach within a team environment with appropriate interpersonal skills.

FIRST YEAR

Table with 2 columns of course names and credit values for the first year, including ENG 103, CIS 110, CIS 114, COT 16, Mathematics Elective, ENG 104, CIS 216, CIS 160, CIS 170, and Liberal Arts Elective.

SECOND YEAR

Table with 2 columns of course names and credit values for the second year, including CIS 230, CIS 240, CIS 256, CIS Restricted Elective, Social Science Elective, Physical Education or Wellness Education, CIS 250, CIS 289, INT 292, CIS 246, Science Elective, and Physical Education or Wellness Education.

1 MAT 120 or higher. Students planning to transfer should work with an academic advisor to select a mathematics course that aligns with the requirements of their intended transfer institutions.

2 not CIS 105.

A minimum of 62 credits are required to complete this program, which must include 20 credits of Liberal Arts and Sciences, plus two different physical or wellness education courses.



COMPUTER NETWORKING & CYBERSECURITY (A.S.)
APC — 2914

The Computer Networking & Cybersecurity A.S. program combines computer information systems, liberal arts, and criminal justice coursework to prepare students for transfer to bachelor’s degree programs in Network Forensics, Information Assurance, Cybercrime Investigation, and related programs.

According to the United States Department of Labor, Bureau of Labor Statistics, employment of information security analysts is projected to grow more than 20 percent over the next decade, much faster than the average for all occupations. Demand for information security analysts is expected to be very high, as these analysts will be needed to create innovative solutions to prevent hackers from stealing critical information or causing problems for computer networks.

PROGRAM LEARNING OUTCOMES

Students will be able to:

- 1) Configure and Install end-user and server hardware and operating systems.
2) Identify system vulnerabilities and be able to assess cyber-related risks.
3) Analyze and utilize appropriate tools to protect network infrastructure and data.
4) Develop and implement proactive procedures and scripts to manage networked computers, servers and data.

FIRST YEAR

Table with 2 columns listing courses and credits for the first year, including ENG 103, CIS 110, CIS 114, CIS 240, and General Education Elective.

SECOND YEAR

Table with 2 columns listing courses and credits for the second year, including CIS 146, CIS 116, CRJ 101, Science Elective, SOC 101, CIS 246, CIS 250, PSY 270, CIS 160, and General Education Elective.

1 Elective should be used to meet a SUNY General Education requirement. Consult transfer institution to assist in selecting appropriate transfer courses.

NOTE: All A.A. and A.S. degree programs require courses that meet 7 of the 10 General Education competencies and a minimum of 30 credits of General Education coursework.

A minimum of 61 credits are required to complete this program, which must include 30 credits of Liberal Arts and Sciences, plus two different physical or wellness education courses.



COMPUTER SCIENCE (A.S.)

APC — 0532

The two-year Computer Science Program is designed for students who plan to transfer and continue their studies in programs leading to a Bachelor’s degree. The program emphasizes an understanding of computing, data structures, object-oriented and modular programming techniques, and algorithm analysis.

PROGRAM LEARNING OUTCOMES

Students will be able to:

- 1) Utilize desktop and internet-based applications to perform advanced end-user tasks.
2) Analyze algorithms, organize data structures, and employ object-oriented and modular programming techniques to successfully code event-driven programs.
3) Maintain professional growth, manage projects, and self-teach within a team environment with appropriate interpersonal skills.

FIRST YEAR

Table with 2 columns of course names and credit hours for the first year, including ENG 103, CIS 110, CIS 116, Liberal Arts Elective, ENG 104, CIS 216, CIS 160, MAT 170, and CIS Elective.

SECOND YEAR

Table with 2 columns of course names and credit hours for the second year, including CIS 256, CIS Elective, MAT 173, Liberal Arts Elective, Social Science Elective, Physical Education or Wellness Education, CIS 250, Elective, Liberal Arts Elective, Science Elective, and Physical Education or Wellness Education.

1 CIS 105 Computer Applications does not apply.
2 It is suggested that the student follow one of the following two sequences:
-CIS 240 Hardware Concepts - CIS 241 Networking Concepts
-CIS 170 Web Site Development - CIS 230 Internet Programming
3 Science elective with a lab that meets a SUNY General Education requirement.
4 Elective should be used to meet a SUNY General Education requirement.

NOTE: All A.A. and A.S. degree programs require courses that meet 7 of the 10 General Education competencies and a minimum of 30 credits of General Education coursework.

A minimum of 61 credits are required to complete this program, which must include 30 credits of Liberal Arts and Sciences, plus two different physical or wellness education courses.

**WEB AND MOBILE APPLICATIONS DEVELOPMENT (A.A.S.)  
APC — 2622**

This curriculum is structured along the lines of career interests and job skills that are required by students who plan to enter the field of web and mobile application development. Topics may include debugging, common-platform development, application deployment, gaming, and integrating with web-based services.

The coursework emphasizes practical problem-solving skills, information technology and written and oral communication skills to achieve a well-rounded technical background.

Students will acquire skills in software application development focusing on solutions for mobile devices. Students will be prepared to grow in an ever-changing field. Graduates will be prepared for entry-level positions as a Web and Mobile Applications Developer.

**PROGRAM LEARNING OUTCOMES**

Students will be able to:

- 1) Analyze needs and design web and mobile applications across multiple platforms.
- 2) Evaluate mobile-specific tools that can be used to develop user-friendly and interactive applications.
- 3) Write, test and debug mobile applications.
- 4) Integrate web-based services and mobile applications.

**FIRST YEAR**

ENG 103 English I ..... 3	ENG 104 English II .....3
CIS 110 Spreadsheets & Databases for Profess. ... 3	CIS 216 Computer Science II .....3
CIS 114 Linux Operating System ..... 3	CIS 160 Database Design & Programming.....3
CIS 116 Computer Science I ..... 3	CIS 170 Web Site Development .....3
DMT 120 Digital Photog./Adobe® Photoshop..... <u>3</u>	Mathematics Elective <sup>1</sup> ..... <u>3-4</u>
15	15-16

**SECOND YEAR**

CIS 231 Mobile Apps. Development: Android ..... 3	CIS 232 Mobile Apps. Development: iOS .....3
CIS 230 Internet Programming ..... 3	CIS 180 Introduction to Game Design.....3
Restricted Elective <sup>2</sup> ..... 3	CIS 289 Professional Development Seminar <b>or</b>
Science Elective..... 3	INT 292 Internship.....2
Social Science Elective ..... 3	Liberal Arts Elective .....3
Liberal Arts Elective..... <u>3</u>	BUS <sup>2</sup> , CIS, or DMT Elective .....3
18	Physical Education <b>or</b> Wellness Education ..... <u>1</u>
	15

<sup>1</sup> MAT 120 or higher.

<sup>2</sup> ACC 101, BUS 115, BUS 120, BUS 137, BUS 141, BUS 202, BUS 242, or CIS 250, INT.

<sup>3</sup> CIS 250 or INT.

A minimum of 63-64 credits are required to complete this program, which must include 20 credits of Liberal Arts and Sciences, and one physical or wellness education course.

**HEALTH INFORMATION RECORDS MANAGEMENT (A.A.S.)  
APC — 2902**

The Health Information Records Management program is designed to provide students with the technology and administrative skills they need to pursue careers in current and emerging positions in a variety of health care settings. Course work emphasis is on document preparation, medical billing, insurance verification, medical coding, report development, office management and administrative practices. This program prepares students to take the Coding Certification Exam.

**PROGRAM LEARNING OUTCOMES**

Students will be able to:

- 1) Identify the knowledge and skills necessary to provide administrative assistance in an office.
- 2) Utilize oral and written communication skills necessary to provide administrative assistance in an office.
- 3) Characterize the knowledge and skills necessary to provide specialized administrative assistance in one of the following areas: administrative management, medical office management, medical coding, transcription, reception, or desktop publishing/multimedia.
- 4) Acquire the critical thinking and problem-solving skills necessary to provide administrative assistance in an office.
- 5) Portray important of personal characteristics and behavior on the job, when providing administrative assistance.

**FIRST YEAR**

ENG 103 English I .....	3	ENG 104 English II .....	3
CIS 105 Computer Applications.....	3	BUS 115 Quantitative Business Applications .....	3
ADM 134 Information Processing.....	4	ADM 244 Advanced Microsoft® Word .....	3
ADM 139 Business Systems Applications .....	3	MED 284 Medical Insurance .....	3
MED 283 Medical Terminology .....	3	SCI 136 Essentials of Anatomy and Physiology .....	3
	16	Liberal Arts Elective .....	3
			18

**SECOND YEAR**

BUS 137 Business Communication.....	3	Restricted Career Elective <sup>2</sup> .....	6
BUS 248 Integrated Software Application.....	3	HLT 111 Introduction to Patient Care .....	2
MED 292 Medical Office Procedures with Transcription, Editing and Voice Recognition .....	3	PSY 101 Introduction to Psychology .....	3
MED 293 Medical Coding Essentials I.....	3	Liberal Arts Elective <sup>3</sup> .....	3
Mathematics Elective <sup>1</sup> .....	3		14
Physical Education <u>or</u> Wellness Education.....	1		
	16		

<sup>1</sup> Mathematics Elective – MAT125 or MAT116

<sup>2</sup> Restricted career electives – Choose two courses from the following: AMD 250, MED294 or BUS299 Internship

<sup>3</sup> Recommend SPA elective

A minimum of 64 credits are required to complete this program, which must include 20 credits of Liberal Arts and Sciences, plus two different physical or wellness education courses.

**HEALTH SCIENCE (A.S.)**

**APC – 1821**

The Health Science degree A.S. program provides a broad foundation for careers in the healthcare industry. This innovative curriculum is designed to prepare graduating students for transfer to four-year institutions. Career choices such as Cardiovascular Perfusion, Chiropractic, Clinical Laboratory Technologist, Dentistry, Forensics, Health Counselor, Health Policy Analyst, Health Science Researcher, Medical Biotechnology, Medical Imaging, Medicine, Nutrition, Occupational Therapy, Optometry, Pharmacy, Physical Therapy, Physician Assistant, Podiatry, Public Health, Respiratory Therapy, Science writer, and Veterinary Medicine are among the many examples for which this curriculum would satisfy pre-requisites. The program is a multidisciplinary approach that is well-rounded in the area of the natural sciences, social sciences, communication, and health.

**PROGRAM LEARNING OUTCOMES**

Students will be able to:

- 1) Demonstrate the safe and proper use of scientific instrumentation, measuring devices, chemical reagents, media, and/or tools of science in a laboratory setting.
- 2) Demonstrate communication, problem solving and critical thinking skills pertinent in the healthcare sector.
- 3) Understand and utilize the scientific method.
- 4) Promote health and wellness among members of the college and/or local communities, through service learning.

**FIRST YEAR**

ENG 103 English I .....	3	ENG 104 English II .....	3
BIO 181 Anatomy and Physiology I <b>or</b>		BIO 182 Anatomy and Physiology II <b>or</b>	
BIO 170 General Biology I <sup>1</sup> .....	4	BIO 171 General Biology II <sup>1</sup> .....	4
CHM 173 General Chemistry I <b>or</b>		CHM 174 General Chemistry II <b>or</b>	
PHY 151 General Physics I <b>or</b>		PHY 152 General Physics II <b>or</b>	
PHY 171 Analytical Physics I <b>or</b>		PHY 172 Analytical Physics II <b>or</b>	
SCI 161 Introduction to Physics I <sup>2</sup> .....	3-4	SCI 162 Introduction to Physics II <sup>2</sup> .....	3-4
HLT 101 Introduction to Allied Health .....	2	Mathematics Elective <sup>5</sup> .....	4
Mathematics Elective <sup>4</sup> .....	3-4	Physical Education <b>or</b> Wellness Education .....	1
Physical Education <b>or</b> Wellness Education....	1		15-16
	16-18		

**SECOND YEAR**

HLT 201 Health Science Seminar .....	1	Electives <sup>7</sup> .....	6-8
Electives <sup>6</sup> .....	3-4	Liberal Arts Elective <sup>6</sup> .....	3
Liberal Arts Elective <sup>6</sup> .....	3	Science Elective <sup>3</sup> .....	3-4
PSY 101 Introduction to Psychology.....	3	SOC 101 Introduction to Sociology.....	3
Science Elective <sup>3</sup> .....	3-4		15-18
	14-16		

<sup>1</sup> Students must take one (1) of the following two (2) sequences: BIO 170 and BIO 171 or BIO 181 and BIO 182.  
<sup>2</sup> Students must take one (1) of the following four (4) sequences: CHM 173 and CHM 174, PHY 151 and PHY 152, PHY 171 and PHY 172, or SCI 161 and SCI 162.  
<sup>3</sup> Science Electives may be chosen from a non-required course with the prefix BIO or CHM, or from the following: SCI 129, SCI 170, SCI 181, SCI 295, RAD 130 (previously completed) and RAD 131 (previously completed), or ESC elective.  
<sup>4</sup> MAT 125 or higher, except MAT 135. MAT 125 strongly recommended.  
<sup>5</sup> MAT 130 or higher, except MAT 135.  
<sup>6</sup> Courses must be selected from the following categories FM Approved General Education list: H-Humanities, U-United States History, W-Western Civilization, O-Other World Civilizations, A-The Arts, F-Foreign Languages.  
<sup>7</sup> CIS 105 strongly recommended.

Students are advised to choose electives based on the requirements of their intended transfer institutions. NOTE: All A.A. and A.S. degree programs require courses that meet 7 of the 10 General Education competencies and a minimum of 30 credits of General Education coursework.

A minimum of 61 credits are required to complete this program, which must include 30 credits of Liberal Arts and Sciences, plus two different physical or wellness education courses.



**HEALTH STUDIES (A.A.S.)  
APC – 1731**

The Health Studies degree program provides students with an opportunity to build a foundation and explore multiple career paths and employment in the growing healthcare industry. This innovative curriculum is designed to prepare students who intend to pursue entry-level healthcare positions and for those current healthcare employees who are looking to upgrade their skills. These include Surgical Technologist, Patient Care Technician, Public Health Assistant, Phlebotomist, Radiologic Diagnostic Imaging Assistant, EKG Technician, EEG Technician, Medical Records/Coding, Medical Assistant, Nursing Assistant, Pharmacy Technician, Diet Technician, Dietary Ambassador, Mental Health Assistant, Peer Counselor, and Recreational Therapy Aid.

**PROGRAM LEARNING OUTCOMES**

Students will be able to:

- 1) Identify the breadth of career options, practices, and trends in the healthcare industry and related health fields.
- 2) Analyze and discuss the ethical and legal principles in healthcare and related health fields.
- 3) Demonstrate communication, problem solving, and critical thinking skills pertinent in the healthcare industry and related health fields.

**FIRST YEAR**

ENG 103 English I ..... 3	ENG 104 English II .....3
HLT 101 Introduction to Allied Health ..... 2	HLT 111 Introduction to Patient Care <b>or</b>
BIO 181 Anatomy and Physiology I <b>or</b>	Restricted Elective <sup>1,2</sup> .....2-3
SCI 136 Essentials of A & P ..... 3-4	HLT 120 Professional Ethics in Allied Health .....3
PSY 101 Introduction to Psychology ..... 3	Science Elective <sup>2</sup> .....3-4
Restricted Elective <sup>1,2</sup> ..... 3	SOC 101 Introduction to Sociology .....3
Physical Education <b>or</b> Wellness Education.... <u>1</u>	Physical Education <b>or</b> Wellness Education ..... <u>1</u>
15-16	15-17

**SECOND YEAR**

CIS 105 Computer Applications ..... 3	HLT 138 Health Care Provider CPR ..... 1
CLC 111 Career Success <b>or</b>	Science Elective <sup>2</sup> .....3-4
CLC 112 Career Search <b>or</b>	Electives .....6
HLT 201 Health Science Seminar ..... 1	Liberal Arts Elective .....3
Elective ..... 3	INT Internship <b>or</b>
Mathematics Elective <sup>3</sup> ..... 3-4	Restricted Elective <sup>1,2</sup> ..... <u>3</u>
PSY 200 Lifespan Development ..... 3	16-17
Restricted Elective <sup>1,2</sup> ..... <u>3</u>	
16-17	

<sup>1</sup> Restricted Electives may be chosen from any Science Elective<sup>2</sup>, the following PSY or SOC courses: PSY 210, PSY 220, PSY 240, PSY 250, SOC 137, SOC 200, SOC 210; POL 101, PED 236, or a non-required course with the following prefix: HLT, HUS, MED, NUR (previously completed), RAD (previously completed).

<sup>2</sup> Science Electives may be chosen from a non-required course with the following prefix: BIO (not BIO 276), CHM, and PHY or from the following: SCI 129, SCI 135, SCI 137, SCI 139, SCI 161, SCI 162, SCI 170, RAD 130 (previously completed) and RAD 131 (previously completed).

<sup>3</sup> MAT 120 or higher. MAT 125 Strongly recommended.

Students interested in transfer should consult intended transfer institution for specific requirements.

A minimum of 62 credits are required to complete this program, which must include 20 credits of Liberal Arts and Sciences, plus two different physical or wellness education courses.



**NURSING (A.A.S.)  
APC — 0622**

The Nursing Program offers a four-semester curriculum, which provides a balance of Liberal Arts, Sciences and Nursing, as illustrated below. The nursing courses assist students in gaining the knowledge, attitudes, and skills essential to nursing practice in a variety of settings. Graduates of this program are prepared to take the NCLEX examination for licensure as a Registered Professional Nurse (R.N.) Successful completion of the licensing examination qualifies the graduate to assume a beginning staff nurse position in a hospital/agency.

**PROGRAM ENTRANCE REQUIREMENTS AND APPLICATION INSTRUCTIONS**

1. Proof of graduation from high school or a high school equivalency diploma (formerly known as a GED).
2. Completion of Algebra, Biology and Chemistry per description below by the application deadline. Students may fulfill these requirements by completing high school courses (taken within five years post graduation *i.e. if you graduated in 2014 or later you can use high school courses for fall 2019 entrance*), college courses\* or a combination of both. The most recent class grade will be used to fulfill the program entrance requirements. In addition, a minimum cumulative GPA of 2.8 (85%) is required. The most recent transcript will used to determine the cumulative GPA.
3. TEAS Test taken within two years of the application deadline. The TEAS test can only be taken twice in a twelve-month period. A repeat attempt may not be earlier than 45 days. Test attempts at other testing sites will count as an attempt. Scores of second attempt prior to 45 days will not be accepted.

Visit <https://www.fmcc.edu/admissions/apply/nursing-application/> for more information.

\*Please note: A course syllabus/transcript, description, and grading scale must be provided for agencies other than accredited college.

<b>Entrance Requirements Completed by Application Deadline</b>	<b>High School Classes</b>	<b>College Classes</b>
Intermediate Algebra Minimum Grade: "C" 75%	Algebra I OR Math A	MAT 040 Elementary Algebra <i>Please note: Statistics does not fulfill this program entrance requirement.</i>
Biology with a lab Minimum Grade: "B" 84%	Biology with a lab Minimum Regents Score: 80%	SCI 135 Introduction to Biology Molecules/Cells OR SCI 136 Essentials of Anatomy & Physiology OR SCI 137 Human Biology <i>Please note: Anatomy &amp; Physiology and Microbiology do not fulfill this program entrance requirement.</i>
Chemistry with a lab Minimum Grade: "B-" 80%	Chemistry with a lab Minimum Regents Score: 80%	SCI 170 Introduction to Chemistry
TEAS Exam Minimum adjusted individual total score: 58.9 Minimum Subject area scores: Reading 70% Mathematics 69% Science 54% English 64%		

Students accepted to the Nursing Program must submit proof of American Heart Association Basic Life Support certification and Health form prior to the start of the Nursing Program. In addition to college immunization requirements, a medical examination and additional immunizations are required for students accepted into the Nursing Program. All accepted students must meet the physical and emotional requirements, as stated on the health form.

(Continued on next page.)



Application Instructions – Please review carefully

Step 1. Complete the Program Entrance Requirements Form. You will need electronic copies of your transcripts to attach as proof you fulfill all requirements. Applicants who have not completed the program entrance requirements by the application deadline, will not be reviewed. Incomplete Applications will not be processed.

Students who do not fulfill all items outlined in the Program Entrance Requirement Form are encouraged to begin work on these requirements by applying for the Health Studies program using the General Application for admission.

Step 2. Complete the Fall Online Admissions Application for Nursing.

Please note: Application deadlines do apply to the Nursing Program. Students should contact the Admission’s Office for full details. Non-matriculated nursing students are not allowed to register for nursing courses.

There is a required (1 institutional non-degree credit) Nursing Process course for Licensed Practical Nurses accepted with Advanced Placement Credit and for students readmitted or transferring into the Nursing Program. This is a pre-requisite for entrance into NUR 106.

Upon admission or readmission to the Nursing Program, prior FM credit or transfer credit will not be granted for college level Anatomy/Physiology I and II, and Microbiology if the courses were taken more than seven years ago.

PROGRAM LEARNING OUTCOMES

Students will be able to:

- 1) Incorporate knowledge from the sciences and humanities in relation to culturally sensitive and patient-centered nursing practice (Nursing Foundation).
2) Utilize the nursing process, critical thinking and technical skills to support safe, quality care decisions/judgements (Methodology).
3) Function as a nursing and interprofessional team member while promoting self-determination, integrity and holistic well-being of patients (Nursing Essence).
4) Integrate information and technology to support evidence-based clinical decision making (Disciplined Inquiry).
5) Internalize the nursing profession’s values while working to foster patient care excellence (Professional Identity/Individual being).

FIRST YEAR

Table with 2 columns of course names and credit hours for the first year, including NUR 105, BIO 181, PSY 101, Physical Education or Wellness Education, ENG 103, BIO 182, NUR 106, and PSY 200.

SUMMER

Table with 1 column of course name and credit hour for the summer: NUR 207 Pharmacology 3

SECOND YEAR

Table with 2 columns of course names and credit hours for the second year, including BIO 282, NUR 205, ENG 104, ENG 127, NUR 206, and SOC 101.

1 To qualify for the next sequential nursing course, the student must earn a grade of “C” or higher in nursing courses, pass the clinical laboratory portion, and earn a grade of “C” or higher in the following support courses: BIO 181, BIO 182, and BIO 282. Students are expected to provide uniforms to wear in laboratory periods. Clinical hours may vary within clinical courses based on restrictions set by affiliating agencies. Some courses meet at sites other than the main campus. Students must make their own transportation arrangements. All fees for standardized tests taken in the course of study will be the responsibility of the student.

2 Pharmacology must be taken after completion of NUR 105 and NUR 106 and within 12 months of graduation. A three-week preceptorship is required for graduation and is included in NUR 206.

A minimum of 64 credits are required to complete this program, which must include 20 credits of Liberal Arts and Sciences, plus one physical or wellness education course.

The Nursing Program is accredited by: Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000
www.acenursing.org

**RADIOLOGIC TECHNOLOGY (A.A.S.)**
**APC — 0628**

This rigorous program of study provides the student with the essential qualifications for obtaining an Associate's degree in Radiologic Technology. Graduates will be eligible to take the American Registry of Radiologic Technologists examination for certification and New York State licensure.

The program prepares Radiologic Technologists to utilize their knowledge of human anatomy, radiographic procedures, and radiation safety to provide quality diagnostic radiographic films, for the purpose of diagnosis and treatment of injury and disease. Radiologic Technologists work in hospitals, clinics, private imaging centers, and medical physician offices.

Students attend lecture and laboratory classes on campus and practical clinical experience in area hospitals.

**Program Entrance Requirements and Application Instructions**

Admission to the Radiologic Technology program is competitive. There are program entrance requirements that must be completed by the application deadline. Approximately 18-20 students will be accepted to the Radiologic Technology program each fall, based on clinical site availability.

**Program Entrance Requirements**

1. Proof of graduation from high school or a high school equivalency diploma (formerly known as a GED).
2. Completion of Intermediate Algebra, Biology, Chemistry or Physics per description below by the application deadline. Students may fulfill these requirements by completing high school courses, college courses\* or a combination of both. The most recent grade will be used to fulfill the program entrance requirements.

\*Please note: A course syllabus/transcript, description, and grading scale must be provided for agencies other than accredited college.

<b><u>Entrance Requirements</u></b> <b><u>Completed Application Deadline</u></b>	<b><u>High School Classes</u></b>	<b><u>College Classes</u></b>
Intermediate Algebra Minimum Grade: "B-" 80%	Algebra I & II OR Math A & B	MAT 120 Intermediate Algebra <i>Please note: Statistics does not fulfill this program entrance requirement.</i>
Biology with a lab Minimum Grade: "B-" 80%	Biology with a lab	SCI 135 Introduction to Biology Molecules/Cells <i>Please note: Anatomy &amp; Physiology and Microbiology will not fulfill this program entrance requirement.</i>
Chemistry OR Physics with a lab Minimum Grade: "B-" 80%	Chemistry or Physics With a lab	SCI 170 Introduction to Chemistry OR SCI 161 Introduction to Physics I

(Continued on next page.)

Application Instructions – Please review carefully

Step 1. Complete the **Program Entrance Requirements Form**. You will need electronic copies of your transcripts to attach as proof you fulfill all requirements. Applicants who have not completed the program entrance requirements by the application deadline, will not be reviewed. Incomplete Applications will not be processed.

Students who do not fulfill all items outlined in the Program Entrance Requirement Form are encouraged to begin work on these requirements by applying for the Health Studies program using the **General Application** for admission.

Step 2. Complete the Fall Online Admission Application for Radiologic Technology.

Step 3. Approximately, the top 40 students will be contacted to attend Communication and Experience Assessment session with Radiologic Technology faculty.

For more information visit <https://www.fmcc.edu/admissions/apply/radiologic-technology-application/>.

**PROGRAM LEARNING OUTCOMES**

Students will be able to:

- 1) Develop clinical competency in the performance of basic radiologic procedures.
- 2) Demonstrate problem-solving and critical thinking skills.
- 3) Cultivate and promote good communication skills, with patients, staff, and others.
- 4) Establish a role as a medical imaging professional. Develop moral, ethical, and legal principles of professionalism.

**FIRST YEAR**

RAD 101 Introduction to Radiologic Technology ..	2	RAD 102 Patient Care I.....	2
RAD 110 Radiographic Procedures I .....	3	RAD 111 Radiograph Procedures II .....	3
RAD 120 Clinical Experience I.....	4	RAD 121 Clinical Experience II.....	4
RAD 130 Radiographic Physics I.....	3	RAD 131 Radiographic Physics II.....	3
BIO 181 Anatomy and Physiology I .....	4	BIO 182 Anatomy & Physiology II.....	4
	16		16

**SUMMER**

RAD 122 Clinical Experience III .....	7
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**SECOND YEAR**

RAD 202 Patient Care II .....	2	RAD 211 Advanced Radiographic Procedures II....	2
RAD 210 Advanced Radiographic Procedures I....	2	RAD 212 Sectional Anatomy.....	1
RAD 220 Clinical Experience IV.....	6	RAD 221 Clinical Experience V.....	6
RAD 231 Quality Management.....	2	RAD 230 Radiologic Health .....	3
ENG 103 English I .....	3	SOC 125 Behavioral Statistics .....	3
PSY 101 Introduction to Psychology.....	3	ENG 104 English II .....	3
	18		18

1. Students are required to carry their own liability insurance. A medical examination is required annually. All students must meet the physical and emotional requirements as stated on the health form. All students must be certified in American Heart Association adult and pediatric cardiopulmonary resuscitation (CPR) prior to admission to the program.
2. To qualify for the next sequential radiology course, the student must earn a grade of “C” or higher in radiology courses, pass the clinical portion, and earn a grade of “C” or higher in BIO 181 and BIO 182.
3. **Upon admission or readmission to the Radiologic Technology program, prior FM credit or transfer credit will not be granted for college level Anatomy and Physiology I and II if the courses were taken more than seven years ago.**
4. Some courses meet at clinical hospital sites.

A minimum of 75 credits are required to complete this program, which must include 20 credits of Liberal Arts and Sciences.



**LPN MARIA COLLEGE (Maria College Certificate)**

The Practical Nurse Certificate (PNC) is a college credit-bearing program in the Nursing Department that prepares program graduates 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 weekend format of the program provides the student an opportunity to complete the 44 program credits on a part-time basis. Of those, 15 nursing credits and a maximum of 20 non-nursing credits will transfer into the Associate Degree in Nursing program at Maria College. This certificate program is designed for the student whose interest is to begin working as an LPN upon program completion.

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 44 credits, 28 in nursing and 16 in the liberal arts and sciences. It is recommended that all required non-nursing courses except PSY 200 be completed prior to the first nursing course. Priority is given to those applicants who have successfully completed the science requirement (BIO 103 or its equivalent).

A physical examination, including tuberculosis testing, required immunizations and basic life support (BLS) are required before the student will be allowed to take clinical courses.

**Clinical Requirements:**

The PNC courses 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, and the 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 opposite weekends for clinical.
- >PNC 103: Third Semester (Fall), Weekend College and opposite weekends for clinical.
- >PNC 104: Fourth Semester (Spring), Weekend College and opposite weekends for clinical.

**PNC Program Outcomes:**

First-time NCLEX-PN pass rate for 2017 - 100%

**Required General Education/Liberal Arts Courses:**

**Courses through FM:**

- SCI 136 Essentials of Anatomy & Physiology\*
- BIO 181 Anatomy & Physiology I
- BIO 182 Anatomy & Physiology II
- ENG 103 English I
- PSY 101 Intro to Psychology
- PSY 200 Lifespan Development
- SOC 101 Intro to Sociology

\*BIO 181 and BIO 182 may be substituted, provided the students meets certain prerequisites.

**Required Nursing Courses:**

**Courses through Maria:**

Credits	Instructional Hours per Weekend*		
	Class/Lecture	Clinical	Skills Lab
PNC 101	4	0	4
PNC 102	8	8	2
PNC 103	8	8	2
PNC 104	8	8	2

*\*All nursing classes and labs meet on alternate weekends for eight total weekend alternation with the lecture and lab weekends for eight clinical sessions. There is one additional hour in each nursing course for competency testing and a second additional hour in each nursing course for dosage testing.*



CHEMICAL ABUSE COUNSELING (A.A.S.)

APC — 2720

The Chemical Abuse Counseling program is designed to equip students to enter the workforce as a Chemical Abuse Counselor. Upon completion of the program, students will be issued the Office of Alcoholism and Substance Abuse Services (OASAS) Standardized Certificate of Completion of 350 hours of course work necessary to apply for the Credentialed Alcoholism and Substance Abuse Counselor (CASAC) in New York State. The program combines coursework in diagnostic assessment, evaluation, intervention, referral and counseling in individual and group settings and field experience through a 135 hour internship in the Chemical Abuse Counseling field.

PROGRAM LEARNING OUTCOMES

Students will be able to:

- 1) Evaluate the influence of one's personal values and ethics and outline Chemical Abuse Counseling values and ethics in order that Chemical Abuse Counseling professional values and ethics guide practice.
2) Perform Chemical Abuse Counseling with a variety of populations utilizing skills, techniques and theory which underlie the field.
3) Evaluate how the Social Service system and policies are established to meet community and individual Chemical Abuse Counseling needs.
4) Create and apply an approach which utilizes a person in environment and strengths based perspective while engaging in Chemical Abuse Counseling.

FIRST YEAR

Table listing first-year courses and credits: ENG 103 English I (3), HUS 100 Introduction to Helping Professions (3), PSY 101 Introduction to Psychology (3), HUS 120 Foundations of Chemical Abuse Treatment (3), HUS 212 Mental Health Services (3), Physical Education or Wellness Education (1), ENG 127 Technical/Professional Writing (3), HUS 101 Intervention, Skills and Practice in the Helping Professions (3), CIS 105 Computer Applications (3), SOC 101 Introduction to Sociology (3), PSY 200 Lifespan Development (3), Physical Education or Wellness Education (1). Total: 16 credits.

SECOND YEAR

Table listing second-year courses and credits: CLC 111 Career Search (1), CLC 112 Career Success (1), PSY 225 Counseling the Individual (3), SCI 136 Essentials of A & P or SCI 137 Human Biology (3), SOC 125 Behavior Statistics (3), Psychology or Sociology Elective (3), HUS 297 Human Services Seminar (2), HUS 298 Human Services Internship (4), SOC 235 Professional Ethics in a Diverse Society (3), HLT 145 Problems of Addictive Behavior (3), PSY 235 Counseling the Group and Family (3), Elective (3). Total: 18 credits.

1Suggested Elective-Foreign Language (Spanish and American Sign Language strongly recommended), Early Childhood Education, Health Education, Criminal Justice.

2Two from the following Psychology/Sociology Electives: PSY 210, PSY 220, PSY 240, PSY 250, PSY 260, SOC 200, SOC 210, SOC 214, SOC 220

3Prerequisite permission of instructor, and grade of B or better in HUS 100, HUS 101, CLC 111, CLC 112. Students not meeting these criteria will take an approved course to fulfill requirements.

A minimum of 64 credits are required to complete this program, which must include 20 credits of Liberal Arts and Sciences, plus two different physical or wellness education courses.



CRIMINAL JUSTICE (A.S.)
APC — 1100

The Associate's degree in Criminal Justice provides a broad foundation for careers in any part of the criminal justice system. It is appropriate for students who have not yet made a specific career choice. This Associate's degree is designed to be used as a stepping stone for a bachelor's degree.

PROGRAM LEARNING OUTCOMES

Students will be able to:

- 1) Explain the etiology and measurement of crime.
2) Analyze the policy issues in criminal justice.
3) Explain the purpose and role of various agencies in the areas of government, policing, adjudications, and corrections.
4) Explain the context of agencies within the criminal justice system.
5) Identify and explain the problems and issues in applied fieldwork.

FIRST YEAR

Table with 2 columns listing first-year courses and credits. Courses include ENG 103, CRJ 101, CRJ 103, Mathematics Elective, PSY 101, ENG 104, Criminal Justice Elective, CRJ 121, POL 204, SOC 101, and Physical Education or Wellness Education.

SECOND YEAR

Table with 2 columns listing second-year courses and credits. Courses include Criminal Justice Elective, Foreign Language Elective, Science Elective, SOC 209, Restricted Electives, Restricted Electives, General Education Elective, General Education Elective, SOC 225, Mathematics or Science Elective, and Physical Education or Wellness Education.

1 MAT 120 or higher, (MAT 125 strongly recommended). Students should consult intended transfer institution for specific requirements.

2 Criminal Justice Electives: CRJ 105, CRJ 107, CRJ 112, CRJ 113, CRJ 123, CRJ 124, CRJ 260, CRJ 298-299 (Requires Permission of Instructor), SOC 214, SOC 215.

3 Students must choose a General Education Approved Course.

4 Restricted Electives: POL 101, POL 211, PSY 240, PSY 250, PSY 270, SOC 137, SOC 200, SOC 208, SOC 210, SOC 212, SOC 214, SOC 215, SOC 220.

5 MAT 125 or higher.

NOTE: All A.A. and A.S. degree programs require courses that meet 7 of the 10 General Education competencies and a minimum of 30 credits of General Education coursework.

A minimum of 62 credits are required to complete this program, which must include 30 credits of Liberal Arts and Sciences, plus two different physical or wellness education courses.



**CRIMINAL JUSTICE (A.A.S.)  
APC — 0640**

This program is designed to prepare students for careers with federal, state, county, and local enforcement organizations. The courses are concerned with fulfilling the educational needs of students and aiding them in becoming efficient and knowledgeable criminal justice personnel. The program is open, as well, to those who are currently employed in law enforcement.

STUDENTS PLEASE NOTE: Many criminal justice agencies require applicants to meet qualifying entrance requirements. Students who are pursuing careers at these agencies should be aware of conditions that may disqualify applicants for employment based on health, physical conditions, or character.

**PROGRAM LEARNING OUTCOMES**

Students will be able to:

- 1) Explain the etiology and measurement of crime.
- 2) Analyze the policy issues in criminal justice.
- 3) Explain the purpose and role of various agencies in the areas of government, policing, adjudications, and corrections.
- 4) Explain the context of agencies within the criminal justice system.
- 5) Identify and explain the problems and issues in applied fieldwork.

**FIRST YEAR**

ENG 103 English I .....	3	ENG 104 English II <b>or</b>	
CRJ 101 Introduction to Criminal Justice.....	3	ENG 127 Technical/Professional Writing .....	3
CRJ 103 Criminal Law .....	3	POL 204 Constitutional Law .....	3
PSY 101 Introduction to Psychology.....	3	CRJ Elective <sup>2</sup> .....	3
Mathematics Elective <sup>1</sup> .....	<u>3-4</u>	SOC 101 Introduction to Sociology.....	3
	15-16	CRJ 121 The Corrections Process.....	<u>3</u>
			15

**SECOND YEAR**

CRJ Elective <sup>2</sup> .....	3	ENG 132 Speech.....	3
CRJ 112 Organization and Management .....	3	CRJ Electives <sup>2</sup> .....	6
CRJ 113 Private Sector Issues .....	3	CRJ 289 Professional Development Seminar .....	2
SOC 209 Criminology.....	3	CRJ 298 Criminal Justice Internship <sup>4</sup> .....	3
Science Elective <sup>3</sup> .....	3-4	SOC 225 Professional Ethics .....	3
Physical Education <b>or</b> Wellness Education .....	<u>1</u>	Physical Education <b>or</b> Wellness Education .....	<u>1</u>
16-17 .....			15

**SUMMER (if needed)**

<sup>1</sup> MAT 110 or higher, MAT 120 recommended.

<sup>2</sup> Recommended Electives: CRJ 105, CRJ 107, CRJ 123, CRJ 124, CRJ 260, PSY 270, SOC 208, SOC 212, SOC 214, SOC 215.

<sup>3</sup> Science Electives: SCI 135, SCI 161, SCI 170 recommended. SCI 129 does not satisfy lab science graduation requirement.

<sup>4</sup> CRJ 298-299 requires permission of Instructor and requires a minimum of 2.5 cumulative GPA. Any student who is ineligible. to participate in CRJ 298-299 shall be enrolled in a restricted elective from the following courses: POL 101, POL 211, PSY 220, PSY 240, PSY 250, PSY 270, SOC 137, SOC 200, SOC 208, SOC 210, SOC 212, SOC 214, SOC 215 and SOC 220.

A minimum of 61 credits are required to complete this program, which must include 20 credits of Liberal Arts and Sciences, plus two different physical or wellness education courses.





**HUMAN SERVICES (A.S.)  
APC — 1175**

The Human Services program parallels the first two years of four-year programs in Human Services/Social Work. This enables graduates of the program to transfer at the junior level to some institutions and continue their studies, leading to Bachelor’s degrees in Social Work, Human Services, Psychology or related areas. Human Services/Social Work professionals find employment with various types of social agencies, including child protection agencies, senior citizen centers, agencies serving handicapped persons, family counseling centers, hospitals, schools and probation departments.

Interested students may also obtain the Office of Alcoholism and Substance Abuse Services (OASAS) Standardized Certificate of Completion of 350 Hours of course work necessary to apply for the Credentialed Alcoholism and Substance Abuse Counselor (CASAC) in New York State by selecting the appropriate courses.

**PROGRAM LEARNING OUTCOMES**

Students will be able to:

- 1) Distinguish between one’s personal values and ethics and Human Service values and ethics in order that Human Service professional values and ethics guide practice.
- 2) Demonstrate appropriate engagement strategies and utilize interpersonal communication techniques which underlie the Human Services field.
- 3) Explain how the Social Service system and policies are established to meet community and individual needs.
- 4) Apply an approach which utilizes a person in environment and strengths based perspective while engaging in the helping process.

**FIRST YEAR**

ENG 103 English I .....	3	ENG 104 English II .....	3
PSY 101 Introduction to Psychology .....	3	HUS 101 Intervention, Skills and Practice in the Helping Professions .....	3
HUS 100 Introduction to Helping Professions .....	3	PSY 200 Lifespan Development .....	3
HUS 120 Foundations in Chemical Abuse Treatment.....	3	SCI 136 Essentials of Anatomy & Physiology <b>or</b> SCI 137 Human Biology <b>or</b>	
CIS 105 Computer Applications.....	3	SCI 170 General Biology .....	3-4
	15	SOC 101 Introduction to Sociology.....	3
			15-16

**SECOND YEAR**

HUS 212 Mental Health Services.....	3	HUS 297 Human Service Seminar .....	2
Restricted Electives <sup>3,4</sup> .....	3	SOC 235 Professional Ethics in a Diverse Society .....	3
MAT 125 Introduction to Statistics .....	3	HIS 106 Survey of American History II .....	3
Humanities or Foreign Language Elective <sup>1</sup> .....	3	POL 101 Introduction to American Politics <b>or</b> Psy 235 Counseling the Group and Family <sup>4</sup> .....	3
Liberal Arts Elective <sup>2</sup> .....	3	Restricted Elective <sup>3,4</sup> .....	3
Physical Education <b>or</b> Wellness Education.....	1	Physical Education <b>or</b> Wellness Education .....	1
	16		15

<sup>1</sup>Humanities or Foreign Language Electives: Elective should be used to meet a SUNY General Education requirement.

<sup>2</sup>Liberal Arts Elective must be used to meet a SUNY General Education requirement.

Note: All A.A. and A.S. degree programs require courses that meet 7 of the 10 General Education competencies.

<sup>3</sup>Two of the following Restricted Electives: SOC 210, PSY 225, PSY 235, PSY 240, PSY 250, HLT 145, HUS 213, HUS 214, HUS 215, HUS 298

<sup>4</sup> For the 350 hour CASAC coursework, must choose PSY 225, HLT 145, and PSY 235

A minimum of 61 credits are required to complete this program, which must include 30 credits of Liberal Arts and Sciences, plus two different physical or wellness education courses.



HUMAN SERVICES (A.A.S.)

APC — 0604

The Human Services Program is designed to prepare students for the helping professions. The program is appropriate for current agency employees who are upgrading their skills and for students who are preparing for future careers as human service workers. The program combines academic course work with human service field experience (through a 135 hour internship). This approach prepares students to move directly into employment upon graduation. The program is flexible, so students may choose courses and field work experience in accordance with their areas of interest and particular career goals.

Students planning to transfer to a Bachelor’s degree in Social Work or Psychology should consider the A.S. degree program in Human Services. Another option is the Chemical Abuse Counseling A.A.S. degree which prepares the student for the field of Chemical Abuse Counseling by achieving upon completion the coursework needed to apply for the Credentialed Alcoholism and Substance Abuse Counselor (CASAC) in New York State.

PROGRAM LEARNING OUTCOMES

Students will be able to:

- 1) Evaluate the influence of one’s personal values and ethics and outline Human Service values and ethics in order that Human Service professional values and ethics guide practice.
2) Perform appropriate engagement strategies and utilize interpersonal communication techniques which underlie the Human Services field.
3) Evaluate how the Social Service system and policies are established to meet community and individual needs.
4) Create and apply an approach which utilizes a person in environment and strengths based perspective while engaging in the helping process.

FIRST YEAR

Table with 2 columns listing courses and credits for the first year. Courses include ENG 103, HUS 100, PSY 101, HUS 120, ENG 127, HUS 101, CIS 105, SOC 101, PSY 200, and Physical Education or Wellness Education.

SECOND YEAR

Table with 2 columns listing courses and credits for the second year. Courses include CLC 111, CLC 112, SCI 136, SOC 125, HUS 297, HUS 298, SOC 235, and Psychology or Sociology Elective.

1Suggested Elective-Foreign Language (Spanish and American Sign Language strongly recommended), Early Childhood Education, Health Education, Criminal Justice.

2Two from the following Psychology/Sociology Electives: PSY 210, PSY 220, PSY 225, PSY 235, PSY 240, PSY 250, PSY 260, SOC 200, SOC 210, SOC 214, SOC 220

3Prerequisite permission of instructor, and grade of B or better in HUS 100, HUS 101, CLC 111, CLC 112 or instructor permission. Students not meeting these criteria will take an approved course to fulfill requirements.

4Two of the following: PSY 225, PSY 235, HLT 145, HUS 212, HUS 213, HUS 214, HUS 215

A minimum of 61 credits are required to complete this program, which must include 20 credits of Liberal Arts and Sciences, plus two different physical or wellness education courses.



## INDIVIDUAL STUDIES:

### Individual Studies provides two different options:

- One-Year Certificate (24-36 credits) APC -0987
- Two-Year Degree (A.O.S.) (60-62 credits) APC -0688

Individual Studies will be designed to provide specialized study for students with clearly-identified career goals or special educational needs that cannot be met by existing programs. Specific studies will be developed individually by the student and a faculty mentor committee.

Individual Studies may include regular courses, independent and directed study, fieldwork, prior educational experience, and prior work experience. Distribution of credits in these areas will follow existing College policy. At least half of the credits must be directly related to the student's career goal or special educational needs.

### Procedures for the development of Individual Studies include:

- consultation with faculty mentors to review the student's academic background and career and educational goals,
- development of a detailed proposal that describes the individual course of study and its relationship to the student's career goals or special educational needs,
- approval by mentors, and
- approval by the Dean of Academic Affairs.

The purpose of Individual Studies is to provide greater curriculum flexibility, breadth, and depth in response to individual student career objectives or special educational needs that cannot be met by existing programs; to provide an opportunity for students to explore areas of study before making a more definite educational choice; to provide greater advanced placement opportunity; and to provide for articulated study. These options may facilitate a return to college for short-term updating or retraining (during a single semester) or for the specialization provided by the one-year certificate and two-year degree.



**INDIVIDUAL STUDIES: Collaborative Career Learning (A.O.S.)**

**APC – 0688**

This two-year degree program is an individualized sequence of study which combines COCAL certificate study with additional study in career-related areas. AOS COCAL cannot duplicate existing business and technology programs. An Associate’s degree in Occupational Studies may be achieved upon completion of a minimum of 60 credits.

**PROGRAM LEARNING OUTCOMES**

Students will be able to:

- 1) Acquire and demonstrate the knowledge and skills necessary to obtain employment in a designated occupational title. (e.g., medical assistant, phlebotomist, dental assistant, drafter, etc.).
- 2) Acquire and demonstrate the oral and written communication skills necessary to obtain employment in a designated occupational title. (e.g., electrician’s assistant, carpentry, veterinary assistant, plumber’s assistant; accounting clerk).
- 3) Acquire and demonstrate the critical thinking and problem-solving skills necessary to obtain entry-level employment in a designated occupational title. (e.g., patient care associate, floral designer, retail salesperson, surveyor’s assistant).
- 4) Demonstrate an understanding of the importance of attitude and professional ethics on the job.
- 5) Acquire and demonstrate the knowledge and skills necessary for the career development process.

The following is an example of a COCAL sequence of course requirements:

**Individual Studies  
Designed for Restaurant Management**

**FIRST YEAR**

CLC 101 Collaborative Career Learning I.....	8	CLC 102 Collaborative Career Learning II.....	8
BUS Principles of Business. ....	3	BUS 115 Quantitative Business Applications .....	3
CLC 111 Career Success.....	1	BUS 117 Hospitality Management .....	3
CIS 105 Computer Applications.....	<u>3</u>	BUS 141 Marketing.....	<u>3</u>
	15		17

**SECOND YEAR**

CLC 103 Collaborative Career Learning III.....	8	CLC 104 Collaborative Career Learning IV .....	8
ACC 101 Financial Accounting .....	3	CLC 112 Career Search.....	1
BUS 137 Business Communication.....	3	BUS 151 Human Resource Management .....	3
BUS 207 Business Law I .....	<u>3</u>	Business Elective.....	<u>3</u>
	17-18		15

Program Total: 64 credits

CLC 101, CLC 102, CLC 103 and CLC 104 each entails 180 hours of hands-on, off-campus learning.

Related electives must include all applicable recommended electives in the COCAL certificate program and additional business and technology course work as approved by the faculty mentor committee and the Dean of Business, Technology and Health Professions.



**INDIVIDUAL STUDIES: Collaborative Career Learning (Certificate)**

**APC – 0987**

In this innovative approach to career learning, students learn career skills in fields where jobs are locally available. Although similar to cooperative education and internship programs, COCAL requires that students learn basic career skills at job sites without pay. Students learn from practicing professionals, who follow the competency guidelines prescribed by the College and based on O\*NET online specifications, national competency catalogs, and employer input. Students combine Collaborative Career Learning with 12-18 credits of related college course work to earn a one-year certificate in Individual Studies.

Students may include dislocated workers, displaced homemakers, high school graduates who are interested in “hands-on” learning and immediate employment, and students who are interested in career exploration prior to committing themselves to two or four years of college. The primary goal of COCAL is employment upon graduation. Enrollment is competitive. Students should contact the COCAL Office for full details.

**PROGRAM LEARNING OUTCOMES**

Students will be able to:

- 1) Acquire and demonstrate the knowledge and skills necessary to obtain employment in a designated occupational title. (e.g., medical assistant, phlebotomist, dental assistant, drafter, etc.).
- 2) Acquire and demonstrate the oral and written communication skills necessary to obtain employment in a designated occupational title. (e.g., electrician’s assistant, carpentry, veterinary assistant, plumber’s assistant; accounting clerk).
- 3) Acquire and demonstrate the critical thinking and problem-solving skills necessary to obtain entry-level employment in a designated occupational title. (e.g., patient care associate, floral designer, retail salesperson, surveyor’s assistant).
- 4) Demonstrate an understanding of the importance of attitude and professional ethics on the job.
- 5) Acquire and demonstrate the knowledge and skills necessary for the career development process.

**ONE-YEAR CERTIFICATE**

The following is an example of a COCAL sequence of course requirements:

**PHLEBOTOMIST**

CLC 101 Collaborative Career Learning I.....	8	CLC 102 Collaborative Career Learning II.....	8
SCI 136 Essentials of Anatomy and Physiology....	3	HLT 135 Personal and Community Health.....	3
HLT 134 Responding to Emergencies .....	3	CIS 105 Computer Applications .....	3
MED 283 Medical Terminology .....	3	CLC 112 Career Search .....	<u>1</u>
CLC 111 Career Success.....	<u>1</u>		15
	18		

Program Total: 33 credits.

A partial listing of Collaborative Career Learning fields which have led to an Individual Studies Certificate and which may change from semester to semester, include but are not limited to:

Accounting Clerk	Desktop Publisher	Medical Records and Health Information Technician
Administrative Assistant	Electrician’s Helper	Pharmacy Technician
Assistant Chef	Entrepreneur	Phlebotomist
Banker	Fitness Specialist	Photographer
Carpenter	Floral Design/Retail Management	Physical Therapy Aide
Computer Operator	Help Desk Specialist	Radio Broadcaster
Computer Systems Specialist	Insurance Office Assistant	Retail Management
Dental Assistant	Medical Assistant	Veterinary Assistant



LIBERAL ARTS AND SCIENCES: GENERAL STUDIES (A.A.)
APC — 0250

This is a university-parallel program that is designed for students who intend to transfer to four-year institutions. The program may be used by students who seek flexibility to explore their options or to tailor electives to align with their transfer goals.

This degree program is offered fully online.

PROGRAM LEARNING OUTCOMES

Students will be able to:

- 1) Basic Communication: Produce coherent texts with common college-level forms, demonstrate the ability to revise and improve such texts, research a topic, develop an argument and organize supporting details.
2) Mathematics: Demonstrate the use of numerical data in a variety of mathematical applications to solve practical problems and interpret information in a day-to-day setting.
3) Humanities: Knowledge of the conventions and methods of at least one of the humanities in addition to those encompassed by other knowledge areas required by the General Education program.
4) Natural Science: Understanding of the methods scientists use to explore natural phenomena, including observation, hypothesis development, measurement and data collection, experimentation, evaluation of evidence, and employment of mathematical analysis; and application of scientific data, concepts, and models in one of the natural sciences.
5) Social Science: Understanding the methods social scientists use to explore social phenomena, including observation, hypothesis development, measurement and data collection, experimentation, evaluation of evidence, and employment of mathematical and interpretive analysis in at least one discipline of the social sciences.

FIRST YEAR

Table with 2 columns and 8 rows listing course requirements for the first year, including ENG 103 English I, Social Science Elective, Mathematics Elective, Liberal Arts Elective, Elective, and Physical Education or Wellness Education.

SECOND YEAR

Table with 2 columns and 5 rows listing course requirements for the second year, including Humanities Elective, Mathematics or Science Elective, Liberal Arts Electives, and Elective.

Mathematics elective should be MAT 110 or higher.

1 Liberal Arts Electives should be chosen to produce a balance among the areas of Humanities, Social Sciences, and Mathematics/Science.

2 Science Elective: SCI 129 does not satisfy lab science graduation requirement.

3 Elective should be used to meet a SUNY General Education requirement (see note below).

(Continued on next page.)



Students interested in pursuing a career in Psychology should work with an academic advisor to select courses that align with the following SUNY Transfer Path for Psychology:

Required course: PSY 101 Introduction to Psychology. In addition, choose three courses from the following:

- PSY 240, Abnormal Psychology
- PSY 250, Social Psychology
- One of the following three courses:
  - PSY 200, Lifespan Development
  - PSY 210, Childhood Psychology
  - PSY 220, Adolescent Psychology
- Behavioral Statistics with ANOVA (offered as SOC 125 Behavioral Statistics).

It is recommended that no more than five courses should be taken for the concentration or major.

Students interested in pursuing a career in English should work with an academic advisor to select courses that align with the following SUNY Transfer Path for English:

Required courses: ENG 103, English I, and ENG 104, English II. In addition, choose 1-5 courses from the following:

- ENG 150, Reading and Writing Poetry
- ENG 200, Short Story
- ENG 210, Popular Literature
- ENG 230, Literature and Identity
- ENG 231, Masterpieces of World Literature I
- ENG 232, Masterpieces of World Literature II
- ENG 233, American Literature I
- ENG 234, American Literature II
- ENG 235, Modern Drama
- ENG 239, Modern Novel
- ENG 245, World Drama
- ENG 250, The Graphic Novel
- ENG 252, Studies in Major Authors or Genres
- ENG 257, Creative Writing

NOTE: All A.A. and A.S. degree programs require courses that meet 7 of the 10 General Education competencies and a minimum of 30 credits of General Education coursework.

A minimum of 62 credits are required to complete this program, which must include 45 credits of Liberal Arts and Sciences, plus two different physical or wellness education courses.



**EARLY CHILDHOOD (A.A.S.)  
APC — 0605**

This program is designed for students who plan to seek employment as teacher-caregivers at institutions and agencies serving young children.

In addition to providing for the student’s intellectual and personal development, the course work in this program provides a broad understanding of the psychological, emotional, intellectual, and developmental needs of children and the skills necessary for meeting those needs. Graduates may find employment opportunities with various types of institutions and agencies serving young children including: Child Care Centers, Nursery Schools, Pre-Kindergarten Programs, Head Start, Day Camps, Recreational Centers, and Social Service agencies.

**PROGRAM LEARNING OUTCOMES**

Students will be able to:

- 1) Explore issues related to Early Childhood Education in historical and current events.
- 2) Demonstrate knowledge of developmentally appropriate practice and embrace an anti-bias curriculum.
- 3) Demonstrate ability to prepare and present lesson and unit plans, including using arts and literature across the curriculum.
- 4) Apply theory to practice during practicum/student teaching experience.
- 5) Demonstrate knowledge of the importance of creating a healthy and safe environment for children.

**FIRST YEAR**

ENG 103 English I .....	3	ENG 104 English II .....	3
EDU 171 Introduction to Early Childhood Education. ....	3	EDU 180 Safety, Health, and Nutrition .....	3
PSY 101 Introduction to Psychology .....	3	Elective <sup>2</sup> .....	3
Mathematics Elective <sup>1</sup> .....	3	PSY 210 Childhood Psychology .....	3
Elective <sup>2</sup> .....	<u>3</u>	Science Elective <sup>1</sup> .....	3
	15	Physical Education <b>or</b> Wellness Education .....	<u>1</u>
			16

**SECOND YEAR**

EDU 185 Early Childhood Curriculum.....	3	EDU 296 Early Childhood Practicum .....	6
SOC 101 Introduction to Sociology.....	3	Education Elective <sup>3</sup> .....	3
Education Elective <sup>3</sup> .....	3	Humanities <b>or</b> Social Science Elective <sup>2</sup> .....	3
Humanities Elective <sup>2</sup> .....	3	Mathematics <b>or</b> Science Elective <sup>1</sup> .....	3
Elective <sup>2</sup> .....	3	Physical Education <b>or</b> Wellness Education .....	<u>1</u>
HTL 134 Responding to Emergencies.....	<u>2</u>		16
	17		

<sup>1</sup> Must include at least 3 credits of mathematics and at least 3 credits of science, not MAT 010, MAT 020, MAT 040 or SCI 129.

<sup>2</sup> Recommended electives: Humanities: SPA 101, SPA 102, SPA 201, SPA 202, ASL 101, ASL 102, ENG 132  
Social Science: PSY 240, SOC 210

Open electives: CLC 111, CLC 112, HLT 134, HLT 135, HUD 110, HUS 215

<sup>3</sup> EDU Electives: EDU 175, EDU 210, EDU 222, EDU 230, EDU 280

A minimum of 64 credits are required to complete this program, which must include 20 credits of Liberal Arts and Sciences, plus two different physical or wellness education courses.





**EARLY CHILDHOOD (Certificate)  
APC — 0968**

The Early Childhood Certificate Program is designed for students who want to learn the skills and develop the perspective needed for entry-level positions at institutions and agencies serving young children. It is also for in-service personnel who want to upgrade their skills, but do not want to undertake the academic courses required for the two-year Associate in Applied Science degree in Early Childhood. The program is flexible, so students may choose the courses and field experiences that are most appropriate to their interests and career goals.

**PROGRAM LEARNING OUTCOMES**

Students will be able to:

- 1) Explore issues related to Early Childhood Education in historical and current events.
- 2) Demonstrate knowledge of developmentally appropriate practice and embrace an anti-bias curriculum.
- 3) Demonstrate ability to prepare and present lesson and unit plans, including using arts and literature across the curriculum.
- 4) Apply theory to practice during practicum/student teaching experience.
- 5) Demonstrate knowledge of the importance of creating a healthy and safe environment for children.

**ONE-YEAR CERTIFICATE**

Fall Semester:

ENG 103 English I .....	3
EDU 171 Introduction to Early Childhood Education .....	3
EDU 185 Early Childhood Curriculum.....	3
Education Elective <sup>1</sup> .....	3
PSY 101 Introduction to Psychology.....	3
	<u>15</u>

Spring Semester:

EDU 180 Safety, Health and Nutrition in Early Childhood .....	3
Education Elective <sup>1</sup> .....	3
EDU 296 Early Childhood Practicum <sup>2</sup> .....	6
HLT 134 Responding to Emergencies .....	2
PSY 210 Childhood Psychology.....	3
	<u>17</u>

<sup>1</sup> Education Electives: EDU 210, EDU 222, EDU 230, or EDU 280.

<sup>2</sup>Grade of “C” or above in EDU 171 and EDU 185, or permission of instructor and Academic Dean.

A minimum of 32 credits are required to complete this certificate program.

**GENERAL EDUCATION (Certificate)  
APC — 0985**

The General Education curriculum is a one-year program that leads to a certificate of completion. This program is useful for students who wish to strengthen their academic backgrounds before embarking on programs of study that lead to an associate’s degree. It also offers the student with undecided educational goals the opportunity for a year of broadly-based study and exploration.

Students without a TASC previously known as GED or high school diploma are required to enroll in the General Education Certificate Program before enrolling in an associate’s degree or other certificate program.

**PROGRAM LEARNING OUTCOMES**

Students will be able to:

- 1) Meet the qualifications to apply for a New York State High School Equivalency Diploma based on Earned College Credit.

**ONE-YEAR CERTIFICATE**

Fall Semester:

English Elective.....	3
CLC 110 Career Preparation I <b>or</b>	
CLC 111 Career Success <b>or</b>	
EDR 110 Research for Success.....	1
Social Science Elective .....	3
Mathematics Elective.....	3-4
Elective <sup>1</sup> .....	3
	13-14

Spring Semester:

English Elective.....	3
Science Elective <sup>2</sup> .....	3-4
Humanities Elective.....	3
BUS 115 Quantitative Business Applications <b>or</b>	
Elective <sup>3</sup> .....	3
Elective <sup>3</sup> .....	3
	15-16

<sup>1</sup> CIS 105 recommended.

<sup>2</sup> SCI 129 does not satisfy lab science graduation requirement.

<sup>3</sup> Free Electives.

A minimum of 28 credits are required to complete this certificate program.



PHYSICAL EDUCATION AND SPORT MANAGEMENT (A.A.S.)

APC – 1131

This program prepares students for a variety of careers in fitness and sport management. The A.A.S. degree includes a significant portion of general education courses to facilitate future four-year degree completion, if desired. Students interested in occupations such as athletic training/sports medicine, coaching, personal training or teaching may plan to transfer and continue their education in physical education, sport management and related fields.

PROGRAM LEARNING OUTCOMES

Students will be able to:

- 1) Analyze and discuss the social and ethical issues, trends, and government regulations and how each applies to physical education and sport management careers..
2) Demonstrate a practical application and working knowledge of sports and sports-related activities and the components of fitness and wellness.

FIRST YEAR

Table with 2 columns listing courses and credits for the first year, including ENG 103, PED 200, PSY 101, HLT 134, CIS 105, Liberal Arts Elective, ENG 104, PED 201, HLT 135, SCI 136, Mathematics Elective, and Physical Education or Wellness Education.

SECOND YEAR

Table with 2 columns listing courses and credits for the second year, including PED 202, ENG 132, Restricted Elective, Liberal Arts Electives, and Physical Education or Wellness Education.

1 MAT 110 or higher. Recommend MAT125, Intro to Statistics for students interested in Sport Management
2 Recommend 10 general education electives in a minimum of 7 different areas for students interested in transfer.
3 Select three restricted electives from the following: ACC 101, BIO 181, BIO 182, BUS 141, BUS 205, BUS 207, ECO 282, ECO 283, EDU 175, HLT 137, MAT 125, PED 136, PSY 210, PSY 220, SOC 101, SOC 137.

Restricted Elective Note: Students interested in transfer to Physical Education or Sport Management should work with their advisor to select restricted electives. The following courses are strongly recommended for transfer based on SUNY transfer pathways:

- Physical Education-BIO181 Anatomy & Physiology I, BIO182 Anatomy & Physiology II
Sport Management-ECO282 Macroeconomics or ECO283 Microeconomics, BUS141 Marketing

A minimum of 60 credits are required to complete this program, which must include 20 credits of Liberal Arts and Sciences, plus required physical education or wellness courses.

**TEACHING ASSISTANT (Certificate)  
APC — 1330**

This program is designed to prepare students to work as Teaching Assistants and to provide them with a core of college-level courses that may be applied to the Associate in Applied Science: Early Childhood Education degree.

**PROGRAM LEARNING OUTCOMES**

Students will be able to:

1) Fulfill the college credit hour requirement for a New York State Level III Teaching Assistant Certificate through this program.

**ONE-YEAR CERTIFICATE**

Fall Semester:

CIS 105 Computer Applications .....	3
EDU 175 Foundations of Education .....	3
ENG 103 English I .....	3
Mathematics Elective <sup>1</sup> .....	3-4
PSY 101 Introduction to Psychology.....	3
	15-16

Spring Semester:

EDU 201 Introduction to Teaching .....	1
ENG 104 English II .....	3
PSY 210 Childhood Psychology <b>or</b>	
PSY 220 Adolescent Psychology .....	3
General Education Elective <sup>2</sup> .....	3
Science Elective <sup>3</sup> .....	3-4
	13-14

<sup>1</sup> MAT 110 or higher; MAT 120 recommended for students intending to pursue further education. Students should choose a Mathematics elective from the Approved General Education course list.

<sup>2</sup> Students must select an Approved General Education Elective from one of the following categories (American History, Arts, Foreign Language, Humanities, Other World Civilizations, or Western Civilization).

<sup>3</sup> Students should select a science elective from the Approved General Education course list.

A minimum of 28 credits are required to complete this certificate program.



**ELECTRICAL TECHNOLOGY (A.A.S.)  
APC — 0555**

This program is designed for students seeking employment in a wide variety of technical fields, including engineering technician, clean-room technician, computer-aided design (CAD) technician, lab assistant, and service technician. The Electrical Technology program introduces students to fundamental electronics, electronic circuit design, digital circuitry, and the circuit fabrication and testing process through a variety of lecture and laboratory experiments. The Electrical Technology program also directly matriculates to various four-year colleges, enabling students to pursue a Bachelor’s degree in Electrical Engineering Technology. An interest in electricity, electronics, and computers is an asset.

**PROGRAM LEARNING OUTCOMES**

Students will be able to:

- 1) Demonstrate fundamental knowledge and hands-on competence in the areas of electricity, electronics, digital electronics, industrial electronics, microprocessors, fiber optics, semiconductor fabrication, telecommunications, and computer aided design.
- 2) Conduct experiments and then analyze, interpret, and report results.
- 3) Demonstrate troubleshooting proficiency and the proper use of electrical diagnostic test instruments.
- 4) Demonstrate an ability to work independently and in teams.

**FIRST YEAR**

ELT 125 Electric Circuit Analysis I .....	4	ENG 103 English I.....	3
ELT 132 Digital Electronics .....	4	ELT 126 Electric Circuit Analysis II .....	3
Mathematics Elective <sup>1</sup> .....	4	ELT 131 Industrial Automation and Robotics I.....	3
CIS 105 Computer Applications.....	<u>3</u>	ELT 229 Electronics I .....	4
	15	Mathematics Elective <sup>1</sup> .....	<u>4</u>
			17

**SECOND YEAR**

CAD 174 Computer Aided Drafting.....	3	ENG 104 English II <b>or</b>	
ELT 230 Electronics II .....	3	ENG 127 Technical/Professional Writing .....	3
ELT 231 Industrial Automation and Robotics II ...	3	ELT 232 Nanotechnology and Integrated Circuits..	3
Physics <sup>2</sup> .....	3-4	ELT 236 Microcontroller Fundamentals.....	4
Liberal Arts Elective <sup>3</sup> .....	3	ELT 234 Telecommunications .....	3
Physical Education <b>or</b> Wellness Education....	<u>1</u>	Physics <sup>2</sup> .....	<u>3-4</u>
	16-17		16-17

<sup>1</sup> Two of the following: MAT 120, MAT 140, MAT 170 or MAT 175.

<sup>2</sup> Choose Physics sequence from SCI 161 and SCI 162, PHY 151 and PHY 152, or PHY 171 and PHY 172.

<sup>3</sup> Employers strongly recommend one of the following: SCI 170, CHM 173 or MAT 125.

Students planning to transfer should see an advisor and consult their transfer institution for appropriate course selection. The following courses are recommended by most four-year institutions: MAT 170, MAT 175, PHY 171, PHY 172, and Computer Programming as available.

A minimum of 64 credits are required to complete this program, which must include 20 credits of Liberal Arts and Sciences, plus one physical or wellness education course.



**AUTOMATION SYSTEMS / MECHATRONICS (Certificate)**  
**APC — 0925**

This program is designed to provide the technical training that is necessary for entry-level employment in a variety of high-tech fields. Mechanical and electronic topics are combined to provide a systems view of “mechatronic” automation and robotics. It is an excellent path to jobs in advanced manufacturing, including those in the field of semiconductor manufacturing. This also provides a pathway to the two-year Electrical Technology AAS program.

**PROGRAM LEARNING OUTCOMES**

Students will be able to:

- 1) Demonstrate a “bottom-up” knowledge and hands-on competence of the fundamentals of electrical, mechanical, pneumatic, and hydraulic devices.
- 2) Demonstrate a “top-down” hands-on understanding of a multi-disciplined system with various components interacting in unison.
- 3) Students will be proficient at applying transportable, advanced troubleshooting and problem solving skills to systems they will find in the future.

**ONE-YEAR CERTIFICATE**

Fall Semester:

CIS 105 Computer Applications.....	3
ELT 125 Electric Circuit Analysis I.....	4
ELT 132 Digital Electronics.....	4
Mathematics Elective <sup>1</sup> .....	4
	15

Spring Semester:

ELT 131 Industrial Automation and Robotics I.....	3
ELT 229 Electronics I.....	4
ELT 232 Nanotechnology and Integrated Circuits.....	3
ELT 236 Microcontroller Fundamentals.....	4
	14

Summer Semester:

ELT 241 Automation Systems.....	4
	4

<sup>1</sup> MAT120 Intermediate Algebra, MAT130 College Algebra, MAT140 Pre-Calculus, or higher.

A minimum of 33 credits are required to complete this certificate program.

**LIBERAL ARTS AND SCIENCES: SCIENCE (A.S.)  
APC — 0220**

This program is designed for students who plan to transfer and continue their studies in any branch of science that leads to a bachelor’s degree. Preparation for professions in biological sciences, physical sciences, medicine, dentistry, and education, for a career in industry, research, or teaching may be initiated with this program.

**PROGRAM LEARNING OUTCOMES**

Students will be able to:

- 1) Utilize scientific methods to explore natural phenomena.
- 2) Apply critical thinking and/or problem solving in the context of a scientific discipline.
- 3) Demonstrate the safe and proper use of scientific instrumentation, measuring devices, chemical reagents, media, and/or tools of science in a laboratory or field setting relevant to a specific scientific discipline.
- 4) Utilize effective communication in one of the scientific disciplines.
- 5) Choose appropriate scientific knowledge to evaluate current issues in a scientific discipline.

**FIRST YEAR**

ENG 103 English I ..... 3	ENG 104 English II ..... 3
Social Science Elective <sup>4</sup> ..... 3	Social Science Elective <sup>4</sup> ..... 3
Mathematics Elective <sup>1,4</sup> ..... 3-4	Mathematics Elective <sup>1</sup> ..... 3-4
BIO170 General Biology I <b>or</b>	BIO171 General Biology II <b>or</b>
CHM173 General Chemistry I <b>or</b>	CHM174 General Chemistry II <b>or</b>
PHY171 Analytical Physics I <sup>5</sup> ..... 4	PHY172 Analytical Physics II <sup>2</sup> ..... 4
Science Elective <sup>2,4,6,7</sup> ..... <u>3-4</u>	Science Elective <sup>2,6,7</sup> ..... <u>3-4</u>
16-18	16-18

**SECOND YEAR**

Mathematics Elective <sup>1</sup> <b>or</b> Elective <sup>3</sup> ..... 3-4	Mathematics Elective <sup>1</sup> <b>or</b> Elective <sup>3</sup> ..... 3-4
Science Elective <sup>2,6,7</sup> ..... 3-4	Science Elective <sup>2,6,7</sup> <b>or</b> Elective <sup>3</sup> ..... 3-4
Elective <sup>3</sup> ..... 3	Humanities Elective <sup>4</sup> ..... 3
Humanities Elective <sup>4</sup> ..... 3	Liberal Arts Elective <sup>4</sup> ..... 3
Liberal Arts Elective <sup>4</sup> ..... 3	Elective <sup>3</sup> ..... 3
Physical Education <b>or</b> Wellness Education ..... <u>1</u>	Physical Education <b>or</b> Wellness Education ..... <u>1</u>
16-18	16-18

<sup>1</sup> Math courses must be selected from the following: MAT 125, MAT 165, MAT 170, MAT 175, MAT 210, MAT 215, MAT 220. Four mathematics electives are recommended for students pursuing chemistry or physics.

<sup>2</sup> At least four science courses must be laboratory courses with BIO, CHM, and/or PHY designators.

<sup>3</sup> CIS 105 is recommended for the biology track.

<sup>4</sup> Elective should be used to meet a SUNY General Education requirement (see note below).

<sup>5</sup> Students must take (1) of the following (3) sequences: BIO 170 and BIO 171, CHM 173 and CHM 174, or PHY 171 and PHY 172.

<sup>6</sup> SCI 295 is recommended for all majors.

<sup>7</sup> SCI 129 may not be used as a science elective.

**(Continued on next page.)**

SUNY Transfer Path for Biology requirements: BIO170, BIO171, CHM173, CHM174, MAT140 or higher, 5 courses from this list: BIO181, BIO182, BIO272, BIO273, BIO282, CHM221, CHM222, PHY151, PHY152, MAT125, MAT170, MAT175.

***Recommended courses for the following program tracks***

- ***Biochemistry, Cell/Molecular Biology, Microbiology: CHM221, CHM222, MAT170, MAT175***
- ***Organismal Biology/Physiology: BIO276, CHM221, CHM222, MAT170, MAT175***
- ***Ecology/Conservation/Environmental Biology: BIO276, CHM221, MAT170, MAT125***
- ***Pre-Medicine: CHM221, CHM222, MAT125, BIO181 or PSY101 or SOC101***
- ***Biology (BA): CHM221 or PHY151, MAT170, MAT125***

Students are advised to choose electives based on the requirements of their intended transfer institutions. Students are also advised to take additional electives in microcomputer applications courses, as recommended by the Science faculty in their concentration.

NOTE: All A.A. and A.S. degree programs require courses that meet 7 of the 10 General Education competencies and a minimum of 30 credits of General Education coursework.

A minimum of 64 credits are required to complete this program, which must include 30 credits of Liberal Arts and Sciences, plus two different physical or wellness education courses.





CONSTRUCTION TECHNOLOGY: SUSTAINABLE BUILDING (A.A.S.)
APC — 0857

The Construction Technology curriculum is designed to provide students with knowledge and skills for successful entry into the building construction field. The program provides students with practical application of the methods, materials, and practices of the industry. With additional field experience, the successful graduate will be prepared for entry-level positions in general contracting, subcontracting, and NYS field inspector positions as well as construction supervision and lab, office, and field positions, with material suppliers, designers, builders, developers, and engineering firms.

In addition to textbooks, students in this program are required to provide some of their own personal protective equipment and a limited number of hand tools, for labs.

PROGRAM LEARNING OUTCOMES

Students will be able to:

- 1) Identify and apply safety standards and best practices in the application of skill sets used in construction.
2) Use critical thinking and problem solving skills by applying principles and methods in the selection of materials and processes in construction.
3) Communicate effectively orally and in writing, both individually and in team settings.

FIRST YEAR

Table listing first-year courses and credits: ENG 103 English I (3), Mathematics Elective1 (4), CST 103 Site Layout and Preparation (3), CST 107 Construction & Facilities Maint. I (3), CIS 105 Computer Applications (3), ENG 104 English II (3), CST 108 Construction & Facilities Maint. II (3), CST 127 Environmental Building Systems (3), Liberal Arts Elective2 (3), Restricted Elective3 (3). Total: 16 credits.

SECOND YEAR

Table listing second-year courses and credits: CST 225 Plumbing & Electrical Systems (3), HVC 101 Electricity for HVAC/R or ELT 125 Electric Circuit Analysis I (4), SCI 161 Introduction to Physics I (3), Restricted Elective3 (3), Liberal Arts Elective2 (3), Physical Education or Wellness Education (1), CST 235 Home Design (3), SCI 162 Introduction to Physics II (3), Restricted Elective3 (3), Social Science Elective (3), Physical Education or Wellness Education (1). Total: 17 credits.

1 Choose one from the following: MAT100, MAT120, MAT130, MAT140 or higher.

2 SCI131 is recommended as a Liberal Arts elective.

3 Restricted Electives choose from BUS, HVC or CAD; CST231 recommended.

CST Designated courses meet at co-located H-F-M BOCES.

A minimum of 61 credits are required to complete this program, which must include 20 credits of Liberal Arts and Sciences, plus two different physical or wellness education courses.



FACILITIES MAINTENANCE AND INDUSTRIAL TECHNOLOGY (A.A.S.)
APC — 2686

The Construction and Facilities Maintenance curriculum is designed to provide students with the knowledge and skills for successful entry into the facilities maintenance field by building a foundation of Construction, Electrical, and HVAC/R skills.

In addition to textbooks, students in this program are required to provide some of their own personal protective equipment and a limited number of hand tools, for labs.

PROGRAM LEARNING OUTCOMES

Students will be able to:

- 1) Identify and apply safety standards and best practices in the application of skill sets used in facilities maintenance.
2) Use critical thinking and problem solving skills by applying principles and methods in the selection of materials and processes in facilities maintenance.
3) Communicate effectively orally and in writing, both individually and in team settings.
4) Perform electrical tasks.
5) Troubleshoot, diagnose, maintain, and repair equipment.

FIRST YEAR

Table with 2 columns listing courses and credits for the first year, including Mathematics Elective, CST 107, HVC 101, HVC 102, CIS 105, CST 108, HVC 103, HVC 104, ELT 131, and ENG 103.

SECOND YEAR

Table with 2 columns listing courses and credits for the second year, including CST 225, ELT 231, ENG 104, CAD 174, SCI 161, Physical Education or Wellness Education, Restricted Elective, SCI 162, Liberal Arts Electives, Social Science Elective, and Physical Education or Wellness Education.

1 Choose one from the following: MAT 100, MAT 120, MAT 130, MAT 140 or higher.
2 SCI 131 is recommended as a Liberal Arts elective.
3 Restricted Elective choose from BUS, CST, ELT.

CST Designated courses meet at co-located H-F-M BOCES.

A minimum of 63 credits are required to complete this program, which must include 20 credits of Liberal Arts and Sciences, plus two different physical or wellness education courses.

**FACILITIES MAINTENANCE CERTIFICATE  
APC —2685**

The Facilities Maintenance curriculum is designed to provide students with knowledge and skills for successful entry into the facilities maintenance field. The program provides students with practical application of the methods, materials, and practices of the industry, with an emphasis on HVAC/R, Electrical, and Construction.

In addition to textbooks, students in this program are required to provide some of their own personal protective equipment and a limited number of hand tools, for labs.

**PROGRAM LEARNING OUTCOMES**

Students will be able to:

- 1) Identify and apply safety standards and best practices in the application of skill sets used in facilities maintenance.
- 2) Perform electrical tasks.
- 3) Troubleshoot, diagnose, maintain, and repair equipment.

**ONE YEAR CERTIFICATE**

MAT 100 <b>or</b> MAT 120 .....	4	CST 108 Construction and Facilities	
CST 107 Construction and Facilities		Maintenance II .....	3
Maintenance I .....	3	HVC 103 Heating Technology.....	3
HVC 101 Electricity for HVAC/R .....	3	HVC 104 Fundamentals of Air Conditioning.....	3
HVC 102 Fundamentals of Refrigeration .....	3	ELT 131 Industrial Automation & Robotics I.....	3
CIS 105 Computer Applications.....	<u>3</u>	ENG 103 English I.....	<u>3</u>
	16		15

CST Designated courses meet at co-located H-F-M BOCES.

A minimum of 31 credits are required to complete this certificate program.



**HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION TECHNOLOGY  
(HVAC/R CERTIFICATE)**

**APC — 0924**

This one-year certificate program will prepare students with entry-level knowledge and skills in heating, ventilating, air conditioning, and refrigeration (HVAC/R). The curriculum emphasizes the development of technical, diagnostic, problem-solving, maintenance, repair, and customer service skills. Students will practice laboratory safety standards and rules consistent with industry practices. This program is designed to provide students with concentrated skill training for employment in this rapidly growing field including maintenance and service of new and existing HVAC/R equipment, sales, and equipment testing for HVAC/R manufacturers.

Students in this program are expected to provide their own safety footwear, limited hand tools, and other personal items appropriate for laboratory classes.

**PROGRAM LEARNING OUTCOMES**

Students will be able to:

- 1) Identify HVAC/R equipment and system components, their functions, and their relationship within a system.
- 2) Describe the fundamentals of electricity and explain its application in HVAC/R equipment.
- 3) Develop and apply competent wiring skills.
- 4) Demonstrate competent soldering and brazing techniques.
- 5) Troubleshoot and diagnose problems and perform service tasks.

**ONE-YEAR CERTIFICATE**

Fall Semester:

HVC 101 Electricity for HVAC/R .....	3
HVC 102 Fundamentals of Refrigeration .....	3
ENG 103 English I .....	3
Mathematics Elective <sup>1</sup> .....	3-4
Restricted Elective <sup>3</sup> .....	<u>3</u>
	15-16

Spring Semester:

HVC 103 Heating Technology .....	3
HVC 104 Fundamentals of Air Conditioning .....	3
Restricted Electives <sup>2</sup> .....	6
CIS 105 Computer Applications .....	<u>3</u>
	15

<sup>1</sup> Math placement depending upon preparation, competence at level of MAT100 Technical Mathematics or higher required (Not MAT110 or MAT125).

<sup>2</sup> Restricted Elective - any course with an ELT or CST designator, SCI131 or CAD174

<sup>3</sup> Restricted Elective - choose from BUS137 or BUS120

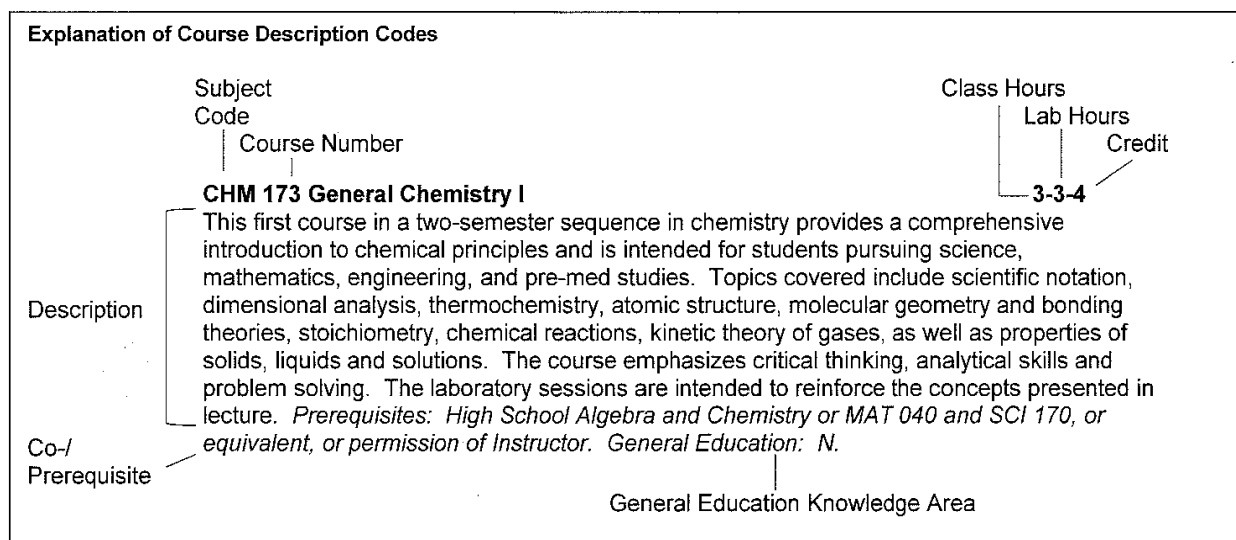
A minimum of 30 credits are required to complete this certificate program.

## How to Read Course Descriptions

The following pages include descriptions of courses regularly offered by the College. Courses that are not listed may also be offered. The College reserves the right to cancel any course when the enrollment is insufficient to support the course. The College also reserves the right not to offer a course if resources become unavailable or the course has been dropped from the curriculum subsequent to the printing of this catalog.

Courses are listed alphabetically by department, and are listed numerically within the department.

The General Education Knowledge areas are listed accordingly: A: Arts; C: Communications; F: Foreign Language; H: Humanities; M: Mathematics; N: Natural Sciences; O: Other World Civilizations; S: Social Sciences; U: United States History; W: Western Civilization.



**Class Hours** - The number of hours per week that a particular course meets in a classroom situation during a standard semester.

**Co-requisite** - Any course which must be successfully completed prior to, or taken during the same semester as, the course.

**Course Designation and Number** - Each course is assigned a three-letter designation, identifying the course subject or department, along with a three-digit number. Higher course numbers are assigned to upper level classes.

**Credit-Equivalent Hours (CE)** - Credit-equivalent hours are for remedial, non-degree coursework such as ESL preparatory courses. Fifteen hours of instruction is equal to one, credit-equivalent hour. These courses may not be used as electives toward graduation and may not be substituted for any English requirement of any curricula. The letter "E" is used after the final grade to designate a Credit-Equivalent course.

**Credits** - The number of credits to be awarded to the student who successfully completes the course. If the credits are followed by "IC," the course is an Institutional Credit course and will not be used to fulfill degree or certificate requirements.



**Institutional Credit (IC)** - Institutional Credit courses are designated by course numbers below 100. Institutional Credit courses will not be counted in the semester credits earned in the Grade Point Average. These courses will not be used to fulfill degree or certificate requirement. The # symbol is used after the mid-term and final grade to designate an Institutional Credit course.

**Lab Hours** - The number of hours per week that a particular course meets in a laboratory situation during a standard semester. Field work and small group discussions may be included in these hours.

**Prerequisite** - Any coursework that must be successfully completed before the student is eligible to enroll in the course.

**Standard Semester** - "Standard Semester" refers to a 15-week Fall or Spring semester. Lectures or labs offered during a Winter, Summer, Modified, or Late-Start semester and/or offered in an online (WB) or blended (BL) format will have adjusted lecture/lab hours to be equivalent to a 15-week semester.

## Course Designations

ADM... Administrative Assistant	DST.... Directed Study	IND.... Independent Study
ACC.... Accounting	ECO ... Economics	INT .... Internships
ART.... Art	EDR ... Educational Resources	ITA..... Italian
ASL.... American Sign Language	EDU ... Early Childhood and Teacher Education	MAT ... Mathematics
AUT ... Automotive Technology	ELT .... Electrical Technology	MED... Medical Clerical
BIO .... Biology	ENG... English	MUS .. Music
BTA.... Business Technology Applications	ESC.... Engineering	NUR... Nursing
BUS ... Business	FRE.... French	PED ... Physical Education
CAD ... Computer Aided Drafting	GER ... German	PHI .... Philosophy
CHI .... Chinese	HIS .... History	PHY ... Physics
CHM .. Chemistry	HLT.... Health	POL.... Political Science
CIS .... Computer Information Systems	HNS... Honors	PRT.... Peer Tutoring
CLC.... Collaborative Career Learning – COCAL	HUD... Human Development	PSY.... Psychology
COE ... Cooperative Education	HUM.. Humanities	RAD ... Radiologic Technology
COM... Media Communication	HUS... Human Services	SCI .... Science (Biology, Chemistry, Earth Science, Physics)
COT.... Computer Technology	HVC... Heating, Ventilation, Air Conditioning, and Refrigeration	SOC ... Sociology
CRJ.... Criminal Justice		SPA.... Spanish
CST.... Construction		THR ... Theatre
DMT... Digital Media Technology		WEL ... Wellness



### **ACC 101 Financial Accounting 4-0-4**

Financial Accounting introduces the fundamental concepts that comprise financial accounting and generally accepted accounting principles, providing a strong foundation in basic accounting principles and techniques for both general business students and students who intend to pursue an accounting career. Special emphasis is placed on the traditional concepts that comprise a first semester college accounting course, including analysis of business transactions in accordance with accrual basis accounting, the accounting cycle, financial statement preparation and analysis, the hallmarks of internal control, and coverage of accounting elements such as assets, liabilities, equity, and revenue and expenses.

### **ACC 102 Managerial Accounting 4-0-4**

Managerial Accounting emphasizes managerial decision-making and follows ACC 101. Course topics include cost analysis and cost allocations, product pricing and profit analysis, job order and process costing, budgeting concepts and applications, standard costing and the balanced scorecard, manufacturing accounting and incremental analysis. This course will build a solid foundation for both general business students and students who intend to pursue careers in accounting. *Prerequisite: ACC 101.*

### **ACC 137 Computerized Accounting: Principles and Applications 4-0-4**

A hands-on introductory accounting course that provides students with real-world exposure and the use of leading microcomputer accounting solutions. The primary computerized accounting principles that are covered include Receivables, Payables, Inventory, and Payroll, culminating in the generation of end-of-period financial statements in conformity with Generally Accepted Accounting Principles. Additional topics may include Fixed Assets Depreciation, Bond Interest Amortization and Present Value Analysis. *Prerequisites: CIS 105 and ACC 101 or permission of Instructor.*

### **ACC 203 Advanced Bookkeeping 4-0-4**

This course covers the six key subject areas in the field of bookkeeping: adjusting entries, error correction, payroll, depreciation, merchandise inventory, and internal controls and fraud prevention. The subject matter

covered within this course will build on the accounting foundations established in ACC 101 Financial Accounting, and enable an individual to handle the technical responsibilities of a bookkeeper for a small- to middle-sized business. This course may be used to prepare for the American Institute of Professional Bookkeepers (AIPB) certification exam. AIPB certification may provide students an opportunity to advance their careers or enhance previously learned skills. *Prerequisite: Grade of "C" or above in ACC 101, or permission of Instructor.*

### **ACC 218 Federal Income Taxes 3-0-3**

This course covers federal tax law and regulations. It emphasizes the tax formula, gross income, exclusions, deductions, tax credits, gains and losses, and the computation of income tax liability. This course also provides practice in the preparation of individual tax returns and the preparation of tax returns for sole proprietorships. *Prerequisite: ACC 101 or permission of Instructor.*

### **ADM 134 Information Processing 4-0-4**

This course uses a self-paced, individualized method of instruction. The course begins with instruction on proper keyboarding techniques and self-paced practices to assist students in enhancing keyboarding skills. There is emphasis on the use of the touch system in building speed and accuracy, sound ergonomic practices, numeric key pad input, and the composition skills necessary for effective computer keyboarding. Throughout the course speed and accuracy continue to be stressed while the students learn to create business documents using keyboarding skills and basic Microsoft® word processing functions, such as creating, editing, and printing, formatting characters, paragraphs, documents and sections, and multi-page documents, table, outlines, and columns. Students are required to apply these concepts and skills in the production of common office communications, including letters, memos, reports, newsletters, labels and envelopes, and Web pages. Documents include e-mail, memos, letters, and reports. Proofreading and composing at the computer are included.

### **ADM 139 Business Systems Applications 3-0-3**

Students will learn concepts and procedures used in an electronic business office. Topics include use of electronic mail, scheduling and task management



(Microsoft® Outlook), records management, Internet research and reference procedures, business presentation technology (Microsoft® PowerPoint), business office network systems and telecommunication systems, and office machines. Lab exercises are completed on a personal computer in an updated Business Technology Lab.

### **ADM 244 Advanced Word Processing**

#### **Applications**

**3-0-3**

Advanced office output applications are taught on personal computers using word processing software software. Students learn expert-level concepts and skills. Topics begin with a review of basic word processing skills, such as creating, editing, formatting, multi-page documents, tables, outline columns, templates and wizards, autotext, manipulating tabs and text within and between documents, help tools, borders, images and drawing, creating Web pages and hyperlinks, and sharing documents, using comments, tracking changes, and comparing and merging documents. After this direct review, more advanced topics include: footnotes and endnotes, merging, sorting and selecting, hyphenation, finding and replacing special characters, auto summarizing, line numbering, objects and images, watermarks and dropped caps, WordArt, styles, macros, custom dictionaries, master documents and subdocuments, index, table of figures, table of authorities, forms, shared documents, including creating multiple versions, protecting documents, customizing documents properties, sharing data between documents, and XML. Students are required to apply these concepts and skills in the production of office documents and communications, such as long reports, merged letters, and flyers. *Prerequisite: CIS 105 or permission of Instructor.*

### **ADM 250 Business Environments and Procedures**

#### **Seminar**

**3-0-3**

This seminar offers experiential learning on and off campus using office simulation projects and career readiness activities. Students will complete simulated work projects and create a resume and cover letter to be used on their job search and practice in a graded mock interview. The students will learn how to search and apply for jobs as they finish their degree. Guest speakers will offer presentations on special topics regarding office skills and procedures. Students will plan activi-

ties as they relate to the project due dates, decide on guest speaker topics and conduct a job search. This is a capstone course for the Health Information Records Management and Administrative Assistant students All classroom activities and instruction will be held during scheduled class time. Students will use current technologies to conduct meetings, practice interviewing techniques and complete office tasks.

### **ART 100 Studio Art**

**4-0-3**

A beginner's course, designed to introduce the student to a variety of basic art media and visual aesthetic principles. The course focuses on developing self-expression through the media of design, drawing, painting, printmaking, and sculpture, as well as evaluating art through class critiques. Does not fulfill Fine Arts major requirements. *General Education: A.*

### **ART 101 Art History I**

**3-0-3**

Introduction to the history of art. A survey of world painting, sculpture, and architecture, from prehistoric times to the Renaissance. The course emphasizes stylistic developments and the appreciation of human aesthetic achievements. Presentation combines lecture, text, and visual materials. *General Education: A.*

### **ART 102 Art History II**

**3-0-3**

A continuing introductory course to the History of Art. This course surveys world painting, sculpture, and architecture, from the Renaissance to the present. *Prerequisite: None. ART 101 recommended. General Education: A.*

### **ART 103 Language of Visual Art**

**3-0-3**

This is an art appreciation course for non-majors, covering the functioning and meaning of art in various forms and purposes. The course explores how and why the arts exist as human invention for sharing experience and how they are created. Such art forms as painting, sculpture, architecture, photography, crafts, and commercial art will be examined in this course. Does not fulfill Fine Arts major requirements. *General Education: A.*

### **ART 106 Survey of Non-Western Art History**

**3-0-3**

A survey course that focuses on the cultural and historical heritage of selected non-Western societies, from the ancient world to the present day. Students will gain





exposure to painting, sculpture, architecture and decorative arts from a variety of cultures, including those of Africa, Asia, Oceania and the Americas, through multimedia presentations and lectures. *General Education: O.*

### **ART 108 History of Modern Design** 3-0-3

A survey course that focuses on the applied arts and industrial design from the eighteenth century to the present day. The course explores the relationship between design, fine arts, manufacturing, and the technical, social and commercial contexts in which they were produced. The course also traces the cultural and historical influences on major design movements and the styles from a wide variety of global cultures, including those of Europe, Africa, Asia Oceania and the Americas. Students will gain exposure to a wide variety of applied design forms such as architecture, graphic design, furniture, product and commercial design as well as decorative art styles, through multimedia presentations and lectures. *General Education: O.*

### **ART 115 Drawing I** 4-0-3

A preliminary course, which concentrates on development of the technical and creative skills necessary to make drawings as expressive visual language. Topics will include visual composition, line, value, gesture, volume. and linear perspective. Drawings will be made from observed and non-observed subjects. *General Education: A.*

### **ART 116 Drawing II** 4-0-3

An exploration of drawing using a wider variety of media, with emphasis on creative personal expression. Topics include the development of expressive composition, content and technique, drawing from both non-observed and observed subjects. *Prerequisite: ART 115 or permission of Instructor. General Education: A.*

### **ART 125 Painting I** 4-0-3

An introduction to painting with water-based acrylic paint, utilizing traditional and contemporary techniques. Topics to be covered are visual composition, application techniques, material use, color theory, value and texture. An emphasis will be placed on seeking personal creative solutions through the exploration of a variety of techniques. Paintings will be made from observed and non-observed subjects. *Prerequisite: None. ART 115 recommended. General Education: A.*

### **ART 150 Two-Dimensional Design** 4-0-3

An introduction to the elements and principles of two-dimensional design. The course focuses on visual design as a language to be explored through aesthetic creative problems. Topics include organization, balance, contrast, rhythm, texture, visual movement, and color theory. *General Education: A.*

### **ART 160 Three-Dimensional Design** 4-0-3

An introduction to the elements and principles of three-dimensional design, as they relate to art, architecture and product design. Form, space, balance, proportion, texture, color, and function will be explored through a series of creative visual problems, for which aesthetic solutions will be sought. The course will also focus on the evaluation and analysis of a designed form. *General Education: A.*

### **ART 175 Ceramics I** 4-0-3

A general course in pottery using a variety of forming techniques, including hand-building, slab, wheel throwing, and ceramic sculpture. It covers concepts relating to clay, glazes, slips, aesthetic and functional form, and firing techniques. Students are required to furnish their own clay. *General Education: A.*

### **ART 200 Printmaking I** 4-0-3

An introduction to basic printmaking techniques. Topics include intaglio printmaking (etching and engraving), the relief print (woodcut and linoleum cut), and mono and collograph printmaking. Students develop the conceptual and technical skills needed to produce original prints. The course stresses the development of appropriate attitudes toward quality, organization, and self-discipline, along with growth in creative expression. *Prerequisite: ART 100 or ART 115.*

### **ART 225 Painting II** 4-0-3

A continuation of the exploration of the aesthetic concepts, composition, techniques, and expressive methods used in painting. The course encourages individuals to further develop technical skill and creativity in the medium of painting. *Prerequisite: ART 125 or permission of Instructor. General Education: A.*

### **ART 230 Watercolor Painting** 4-0-3

An introduction to watercolor painting that focuses on the basic concepts, techniques, and materials needed



to produce creative works in a watercolor medium. The course emphasizes developing compositions through the use of expressive design elements, such as movement, value, texture, balance, and color theory. It explores the creative process through a variety of visual problems derived from both observed and subjective sources. *Prerequisite: None. ART 115 recommended. General Education: A.*

### **ART 245 Introduction to Sculpture** 4-0-3

The study and exploration of the sculpture materials and techniques that are necessary to produce works of art in a three-dimensional form. Basic techniques will include modeling, carving, casting, welding, and wood fabrication methods. Sculpture will be made in a variety of materials and may include clay, stone, wood, metal, and found materials. Forms will be created using both additive and subtractive processes. Topics will include: expressive use of form balance, rhythm, emphasis, texture, and color. A lab fee is required. *Prerequisite: ART 160 or permission of Instructor. Hours of class per week: 4. General Education: A.*

### **ART 275 Ceramics II** 4-0-3

This course explores ceramic materials, processes, and artistic creation in clay. Through studio problems, students will deepen their understanding of the ceramic medium, both technically and expressively. Topics will include fire techniques, material and tool usage, glaze formulation, and historical and contemporary techniques.

### **ART 299 Fine Arts Seminar** 4-0-3

This course affords the student the opportunity to develop professional presentation and career skills for employment, college transfer, and exhibition opportunities. It focuses on the development of aesthetic judgment and familiarization with past and current art trends. Topics include portfolios, resumés, presentations, and business matters of concern to artists.

### **ASL 101 Elementary American Sign Language I** 3-0-3

This course introduces American Sign Language, the visual-gestural language of the deaf and incorporates non-verbal communication techniques, basic sign terminology, basic vocabulary, finger spelling, basic lin-

guistic principles, and conversational skills. Introduces Deaf Culture and the job of the Interpreter. *General Education: F.*

### **ASL 102 Elementary American Sign Language II** 3-0-3

This course expands basic skills in American Sign Language. Emphasis is placed on expressive and receptive conversational skills, including vocabulary expansion, master linguistic principles, classifications, sign fluidity, and transliteration. *Prerequisite: ASL 101. General Education: F.*

### **BIO 170 General Biology I: Organismal Biology** 3-3-4

This course serves as an introduction to animals, plants, and fungi. Students will study the major groups of organisms, focusing on type organisms in each group. An emphasis is placed on organs, organ systems, organisms, and ecosystems, all in the context of evolution. Topics include development, morphology, physiology, behavior, ecology, biodiversity, biosystematics and mechanisms of evolution. *General Education: N.*

### **BIO 171 General Biology II: Molecular and Cell Biology** 3-3-4

A course in general biological principles, relating cell structure to function. Topics discussed include biochemistry, energetics, the molecular basis of cell metabolism, principles of heredity and the genetic control of cell activity, cell division, and the homeostatic regulation of the cell environment for both eukaryotic and prokaryotic cells. Physiological processes at the organismic level are analyzed and correlated with the simpler manifestations at the cell level. The course emphasizes modern research, the nature and philosophy of science, and the art of experimentation, as carried on concurrently in the laboratory portion of the course. *General Education: N.*

### **BIO 181 Anatomy and Physiology I** 3-3-4

This course provides a systems approach to the study of human anatomy. The course will include the concepts of biology and chemistry that are necessary to the understanding of physiology. The remainder of the course will emphasize the structure and function of the cell, skeletal, muscular, and nervous systems as well as tissues, skin, joints and special senses. Laboratory



classes are designed to reinforce the lecture material and include dissections of vertebrate specimens as well as experiments on animal tissue and human subjects.

### **BIO 182 Anatomy and Physiology II** 3-3-4

This course provides a system approach to the study of human anatomy and physiology, emphasizing cardiovascular, respiratory, digestive, urinary, endocrine, and reproductive systems as well as metabolism, acid-base balance, and electrolytes. Laboratory classes are designed to reinforce the lecture material and include dissections of vertebrate specimens and experiments on animal tissue and human subjects. *Prerequisite: BIO 181 or permission of the Instructor.*

### **BIO 215 Genetics** 3-0-3

This course introduces the student to the principles underlying the study of genetics from Mendelian inheritance to molecular genetics. Topics include gene transmission, genome structure and function, mechanisms of gene expression and regulation, and applications of genetic technology. Does not satisfy the FM lab science graduation requirement. *Prerequisite: BIO 171 (recommended) or SCI 135 or permission of instructor. General Education: N.*

### **BIO 272 Plant Biology** 3-3-4

A lecture, lab, and field course that introduces major topics of plant biology. Topics include evolutionary relationships of the major plant groups, from algae to angiosperms, microanatomy, morphology, development, life cycles, physiology, and photosynthesis. Emphasis is on land plants, especially the angiosperms. Included is an introduction to the ecology of major land plant groups. *Prerequisite: BIO 170 or BIO 171 (both recommended) or permission of Instructor. General Education: N.*

### **BIO 273 Animal Biology** 3-3-4

An evolutionary survey of the animals, from protozoa through chordata. Physiological systems are studied, with a focus on general performance and comparative differences among animal groups. The course examines the roles of ecosystem niches and adaptive potential, so that the student becomes aware of the evolutionary significance of the structures studied. There is also an emphasis on relationships among organisms, with a special focus on the impact on and by humans. *Prerequisite: BIO 170 or BIO 171 (both recommended) or permission of Instructor. General Education: N.*

### **BIO 276 Ecology** 3-0-3

An introduction to the major ecological concepts and functions that are designed to show interrelationships between organisms and their environments. Topics will include biogeochemical cycles, energy flow, community structure, ecosystem diversity, population dynamics, and relevant environmental issues. *Prerequisite: BIO 170 or permission of Instructor. (MAT 130 strongly recommended). General Education: N.*

### **BIO 282 Microbiology** 3-3-4

An introduction to the biology of microorganisms, with a focus on bacteria. Course topics include biochemistry, cell structure and function, metabolism, microbial ecology, microbial genetics, applied microbiology, microbial control, epidemiology, pathogenesis and microbial disease. Laboratory exercises reinforce those principles discussed in lecture. *Prerequisites: BIO 170 or BIO 171, or SCI 135, or both BIO 181 and BIO 182, or permission of Instructor. General Education: N.*

### **BTA 137 Introduction to Business Technology** 3-0-3

This course is an overview of business office concepts, operations and procedures. Students will study and apply various office procedures and skills and responsibilities that reflect the use of current technology used in the modern business office.

### **BUS 101 Principles of Business** 3-0-3

Principles of Business introduces students to the exciting world of business. Students will learn the language of business, multiple areas of study, and career opportunities that are available to business majors. The course covers topics including, but not limited to: entrepreneurship, marketing, management, human resources, economics, global business, accounting and finance. Additionally, this course is designed to introduce students to systems, techniques and best practices that will help students be successful in business courses and their careers.

### **BUS 115 Quantitative Business Applications** 3-0-3

Quantitative Business Applications is designed to equip students with the fundamental mathematical analytical problems solving skills and basic quantitative accounting concepts needed for success in college-level busi-



ness and accounting courses. Students taking Quantitative Business Applications will learn to use financial calculators and spreadsheets to analyze and solve challenging everyday problems faced by business managers and owners, including but not limited to: amortization schedules, computation of simple and compound interest, inventory cost-flow assumptions, financial and tax based-depreciation reporting, time value of money, and payroll compliance. Required Supplies: Texas Instruments Business Analyst II or any financial calculator with Time Value of Money functions keys. *Prerequisite:* CIS 105 or concurrent registration.

### **BUS 117 Hospitality Management 3-0-3**

This course will introduce students to the various segments of the hospitality industry including lodging, tourism, restaurants, and resorts. Students will explore the history, development, current trends, and career opportunities in this dynamic industry. The fundamental principles of the industry will be introduced, with a focus on management and operations activities.

### **BUS 118 Bar and Beverage Management 3-0-3**

Bar and Beverage Management is a course designed to introduce students to all facets of managing a full-service bar. Students will learn responsible alcohol service, legal responsibilities, and repercussions of alcohol's effect on the body. Students will also study the history, preparation, mixology, and proper service of beer, wine, and spirits. This course will cover all areas of management, as it relates to bars, including, but not limited to, job descriptions, interviewing, hiring, and training for the various positions. Students will also learn about marketing, inventory management, and cost control in the beverage industry.

### **BUS 120 Essentials of Entrepreneurship 3-0-3**

This course is designed for students who are considering becoming an entrepreneur or working for a small business. The course will emphasize: exploring opportunities, the business plan process, and the challenges of entrepreneurship. It will include an overview of the following business concepts: sales, marketing, building customer relationships, accounting and management.

### **BUS 137 Business Communication 3-0-3**

Emphasis is on composing various types of business communications in a clear and concise manner, while maintaining the readers' goodwill. The course also includes a review of grammar and the mechanics of writing, spelling, and some public speaking.

### **BUS 141 Marketing 3-0-3**

Introduction to the basic principles and terminology that are used in the marketing field. Focus will be on gaining familiarity with the variety of environmental factors that influence marketing decisions and understanding the importance of a customer-oriented philosophy of doing business. Topics covered include determining marketing opportunities, environmental analysis, consumer buying behavior, and product planning, promotion, distribution, and pricing. The importance of market research is also discussed.

### **BUS 151 Human Resources Management 3-0-3**

Introduction to the basic principles, techniques, and terminology used in the human resources field. Topics covered: human resource planning; job analysis and design; equal opportunity laws; employee selection, orientation and training; performance appraisals; and wages, incentives and benefits. Unions and collective bargaining are also discussed.

### **BUS 162 Personal Finance 3-0-3**

Personal Finance, BUS 162, prepares students to manage their current and future financial affairs. Topics include: Planning for financial success; optimizing saving and credit decisions; making the best vehicle and housing choices; basic tax planning and beginning investing in stocks, bonds, mutual funds and ETF's; managing student loans and educational expenses. This is a real world, practical life course intended to help students manage debt, save, and invest for a profitable future.

### **BUS 201 Principles of Global Business 3-0-3**

A study of the basic concepts pertaining to global business and communication, including the cultural, economic, political, legal, and geographic aspects of developed and developing countries. The course addresses global marketing, management, financing, production, sourcing, communication, and ethics. *Prerequisites:* Any BUS or ECO elective or permission of instructor.



### **BUS 202 Integrated Marketing Communications & E-Commerce** 3-0-3

This course is designed for business students who are interested in marketing using all forms of media including print, digital, internet, social media, and E-commerce. The course will emphasize the business side of Integrated Marketing Communications (IMC) and the importance of cross-platform marketing techniques to meet B2C and B2B marketing objectives. Students will understand the value of research and the use of global data in making marketing decisions. The course will highlight the value of creating and posting content-rich blogs and the development of an internet value chain. Students will present comprehensive marketing and promotional campaigns, and learn how to evaluate IMC marketing performance and marketing opportunities. *Prerequisites: BUS 141 or BUS 137, or permission of Instructor.*

### **BUS 203 Introduction to Finance** 3-0-3

This course introduces the student to the role of finance in modern business operations, providing a survey of both internal and external financial requirements and transactions that are handled primarily by mid-management personnel. *Prerequisite: ACC 101.*

### **BUS 205 Principles of Management** 3-0-3

This course deals with the basic principles of management, with applications to entry-level and management positions. It covers principles, such as the nature and role of the manager, the decision-making process, and the traditional management functions of planning, organizing, leading, and controlling.

### **BUS 207 Business Law I** 3-0-3

This course is designed to introduce students to the substantive legal areas of constitutional law, crimes, torts, common law contracts, sales contracts, and commercial paper, as they apply to their personal lives and the business environment. The interaction of business ethics and the law is also examined.

### **BUS 208 Business Law II** 3-0-3

This course provides in-depth treatment of the substantive legal areas of agency law, partnership law, corporation law, employment law, and government regulation of business. The interaction of business ethics and law is also examined. *Prerequisite: None. BUS 207 recommended.*

### **BUS 242 Sales and Customer Relationship Management (CRM)** 3-0-3

This course will offer a combination of time-proven fundamentals and new practices to succeed in sales and customer relationship management (CRM). Students will study the techniques of successful selling and CRM. The course covers topics including, but not limited to: concepts of sales strategies, sales processes, interpersonal skills, effective communication and relationship building, prospecting, and sales presentations. Students will gain an understanding of the relationship between marketing and sales plans. *Prerequisites: BUS137 or BUS141.*

### **BUS 248 Integrated Software Applications** 3-0-3

This course provides experience using an integrated software suite. Microsoft® Office applications are used to complete advanced word processing functions to prepare documents that integrate files from various suite applications and the Internet. Topics include Word, Excel, PowerPoint, Publisher, and Access. This course uses these concepts and applications to solve realistic business problems. The project-based, real-world applications give students hands-on knowledge of these applications in the workplace. Use of language skills, decision making, and working without direct supervision will be emphasized. *Prerequisite: CIS 105 or BTA 139 or equivalent. Additional hours are required in the Business Technology Lab.*

### **BUS 262 Fundamentals of Investments** 3-0-3

In today's challenging economic environment, mastering the fundamentals of investments has become one key to financial security. Students taking this course will be introduced to the basics of stocks, mutual funds, bonds, and key investing principles, such as diversification, asset allocation, and the risk/reward trade off. With the purchase of the new, required textbook for this course, students will receive a subscription to an online investment trading simulation tool, which will be integrated throughout the course.

### **BUS 270 Entrepreneurship** 3-0-3

This capstone course is designed for students to apply the concepts they have learned in other courses to develop a comprehensive business plan. Students will develop a business plan for either a new business or to expand an already established business. *Prerequisite: BUS 141; Corequisite: ACC 102.*



**BUS 298-299 Business Internship (3-8)-0-(3-8)**

The Business Internship serves as a structure for awarding credit for prearranged academically-applicable work experiences. Students who have satisfactorily completed relevant business courses may be placed with an approved agency, on a part-time basis. Participation requires the approval of a Business Instructor and the appropriate Academic Dean. Evaluation of the student's performance is the responsibility of the instructor. A maximum of eight credits may be earned by any one student. *Prerequisites: Previous business relevant coursework and approval of Instructor and Academic Dean.*

**CAD 174 Computer Aided Drafting:****Auto CAD 2-2-3**

This course teaches the basics of computer aided drafting, using the AutoCAD software package, as applied to engineering type drawings. Topics include geometric construction basics, object properties, polar and delta positioning, orthographic views, dimensioning and auxiliary and sectional views. Three-dimensional drawing and solid modeling will be introduced, using the AutoDesk Inventor software.

**CHI 101 Elementary Chinese I 3-0-3**

This is the first half of a foundation to the Chinese language vocabulary and structure. It is for students with little or no previous knowledge of the language. Included are the fundamentals of speaking, listening, reading and writing, as well as culture relating to the Chinese-speaking world. Grammatical concepts will include the present-tense verbs and basic sentence syntax. This course is not open to Native or Heritage speakers of Chinese. *General Education: F.*

**CHI 102 Elementary Chinese II 3-0-3**

This is the second half of a foundation course to the Chinese language vocabulary and structure. It is a continuation of Elementary Chinese I. Included are additional fundamentals of speaking, listening, reading and writing as well as culture relating to the Chinese-speaking world. Grammatical concepts will include both preterit and imperfect past-tense verb forms. This course is not open to Native or Heritage speakers of Chinese. *General Education: F.*

**CHM 173 General Chemistry I 3-3-4**

This first course, in a two-semester sequence in chemistry, provides a comprehensive introduction to chemical principles and is intended for students who are pursuing science, mathematics, engineering, and pre-med studies. Topics covered include scientific notation, dimensional analysis, thermochemistry, atomic structure, molecular geometry and bonding theories, stoichiometry, chemical reactions, kinetic theory of gases, as well as properties of solids, liquids and solutions. The course emphasizes critical thinking, analytical skills and problem-solving. The laboratory sessions are intended to reinforce the concepts presented in lecture. *Prerequisites: High School Algebra and Chemistry, or MAT 040 and SCI 170, or equivalent, or permission of Instructor. General Education: N.*

**CHM 174 General Chemistry II 3-3-4**

A continuation of CHM 173, this course stresses concepts designed for students pursuing mathematics, physics, chemistry, engineering, and pre-med studies. Topics covered include kinetics, equilibrium, thermodynamics, acids and bases, solubility, electrochemistry and descriptive chemistry. *Prerequisites: High School Algebra and Chemistry, or MAT 040 and SCI 170, or equivalent, or permission of Instructor. General Education: N.*

**CHM 221 Organic Chemistry I 3-4-4**

This first course, in a two-semester sequence in organic chemistry, provides a comprehensive introduction to organic chemistry principles and is intended for students who are pursuing science, mathematics, engineering, and pre-med studies. Valence bond theory is used to describe and explain the ramifications of covalent bonding in organic molecules, as well as to rationalize fundamental noncovalent associations. The 3-dimensional nature of organic molecules is discussed. Modern mechanistic theory of organic chemical reactions is developed in the context of acid-based, nucleophilic substitution, elimination, free-radical, and electrophilic addition reactions. Contemporary instrumental techniques for the assignment of molecular structure are a focus. The laboratory sessions are intended to reinforce the concepts presented in lecture. *Prerequisite: CHM 174. General Education: N.*

**CHM 222 Organic Chemistry II** **3-4-4**

This second course, in a two-semester sequence in organic chemistry, provides a comprehensive introduction to organic chemistry principles and is intended for students who are pursuing science, mathematics, engineering, and pre-med studies. Reviews reactions and properties of arenes, organometallic compounds, aldehydes and ketones, carboxylic acids and amines. Introduces the topic of spectroscopy and the chemistry of natural products including carbohydrates, lipids, amino acids and proteins. Further development of the theoretical concepts of organic chemistry and helps students to develop an ability to propose plausible synthetic pathways to organic molecules. Particular focus is on nucleophilic addition, nucleophilic substitution, and electrophilic substitution reactions of arenes, aldehydes and ketones, carboxylic acids and amines. The course emphasizes critical thinking, analytical skills and problem-solving. The laboratory sessions are intended to reinforce the concepts presented in lecture.

*Prerequisite: CHM 221. General Education: N.*

**CIS 105 Computer Applications** **3-0-3**

This course provides an introduction to microcomputers and end-user system/application software. The personal computer is demonstrated as a tool to support other academic or professional disciplines. Topics include basic computer hardware, operating systems, the Internet, word processing software, spreadsheet software, and presentation graphics software. The course emphasizes familiarization with computer components and the operation of the overall computer system.

**CIS110 Spreadsheets and Databases for Professionals** **3-0-3**

Designed for students who have prior hands-on experience with computers and software such as Windows, word processing applications, and presentation/slide-show applications, this course explores the power of spreadsheet and database productivity software. Specific course topics may include basic spreadsheet concepts, formulas, advanced functions, data analysis, large workbooks, macros, VBA, PivotTables, and PivotChart reports as well as basic database concepts, tables, forms, queries, and reports. Students are re-

quired to use the microcomputer lab to complete various projects assigned. *Prerequisite: Non majors must have permission of the Instructor.*

**CIS 114 Linux Operating System** **2-2-3**

This course provides an introduction to the various flavors of the Linux operating system. The history of Linux and its relationship to Unix will be explored. Topics will include: desktop vs. server software installation and configuration, access permissions, text editor, file system, piping and redirection, the use of regular expressions, and shell language programming. Study of the client-server features of Linux operating systems from the standpoint of a user and the root administrator will be explored. This course also includes network configuration and system management commands. The lab component will give students the opportunity to learn how to install, configure and administer Linux-based computers.

**CIS 116 Computer Science I** **3-0-3**

This course covers the fundamentals of computer problem solving and programming – techniques, concepts, and vocabulary. Topics include: program development process, differences between the procedural and object-oriented programming methodologies, phases of language translation (compiling, interpreting, linking, executing), and error conditions associated with each phase, primitive data types, memory representation, variables, expressions, assignment, fundamental programming constructs (sequence, selection, iteration), algorithms for solving simple problems, tracing execution, subprograms/functions/methods, and parameter passing. Emphasis is placed on programming in a high-level computer programming language such as C++, Java, or Python. Co-requisites: CIS110 and MAT120.

**CIS 146 Introduction to Cybersecurity** **3-0-3**

This course will introduce students to the basics of cryptography, security management, wireless networking, and organizational policy. Topics include operating system security, authentication, attacks, auditing, encryption, and physical security. This course is a first course in the fundamentals of information and network security. It introduces fundamental cybersecurity topics



such as institutional security policy, legal aspects of security, computer system infrastructures, types of cyber threats and risk assessment, cryptography, information integrity, and data loss prevention. The course identifies methods of assessing systems to identify critical data, and presents tools and techniques for securing computers and networks. Course objectives map to the CompTIA Security+ Exam SY0-401. Prerequisite: CIS 114.

### **CIS 160 Database Design and Programming 3-0-3**

This course expands on introductory database concepts and explores more powerful applications of database design and management. Students design relational tables, queries, forms and reports, using database software and maintain data dictionaries. Students will apply entity relationships and data normalization. Students will create programs in Structured Query Language (SQL), create stored procedures, and implement Open and Object Linked and Embedded Database Connectivity. Through hands-on experience, students master concepts in data mining, report generation and presentation through a front end application, such as Crystal Reports. Students will write server-side scripts in either PHP or ASP to connect with MySQL and SQL servers. Students will perform database backups on the server. *Prerequisite: CIS 115 or permission of Instructor. Additional computer hours, as needed.*

### **CIS 170 Web Site Development 3-0-3**

Students will develop and manage integrated Web pages, using HTML/XHTML and Web page developing tools. Students will utilize graphics-processing software to incorporate images. Students will construct Web pages using HTML to incorporate text, lists, tables, frames, and hyperlinks and publish to a server in a multi-browser compatible format. There will be an emphasis on writing client-side scripts (JavaScript) and Cascading Style Sheets (CSS). Advanced topics include incorporating multi-media files, processing user requests and generating dynamic Web pages. Other topics include Web server implementation, and ADA compliance. *Prerequisite: CIS 105 or permission of Instructor. Additional computer hours, as needed.*

### **CIS 180 Introduction to Game Design 3-0-3**

This course is an introduction to designing games and concepts of game prototyping. The course will consist of history and theory based lectures and discussions, as well as a hand prototype and a game-creation project. Course material will cover the strategy, implementation and nuances of game design and some of the history that has led to where the industry is now.

### **CIS 216 Computer Science I 2-2-3**

This course covers the fundamentals of algorithms and object oriented software development. Topics include: modern IDE for software development, primitive and reference data types, encapsulation, information hiding, selection, iteration, functions/methods, parameters, recursion, exception handling, generic linear data structures (arrays), file types, file I/O, simple GUIs with event handling, programming to an interface, lambda expressions, semantics of inheritance and use of polymorphism, search (sequential, binary), select (min, max), and sort (bubble, insertion, selection) algorithms, documentation using standard tools, program testing and debugging, reasoning about control flow in a program, and societal impacts related to computing and software. Pre-requisites: CIS116.

### **CIS 220 Computer Science II 2-2-3**

This course will cover a selection of data structures and advanced Java programming techniques. Topics may include file and exception handling, sorting and searching of arrays, algorithm analysis, recursion, lists, stacks, queues, trees, collections, generics, GUI components, and multithreading techniques. Laboratory work will be done to reinforce concepts. It is assumed that the student has functional knowledge of material taught in Computer Science I. *Prerequisite: CIS 120. Corequisite: MAT 173 (for Computer Science A.S. Majors only) or permission of Instructor.*

### **CIS 230 Internet Programming 3-0-3**

(For Computer Science A.S. majors only). This course will cover client and server-side programming concepts and multi-tier architecture that allow students to produce effective, interactive Web applications. Students will create and access MySQL databases, through





PHP server-side scripting and SQL SERVER databases through Active Server Pages. Students will demonstrate functional ability with HTML/XHTML, JavaScript and Cascading Style Sheets. Additional topics include object-oriented programming, authenticating users, and programming automated tasks. *Prerequisites: CIS 160 and CIS 170 or permission of Instructor. Additional computer hours, as needed.*

### **CIS 231 Mobile Apps Development: Android 3-0-3**

This course is designed for students who have some programming logic experience and want to move into the exciting world of developing applications (apps) for Android mobile devices on a Windows computer. Using an open source development environment and emulator, students will develop mobile applications (apps) that will operate on Android-based devices such as a smartphone, mini-tablet, or tablet. *Prerequisite: CIS 120.*

### **CIS 232 Mobile Apps Development: iOS 3-0-3**

This course is designed for students who have some programming logic experience and want to move into the exciting world of developing applications (apps) for iOS Apple mobile devices on a Macintosh computer. Using an Xcode development environment and emulator, students will develop mobile apps that will operate on Apple-based devices such as iPod, iPhone, and iPad. *Prerequisite: CIS 120.*

### **CIS 238 Introduction to Game Design 3-0-3**

This course serves as an introduction to designing games and concepts of game prototyping. The course will consist of history and theory-based lectures and discussions, as well as a hand prototype and a game-creation project. Course material will cover the strategy, implementation and nuances of game design and some of the history that has led to where the industry is now. The course expands on the concepts covered in CIS 115 and CIS 120. *Prerequisite: CIS 120.*

### **CIS 240 Hardware Concepts 2-2-3**

This course provides a hands-on introduction to personal computer hardware setup. Students will install, configure, upgrade, diagnose and troubleshoot desktop personal computers. Students will disassemble and reassemble personal computers, perform preven-

tive maintenance procedures, and maintain safety in a lab environment, and interact with others in a professional manner. Topics include hardware/software concepts, boot process, command prompts, memory, hard drive configuration, expansion cards, fundamentals of prompts, memory, hard drive configuration, expansion cards, fundamentals of installing/supporting operating systems, and using firmware and diagnostic software. *Additional computer hours, as needed.*

### **CIS 241 Networking Concepts 2-2-3**

This course enables students to recognize networking media and topology. Students will identify protocols and Open Systems Interconnections (OSI) models. Students will identify hardware and software problems of a network and provide network support. Installing and configuring the hardware and software on a local area network of computers is an integral part of the course. Students will install and use proprietary and open-source network operating systems. *Additional computer hours, as needed.*

### **CIS 246 Cybersecurity Administration 2-2-3**

This course will introduce students to the basics of cryptography, security management, wireless networking, and organizational policy. Topics include operating system security, authentication, attacks, auditing, encryption, and physical security. The course will focus on management and troubleshooting concepts and tools such as tracer, nslookup, ipconfig, ping, DNS, and Denial of Service attacks. Additional topics include an overview of malware, disaster recovery, information security policy, and rules for avoiding viruses and vulnerabilities. *Prerequisite: CIS114.*

### **CIS 250 Project Management 3-0-3**

This course will provide information on how good project management skills and effective use of technology can help you manage projects from an information technology perspective. Students will have an understanding of the ten project management knowledge areas including project integration, scope, time, cost, quality, human resource, communications, risk, procurement, and stakeholder management as well as all five process groups which include initiating, planning, executing,



monitoring and controlling, and closing. Project management software will be introduced and used throughout the course. *Prerequisite: CIS 110 or permission of Instructor.*

### **CIS 289 Professional Development Seminar 2-0-2**

This capstone course surveys the current and anticipated opportunities of a career in Computer Information Systems, through a variety of methods that may include guest lectures, on-site experiences, field surveys, professional publications, and trade shows. Through documented self-assessment, students identify educational strengths and weaknesses and determine formal and informal methods for further professional growth and development. *Additional computer hours, as needed.*

### **CLC 101 Collaborative Career Learning I 12\*-0-8**

### **CLC 102 Collaborative Career Learning II 12\*-0-8**

These courses provide a structured approach to specialized individual career orientation, training, and development. Competency objectives are identified as a basis for learning. Local business and industry sites are used as classroom/laboratories. The COCAL Director monitors and evaluates students, with input from industry personnel. Areas of career study are limited to those areas not offered by the College in traditional curricula. *Prerequisite: Enrollment in Collaborative Career Learning. Corequisite: Six to nine credits of on-campus study, related to career area.*

*\*Hours per week at business and industry site: 12.*

### **CLC 103 Collaborative Career Learning III 12\*-0-8**

### **CLC 104 Collaborative Career Learning IV 12\*-0-8**

These courses are designed for students who, because of changes in the job market or individual career goals, need “re-careering” in a structured environment. Competency objectives are identified as a basis for learning. Local business and industry sites are used as classroom/laboratories. The COCAL Director monitors and evaluates students, with input from industry personnel. Areas of career study are limited to those areas not offered by the College in traditional curricula. *Prerequisites: CLC 101 and CLC 102, enrollment in Collaborative Career Learning Program. Corequisite: Six to nine credits of on-campus study, related to career area.*

*\*Hours per week at business and industry site: 12.*

### **CLC 110 Career Exploration**

**3-0-1**

Students are provided with instruction in the career decision-making process. Through self-assessment inventories, students identify their interests, skills, work-related values, and experiences. Careers are explored by researching occupations, career paths, and organizations. Emphasis is on employment fields that are appropriate to the background and preparation for the students’ COCAL training experience.

### **CLC 111 Career Success**

**3-0-1**

Designed for students who are enrolled in COCAL, internships, Work Study, co-ops, or other forms of experiential learning, or for those who are about to graduate and enter the job market. Students are presented with material that relates work ethic, workplace relationships, workplace diversity, and workplace communication skills to career development.

### **CLC 112 Career Search**

**3-0-1**

Students are presented with material that provides a better understanding of successful career preparation and job searching. Emphasis is on employment for students who are training in fields where entry-level job skills have been identified locally. Content includes practical aspects of the job search and human relations skills, as they relate to career development.

### **COE 291-299 Co-operative Education**

#### **Experience**

**(3-45)-0-(1-8)**

This course provides a structured experience that integrates classroom education with supervised employment. Students in good academic standing are eligible to apply for admission to this course. Students must receive approval of their proposed employment, based on well-developed educational objectives. Students are paid entry-level wages and are assigned the same responsibilities as other entry-level employees. Experience will vary from 3-45 work hours per week depending upon credit. *Prerequisites: “B” average in major, 70% of Business courses completed.*

### **COM 101 Introduction to Mass Media**

**3-0-3**

This general survey course covers the eight mass media: books, magazines, newspapers, movies, radio, television, records, and computers. Students study the history, economics, employment opportunities, and societal impact. Lecture, guest speakers, videos, and the Internet are all used in this course.



### **COM 103 Media Writing 3-0-3**

This course will expose students to a wide variety of media forms. Students will learn to make critical evaluations of information for accuracy and bias. Students will explore and gain experience preparing written communication for various mass and social media, as well as for industries that rely on the mass media for information distribution. *General Education: C.*

### **COM 105 Basic Audio Production 3-0-3**

This course will provide instruction in the theory and practice of audio production. While the course is radio production, the theory and skills taught are the basis for audio production for television and online. Students will study the aesthetics and techniques of production, including scripting and editing.

### **COM 107 Digital TV & Broadcast Operations 3-0-3**

This course provides an introduction to the basics of television production. Students learn the basic procedures of live TV and field production. This includes operating cameras and control room equipment including, but not limited to, the switcher, teleprompter, audio board, and character generator. All stages of production are covered from pre-production to post-production including non-linear video editing.

### **COM 202 Journalism 3-0-3**

A study of the principles and practices of journalism, this course places special emphasis on print journalism. The course examines critically the question of what constitutes the news, the techniques of newsgathering, news and feature writing, news editing, and ethical questions faced by journalists. *Prerequisite: COM 103 or permission of Instructor.*

### **COM 204 Advanced Television Production 3-0-3**

Course content focuses on field production, news reporting, scripting, taping, and post-production, using non-linear editing techniques. This course incorporates audio production skills. *Prerequisite: COM 107.*

### **COM 206 New Media 3-0-3**

This course will stress how to conceive and create media documents for the Internet. The major emphasis of this course will be on interactive thinking and other skills

that journalists need to use online media effectively. Trends in social media usage are covered in this course. Students produce a campus online newspaper. *Prerequisite: COM 202.*

### **COT 131 Cisco Networking I 3-3-4**

This course is the first in a four-course series on Cisco networking. Using a combination of instructor-led, web-based, and hands-on lab materials, students begin to learn how to design, install, and maintain internetworks. Topics include the OSI Model, Internetworking Devices, IP Addressing, LAN Media and Topologies, Structured Cabling, PC hardware and software, patch cables, installation of structured cabling, cable management techniques, and the use of test equipment. In the course, students will maintain an engineering journal, work in engineering teams, and learn to manage networking projects.

### **COT 132 Cisco Networking II 3-3-4**

This course is the second in a four-course series on Cisco networking. Using a combination of instructor-led, web-based, and hands-on lab materials, students continue to learn how to design, install, and maintain internetworks. Topics include the OSI Model Layers 1-7, WANs, routing, using a router, and routing components, router startup and setup, router configurations, IOS, TCP/IP, IP addressing, and routing protocols. Students will continue to maintain an engineering journal, work in engineering teams, and learn to manage networking projects. *Prerequisite: COT 131.*

### **COT 133 Cisco Networking III 3-3-4**

This course is the third in a four-course series on Cisco networking. Using a combination of instructor-led, web-based, and hands-on lab materials, students continue to learn how to design, install, and maintain internetworks. Topics include a review of past material, LAN switching, VLANs, LAN Design, IGRP, Access Lists, and IPX. Threaded Case Studies (TCSs) are used extensively in this course, as students continue working in engineering teams and learn to design, install and manage networking projects. *Prerequisite: COT 132.*

### **COT 134 Cisco Networking IV 3-3-4**

This course is the fourth in a four-course series on Cisco networking. Using a combination of instructor-led, web



based, and hands-on lab materials, students continue to learn how to design, install, and maintain internet-works. Topics include a review of past material, WANs, WAN Design, PPP, ISDN, Frame Relay, and review for the Cisco CCNA Exam. Students continue to use Threaded Case Studies (TCSs) and work in teams designing, installing and managing networking projects. *Prerequisite: COT 133.*

### **CRJ 101 Introduction to Criminal Justice 3-0-3**

This course examines all three segments of the criminal justice system: law enforcement, courts, and corrections, including study of their evolution, structure, agencies, career opportunities and requirements, responsibilities, and ethics. The Role of Constitution and state and federal laws, and the current problems of each are also covered.

### **CRJ 103 Criminal Law 3-0-3**

A survey of the history and philosophy of criminal law, the scope, purpose, definition and classification of modern criminal law, offenses against the person, property offenses, and a discussion of the relationship between the Constitutional rights of the individual and the protection of society.

### **CRJ 105 Principles of Criminal Investigation 3-0-3**

An analysis of the nature and purpose of criminal investigation. Discussion includes various methods of investigation, the interview, the interrogation of witnesses and suspects, collection and preservation of evidence, the use of informants, techniques of surveillance and special investigation methods used in police science laboratories, ballistics, documents, serology, photography, and related forensic services. *Prerequisite: CRJ 103.*

### **CRJ 107 Police-Community Relations 3-0-3**

Survey of the numerous and complex factors that are involved in the area of human rights. Topics covered include controlling racial prejudice in the community, the role of police as professionals, and examination of prejudice and discrimination and their effects and implications for police in a changing society. The course surveys the history and development of civil rights and liberties.

### **CRJ 112 Organization and Management 3-0-3**

The principles of administration and management, as they apply to criminal justice agencies. A study of organizational structures, responsibilities, and inter-relationships, and an analysis of staff-line relationships and functions, within the context of the criminal justice field. Analysis of the functions within criminal justice organizations, including planning and research, operations, internal affairs, and public relations. Discussion of the principles of personnel management and supervision, labor relations, consideration of alternative and comparative models of criminal justice organizations.

### **CRJ 113 Private Sector Issues 3-0-3**

This course is designed to familiarize the student with the legal and historical aspects of private sector police. Special attention will be given to the differences between public- and private-sector police. Principles and practices related to internal loss prevention will be covered. The course will consider the legal and ethical responsibilities of private-sector police, in relation to issues of safety and health.

### **CRJ 121 The Corrections Process 3-0-3**

This course covers the history and evolution of corrections, the social organization of prisons, differences between adult and juvenile correction, and probation and parole practices and alternatives to incarceration.

### **CRJ 123 Probation, Parole, and Community Corrections 3-0-3**

This course will engage an examination of Probation, Parole and Community Corrections, using the methodology of the social sciences. This course will present an overview of the history and philosophical foundations of probation and parole in the United States. There will be a critical examination of the efficacy of probation and parole agencies, as extensively-utilized tools of the American justice system. The course will engage a review and evaluation of the continuum of correctional options, from probation, through prisons, to parole and community-based re-entry services. An examination of the legal issues in probation and parole will be considered. Special focus will be applied to the study of the roles of probation and parole officers, along with a review of programs that have been developed for offenders with special needs and public risk mitigation.



### **CRJ 124 Crime Scene Investigation 3-0-3**

This course is designed to provide the student with an understanding of advanced crime scene techniques. This course is intended to build upon the knowledge gained in CRJ 105 Principles of Criminal Investigation, and to assist students in advancing their basic skills in the examination of major crime scenes. The latest research and application of new crime scene techniques will be among the topics for discussion. The course includes an overview of how to approach and examine major crime scenes, along with hands-on training and the opportunity to present the physical evidence recovered from mock scenes in a courtroom setting. All advanced instructional techniques will be illustrated with actual case scenarios. *Prerequisites: CRJ 105 or permission of Instructor.*

### **CRJ 260 Criminal Prosecution Seminar 3-0-3**

A practical, realistic, simulated prosecution of a hypothetical criminal case, from investigation through arrest, arraignment, pre-trial hearings, trial, and appeal. Students are required to engage in the same discretionary decision-making as practiced by Police, Prosecutors, and the Courts. The class prepares documents used in the prosecutorial process, including search warrants and their supporting affidavits, arrest and charging documents, pre-trial motions and answering papers, and basic appellate arguments. Students engage in courtroom testimony and presentation of evidence, through role-playing in simulated hearings. *Prerequisites: CRJ 103, POL 204 and CRJ 105 or permission of Instructor.*

### **CRJ 289 Professional Development Seminar 2-0-2**

This capstone course surveys the current and anticipated opportunities for a career in the Criminal Justice field, through a variety of methods that may include on-site experiences, field surveys, professional publications, speakers, and symposiums. Through documented self-assessment, students will identify their educational strengths and weaknesses and determine formal and informal methods for further professional growth and development. Students are expected to investigate and present a professional topic review.

### **CRJ 298-CRJ 299 Criminal Justice Internship 3-0-3**

The Criminal Justice Internship serves as a structure for awarding credit for prearranged academically-appli-

able work experiences. Students who have satisfactorily completed relevant criminal justice courses may be placed with an approved agency, on a part-time basis. Evaluation of the student's performance is the responsibility of the Criminal Justice faculty. A maximum of eight (8) semester hours of credit may be earned by any one student. *Prerequisites: Registration in Criminal Justice A.S. (1100) or Criminal Justice A.A.S. (0640) program, minimum cumulative GPA of 2.5, Corequisite: CRJ 289 Professional Development Seminar and permission of the Criminal Justice Internship Coordinator. Criminal Justice A.A.S. (0640) program students who do not meet the prerequisites, shall be enrolled in a restricted elective as an alternative. Hours of class per week: To be determined.*

### **CST 103 Site Layout and Preparation 2-1-3**

The student will learn the relationship between residential civil plans and the as-built conditions on a site, with an emphasis on site measurement. Upon completion of the class, the student will have learned to use surveying equipment to determine elevation and horizontal layout as well as angular measurement and linear measurement in common methodologies that are associated with civil design. Additionally, the student will become knowledgeable about the characteristics of soils, as they relate to site work and structural design.

### **CST 107 Construction and Facilities**

#### **Maintenance I 1-2-3**

Through lecture, reading and lab activity the student will learn the basics of structural framing and sheathing for light commercial structures including masonry, wood, steel and curtain wall construction. They will also learn the basics of grounds keeping, hardscape repair, tool use, window and door installation and repair and exterior painting and coil stock. Plan, schematic and specification reading is included. Portions of many of the lab sessions will be spent touring and discussing structures on the HFM and FM campuses.

### **CST 108 Construction and Facilities**

#### **Maintenance II 1-2-3**

Through lecture, reading and lab activity the student will learn the basics of metal and wood wall framing, interior door installation, sheet rock repair, trim installation, painting, suspended ceiling installation, ceramic and stone tile installation, cabinetry installation, and





stair and rail repair or replacement. Plan, schematic and specification reading is included. Portions of many of the lab sessions will be spent touring and discussing structures on the HFM and FM campuses.

### **CST 127 Environmental Building Systems 2-1-3**

The student will learn to incorporate “green” energy saving concepts into a variety of residential construction techniques, methods and systems. Students will discuss earth berm structures, straw bale and adobe homes, and be encouraged to introduce other green building ideas into the class. Additionally, students will perform energy audits, calculate building airflow standards, calculate and determine a structure’s compliance with the energy code and develop plans for mitigating energy use. The wrap-up activity for this course consists of establishing a mitigation plan for a structure that is assigned by the Instructor. *Prerequisite: CST103.*

### **CST 225 Plumbing and Electrical Systems 3-0-3**

Through lecture, reading and lab activity the student will learn the basics of plumbing systems including piping for potable, gray and effluent water systems; irrigation systems; natural and propane gas systems; and compressed air systems. In terms of electrical systems, the student will learn 110 volt and 220 volt circuit installation and repair. This will include lights, switches, and outlets, as well as metal and plastic conduit. Plan, schematic and specification reading is included. Students will tour and discuss structures on the HFM and FM campuses.

### **CST 231 Solar Applications for Residential Homes 2-2-3**

A course that allows students the opportunity to explore the practical application for solar energy in the residential housing market. Application for both solar thermal and photovoltaic systems are presented. Students will learn how to conduct site assessments, sizing and design of systems, mounting and installation of different systems, maintenance and trouble shooting. This course emphasizes the design and installation of both photovoltaic and solar thermal, with a concentration on residential application, codes, practices, terminology, and equipment. Extensive use of hands-on lab time will reinforce reading assignments and lecture.

### **CST 235 Home Design 2-2-3**

The student shall learn to draw and manipulate plans for residential and light commercial buildings, including floor plans, elevations, architectural renderings and presentation drawings using an architectural designer software package provided on campus computers. In addition, students will prepare a specifications book for the project being designed. Emphasis will be placed on project completion and functional design criteria as well as demonstration by the student of applied knowledge from all prerequisite courses. This course is a project-based, capstone experience. Students are expected to present their completed project to the class and visiting dignitaries.

### **DMT 101 Digital Drawing and Illustration 2-3-3**

This course is an introduction to the development of basic skills and knowledge necessary to begin a successful digital communications and transmedia career. Course topics include generating creative ideas and concepts across digital media, creative thinking, and introduction to advertising campaigns, brand ideas, copywriting concepts and storytelling. Basic digital drawing techniques and digital software applications are taught to engage students to apply digital design concepts to cross-media advertisements. Students learn how to draw and create images using digital drawing tablets. Computer software foundation skills are taught to include an overview of the Apple® OS X operating system and related applications. Labs are structured and equipped for teaching basic and advanced software skills. Software training is focused on Corel® Painter 12 and Adobe Illustrator® CS6.

### **DMT 102 Introduction to Web Design 3-0-3**

Introduction to Web Design introduces students to web tools, design insight and technical training focused on creating web pages. Students learn page-authoring software to build and preview text in browsers, create CSS style sheets, optimize images and create page links. Students learn how to apply standard HTML formatted templates to create their own web page. Basic flatbed scanning techniques are taught to convert original artwork and photos into graphic file formats acceptable for viewing on the World Wide Web. Adobe® web development software is used with Adobe® image editing software to create a smooth web page workflow.



## **DMT 120 Digital Photography/**

### **Adobe Photoshop® 4-0-3**

This course introduces students to digital SLR cameras, ISO, memory, white balance, aperture priority, shutter priority, lenses, DNG, RAW files and manual camera settings. It includes photography fundamentals such as light, motion, depth of field, composition and exposure. Students learn how to use digital photography as a way to think visually to communicate and craft photo themes that tell a story. Visual creativity is emphasized to enhance and stimulate original thought processes for technical and aesthetic qualities found in digital photography. Adobe Photoshop® is introduced as a powerful pixel-based image editing application. The application features a wide range of image editing tools for enhancing photos and artwork. Students learn file management through Adobe® Bridge and learn creative and technical digital workflows. Adobe Photoshop® is an essential application used to apply color correction and retouching techniques to photos. Photoshop® is a versatile application used by graphic designers, digital photographers, web designers and videographers. This course is for beginners to intermediate users who want to become familiar with digital SLR cameras, photo editing applications and tools. Techniques are taught using the Apple® OSX system. A digital SLR camera is required for this course. Apple® or Windows® experience (recommended).

### **DMT 130 Multimedia Applications 4-0-3**

This course provides an introduction to multimedia applications and digital technologies. Definitions of terms and concepts as well as trends in the development and use of multimedia content will be covered. There is a special focus on the tools used to create digital content including: digital images, digital sound, digital video, 2-D animation and introductory multimedia authoring concepts.

### **DMT 135 Integrated Digital Production and Design 3-0-3**

Integrated Digital Production and Design is focused on cutting edge technology used in the custom label printing industry. The coursework provides an overview of the software used to create digital images on a variety of substrates. Students plan, design and structure 3D prototype packaging. Adobe® software is used to em-

phasize proper color and design specifications. The course utilizes a wide format printer, a high tech integrated cutting system and proprietary software.

### **DMT 140 Digital Publishing 2-3-3**

This course is an intermediate approach to digital publishing and graphic design using Adobe® InDesign CS software. This course builds on software and technical skills previously learned. Special emphasis is placed on creative thinking, graphic design principles and visual storytelling to craft successful designs for marketing and promoting business brands. Students' compare and contrast brand concepts, strategies, audiences and construct design approaches through case studies and discussion. Students learn practical team building skills for brand processes and brand identity. Students create cross media solutions for an advertising campaign using print media, interactive media and packaging design. Apple® OSX computer systems and related software applications are taught. *Prerequisite: DMT 101 or DMT 120 or permission of Instructor.*

### **DMT 203 Adobe® After Effects 4-0-3**

This course provides hands-on, interactive instruction for those who are looking to learn more about creating motion graphics and compositing using the industry standards Adobe® After Effects. How to animate, alter and composite media in 2-D and 3-D space with various built-in tools and third party plug-ins is the primary focus of this course. The integration with other Adobe® titles such as Photoshop, Premier Pro and Flash will also be covered.

### **DMT 208 Studio Photography 4-0-3**

The emphasis of this course is to build student experiences using studio lighting equipment. Students photograph objects and subjects in a studio environment and work with the complexities of artificial lighting. Special emphasis is focused on digital cameras in the studio, light sources, light modifiers, lighting sets, measuring and controlling light. Students are also engaged in learning Adobe® professional software to manage digital photos, TIFF, JPEG, and RAW camera files. Original photographic images are used to present a visual story related to a photographic theme. Adobe® software is used as a tool to craft studio images into creative advertisements for promoting and marketing products. In addition, students will have an opportunity to prepare photographic images and interactive media for entry



into the FM Annual Juried Student Art Show. *Prerequisites: DMT 120, DMT 140 and Macintosh® PC experience or permission of Instructor. Students must have their own digital SLR camera.*

**DMT 210 Multimedia Authoring 4-0-3**

This course focuses on creating and viewing “multimedia rich” content for distribution on the web and mobile devices using the timeline-based authoring tool Adobe® Flash. Adobe® Flash is the industry standard for the creation of interactive multimedia titles, games and animations. In this course students will learn interface design techniques, the tools and concepts of the Flash application, including digital illustration, animation, digital sound effects, and basic Action Script coding. *Prerequisite: DMT 102 or higher, CIS 110 or higher, COM 107 or permission of Instructor.*

**DMT 212 Media Design Seminar 1-3-3**

This course emphasizes a capstone approach to digital and traditional portfolio design. Students plan their own design agency and corporate identity from conceptual stages to the final presentation. Students create pdf print media brochures, digital ads, marketing materials, publishing and interactive media using Adobe® CS applications. Students research college transfer requirements and employment opportunities. The course also emphasizes the concepts and basic principles of building a free-lance media business. Topics include studio layout, the DBA, the sole proprietor, partnerships, corporations, equipment costing, leasing and copyright issues. In addition, students will have an opportunity to prepare graphic designs and interactive media for entry into the FM Annual Juried Student Art Show. *Prerequisites: DMT 101, DMT 102, DMT 120, DMT 130, and DMT 140 or permission of Instructor.*

**DST 291-294 Directed Study (1-4)-0-(1-4)**

Directed Study affords students the opportunity to study a course already listed in the College catalog but not scheduled during a particular semester. Participation requires the sponsorship of an appropriate instructor and approval of the Academic Dean. A student taking the Directed Study is expected to confer regularly with the instructor and meet all course requirements. *Hours of class per week: To be arranged.*

**ECO 180 Introduction to Economics 3-0-3**

A course designed around topics and problems that emphasize the individual’s participation in the economy, both as consumer and supplier of productive resources, and the private and public institutions through which economizing is accomplished. Basic economic concepts are introduced where necessary to explain economic activity. Special attention in discussion sessions is given to topics such as employment and unemployment, poverty and affluence, education and opportunities, incomes and costs of living.

**ECO 282 Macroeconomics 3-0-3**

An introductory course which views the behavior of the economy as a whole and the problems of economic organization. Students will explore the fluctuations of output and prices. Problems and measurement of economic growth, inflation, unemployment and income will be discussed. Money, credit and financial institutions will be analyzed, as well as their impact on fiscal policies and international trade. *General Education: S.*

**ECO 283 Microeconomics 3-0-3**

This course provides an analysis of the basic market forces of demand and supply, and economic outcomes under different market structures such as competitive, imperfectly competitive and monopolistic markets. The labor and capital markets are also analyzed. In addition, the economics of the public sector emphasizes tax policy, externalities, monopoly power and the provision of public goods. The course examines contemporary social issues such as income distribution, poverty and the welfare system as well as global issues such as international trade and protectionism. *General Education: S.*

**EDR 110 Research for Success 1-0-1**

This introductory course is designed for students who have not yet successfully completed ENG103. Utilizing active learning strategies with direct application of theory and concepts, students will construct sound research strategies allowing for the access and evaluation of information from a variety of sources. The skills introduced and developed in this course serve as a bridge to any college-level research assignment or life-long information literacy skills. This course may also be offered in a blended or web-based format.



**EDR 114 Introduction to Online Learning 1-0-1**

This course provides an introduction to the practices, expectations, and tools characteristic of online learning, using the College's online course management system. Students will assess their skills and abilities as online learners and determine their preference for successfully completing online coursework. Instruction and practice of effective learning strategies, use of online technology and resources, online communication, and common learning methods will be emphasized.

**EDU 171 Introduction to Early Childhood Education 3-0-3**

This course presents information and theory regarding developmentally appropriate practice for children from birth to eight years. It emphasizes developing the student's understanding of the importance of creating an effective learning environment, advancing physical and intellectual competence, supporting social and emotional development, establishing relationships with families and maintaining a commitment to professionalism. Attention is given to the skills that are needed in a variety of program settings, including Head Start, child care, pre-kindergarten, nursery schools, and first through third grades.

**EDU 175 Foundations of Education 3-0-3**

This course is designed as a comprehensive introduction to the historical, sociological, and philosophical foundations of education. Students examine the social purposes of education in historical and contemporary contexts; explore the study of education through the academic disciplines of sociology, history, and philosophy; examine the significance of social differences (class, culture, race/ethnicity, gender, sexual orientation, religion) for education; develop and express a personal philosophy of education; and examine the relationship of schooling to democratic practices and principles.

**EDU 180 Safety, Health and Nutrition in Early Childhood 3-0-3**

This course addresses basic issues of safety, health, and nutrition in early childhood. It covers such topics as maintaining a safe and healthy environment, appropriate immunizations, recognizing signs of illness, and controlling communicable diseases in early childhood

settings. The course includes documenting and reporting child abuse and maltreatment, and it stresses policy development that supports safe and healthy practices in early childhood programs. The course also addresses factors that help promote and maintain the health and well-being of the individual who works with young children.

**EDU 185 Early Childhood Curriculum 3-0-3**

This course introduces the theories and methods of planning, preparing, and delivering developmentally appropriate curriculum for young children. Students will focus on the role of the teacher in developing a curriculum across content areas that addresses the whole child. Students will create lessons that enhance a child's cognitive, physical, social and emotional development. *Prerequisite: Grade of "C" or above in EDU 171 or permission of Instructor.*

**EDU 201 Introduction to Teaching 1-0-1**

This course will include the following topics: professionalism, observation techniques, behavior management, time management, placement preparation, a code of ethics, portfolio preparation, and career exploration. It is anticipated that students will achieve the Child Abuse Recognition and Reporting certification requirement, while in this class. *Prerequisites: EDU 171 or EDU 175, and PSY 101 (may be taken concurrently.)*

**EDU 210 Infant-Toddler Care and Education 3-0-3**

This course examines current research, theory, and practices of quality care and education in group settings for children under three years-of-age, emphasizing reflective practice and relationship-based care. Students will explore strategies to promote infant-toddler development and learning through developmentally appropriate, purposeful activity and supportive environments. Students will acquire an understanding of the attachment theory and the importance of forming culturally sensitive, collaborative relationships with children and their families. *Prerequisite: Grade of "C" or above in EDU171, or permission of Instructor.*

**EDU 222 Children's Literature 3-0-3**

A survey of all forms of children's literature and the study of a variety of materials relating to the development of literacy in children. Students carry out criti-



cal study and evaluation of many children's books in the areas of fiction, non-fiction, and poetry. The course examines criteria for the selection of children's books for pleasure, enrichment of curriculum areas, and child development. It also examines appropriate presentation techniques. *Prerequisites: ENG 103 and ENG 104 or permission of Instructor.*

### **EDU 230 Creative Arts for Early Childhood 3-0-3**

This course offers a hands-on approach utilizing materials and techniques for promoting artistic development in young children. Students will explore a variety of art, music, and movement activities that are essential components to child development. Students will gain an understanding of how to encourage individual expression, and its value to the curriculum. Concepts related to creativity, curriculum development, and awareness of cultural diversity in the arts will be explored through developmentally appropriate practice.

### **EDU 280 Introduction to Young Children with Special Needs 3-0-3**

An introductory course designed to meet the needs of pre-professionals and professionals who work with special needs children in the early childhood field. The course presents a practical approach to the identification of special-needs children, strategies, and practices—to facilitate inclusion in formal and informal settings—and a review of the resources available to professionals and parents. *Prerequisite: None. PSY 210 recommended.*

### **EDU 296 Early Childhood Practicum 6-0-6**

This capstone provides a direct-mentored teaching and learning experience in an early childhood education setting. A 225-hour practicum provides an opportunity for students to apply theoretical knowledge while working with children from birth through age eight. Students will work with an on-site mentor in a licensed childcare or preschool, Head Start, or elementary classroom. Students will observe, plan, teach, and assess. In addition, students attend seminar sessions where they reflect on and share their field experiences. *Prerequisites: Grade of "C" or above in EDU171 and EDU185, or permission of Instructor and the Academic Dean.*

### **ELT 125 Electric Circuit Analysis I 3-2-4**

The first course offered in both the Electrical and Computer Technology curriculums. The course investigates the fundamental concepts of voltage, current, and power, as applied to both DC and AC circuits, and introduces superposition and Thevenin's Theorem. The course investigates the nature of resistance, inductance, capacitance, magnetism, and electromagnetism. The course also develops competencies in electronic tests, measurement methods, and troubleshooting techniques.

### **ELT 126 Electric Circuit Analysis II 2-2-3**

A continuation of ELT 125, where transient circuits containing inductors, capacitors, and resistors are studied. Complex numbers are applied to AC circuit analysis. The course studies concepts of power factor, power factor correction, and maximum power transfer. It uses computer simulation, using software to model circuits and understand circuit transient response and to measure the effects of component tolerance variation and frequency change. Mesh and nodal analysis and Thevenin's and Norton's theorems are applied to DC circuits. It presents many laboratory investigations into resonant circuits and basic filter circuits. *Prerequisite: ELT 125 or permission of Instructor.*

### **ELT 131 Industrial Automation and Robotics I 2-3-3**

Students study the theory and operation of devices and systems that are used in industrial controls, including fundamentals and applications of automation and robotics. Students become familiar with and are able to troubleshoot and repair systems that contain devices such as photoelectric sensors, inductive and capacitive proximity sensors, timing circuits, relays, pneumatic and hydraulic solenoids, and basic controls. Students will understand and work with systems incorporating instrumentation, pneumatics, and hydraulics. *Prerequisite: ELT 125 or permission of Instructor.*

### **ELT 132 Digital Electronics 3-3-4**

The course introduces Boolean logic and the devices that are necessary to produce digital computing circuitry. This course covers such fundamentals as AND, OR, NOT, NAND, and NOR logic through more complex



devices, such as flip-flops and one-shots. Digital circuits studied include ALUs, counters, shift registers, and state machines. The course uses analytical techniques and software to design efficient combinational and sequential circuits and places strong emphasis on design skills. Standard logic and FPGAs are used to construct circuitry.

### **ELT 229 Electronics I** **3-3-4**

An introduction to the theory, design and application of the circuits used in the electronics field. Specific areas of study include diodes, rectifiers, filters, regulators, FET and BJT transistor characteristics, transistor bias, small and large signal amplifiers. *Prerequisite: ELT 125 or permission of Instructor.*

### **ELT 230 Electronics II** **2-3-3**

The course delves deeper into the material developed in ELT 229 and investigates additional circuit concepts. It studies the high and low frequency response of amplifiers, using Bode diagrams. Other topics include op amp theory and use, feedback, oscillators, linear and switching circuits. In addition, waveform analysis using the frequency domain is introduced. *Prerequisite: ELT 229 or permission of Instructor.*

### **ELT 231 Industrial Automation and Robotics II** **2-3-3**

Students build on ELT131's study of sensors and actuators by studying the theory, programming, and operation of devices and systems that are used in industrial controls, including closed loop control, PID control, PLC's using ladder logic, robotics, HMI's, and SCADA systems. They become familiar with and are able to troubleshoot and repair systems containing various motor types including DC and AC motor controls, servo systems, and coordinated motion control systems. Understanding and troubleshooting systems (electrical, pneumatic, and hydraulic), with the use of schematics and SPC (Statistical Process Control) analysis, are covered. *Prerequisite: ELT 131 or permission of Instructor.*

### **ELT 232 Nanotechnology and Integrated Circuits** **2-2-3**

This course introduces nanotechnology concepts and characteristics of structures at the nanoscale. The course describes the fabrication process that is in-

involved in producing integrated circuits and semiconductor devices. Various analytical instruments, such as scanning electron microscopes (SEM) and atomic force microscopes (AFM), are used to analyze micro- and nano-sized structures. Students are introduced to the steps in the design, fabrication, and testing of integrated circuits and will become familiar with the technologies used in silicon wafer manufacturing. Students will follow proper cleanroom protocols as they work in a cleanroom environment. *Prerequisite: ELT 229 or permission of Instructor.*

### **ELT 234 Telecommunications** **2-2-3**

The course introduces the theory governing electronic communication elements and discusses the various systems used to accomplish communication tasks. Theories covered include radio wave propagation, antennas, transmission lines, frequency and time division multiplexing, and modulation techniques. Systems studied include AM, FM, telephone, Ethernet and data communications. *Prerequisite: ELT 125 or permission of Instructor.*

### **ELT 236 Microcontroller Fundamentals** **3-3-4**

This course provides an understanding of microcontroller computer architecture. Students learn the hardware and programming details of a microcontroller system, using industry recognized development systems. Topics include microcontroller system organization, registers, memory, addressing, machine language programming, interrupts and interfacing. Additional topics include memory technologies, memory system interfacing and programmable logic devices (PLDs). *Prerequisite: ELT 132 or permission of Instructor.*

### **ELT 241 Automation Systems** **3-3-4**

Students build on ELT131's study of sensors and actuators by studying the theory, programming, and operation of devices and systems that are used in industrial controls, including closed loop control, PID control, PLC's using ladder logic, robotics, HMI's, and SCADA systems. They become familiar with and are able to troubleshoot and repair systems containing various motor types including DC and AC motor controls, servo systems, and coordinated motion control systems. Advanced troubleshooting techniques are used on systems



(electrical, pneumatic, and hydraulic). System prints/schematics are studied. Manufacturing systems and quality initiatives are covered. *Prerequisite: ELT 131 or permission of Instructor.*

### **ENG 020 Improving College Reading**

#### **Skills**

**3-0-3 I.C.\***

This course teaches strategies for successful college reading and lays the groundwork for future success in college reading comprehension, listening, and note-taking across the curriculum. In addition, the reading skills in this course serve as fundamental principles of sentence structure, effective organization and transitions, and main point development. The course may, for some students, serve as a prerequisite for study of composition. *\*3 Institutional (non-degree) credits.*

### **ENG 040 Introduction to Writing**

**3-0-3 I.C.\***

This course includes a review of grammar components and paragraph development, followed by intensive work in the development of short essays. It emphasizes the writing process, paying special attention to methods of organizing, revising, and editing. *Prerequisite: Grade of "C" or above in ENG 020 or results of Writing Assessment. Based on the student's academic background, completion of this course may be necessary preparation for enrollment in courses required for graduation in some academic programs. \*3 Institutional (non-degree) credits.*

### **ENG 103 English I**

**3-0-3**

This course is designed to improve effective college-level communication in writing and oral presentations. Assignments include argument development and analysis and current research techniques and procedures for documenting sources. Students plan, draft, and revise original texts and oral presentations. *Prerequisite: Grade of "C" or above in ENG 040 or result of assessment. General Education: C.*

### **ENG 104 English II**

**3-0-3**

This course expands on the written and oral communication skills learned in ENG 103. Assignments focus on students' understanding, research, and interpretation of such literary genres as short stories, poetry, and drama. *Prerequisite: ENG 103. General Education: C.*

### **ENG 127 Technical/Professional Writing** **3-0-3**

This course applies the principles of effective writing to specific forms of technical and professional writing. The course focuses on the skills required to communicate in industrial, business, and technical settings, implementing basic forms of technical writing, including correspondence, résumés, detailed memos, descriptive documents, manuals, and proposals. The emphasis is on instruction and practice in handling real situations outside of the classroom. *Prerequisite: ENG 103.*

### **ENG 132 Speech**

**3-0-3**

This course aims to enrich the student's ability to communicate. Students are introduced to the forms of public speaking and afforded the opportunity to practice both the formal and informal deliveries of speech while maintaining individual expression and creativity.

### **ENG 140 Introduction to Linguistics**

**3-0-3**

This course is an introduction to the cognitive science of Linguistics, a field of study that examines the phenomena of human communication. The course will look at how language is produced, how it is examined and explained by linguists, and how it functions in human communities. Topics covered will include semantics, morphology, phonology, syntax, socio-linguistics, historical linguistics and language obsolescence. *Prerequisite: ENG 103. General Education: S.*

### **ENG 150 Reading and Writing Poetry**

**3-0-3**

This course explores the poetic tradition through creative writing, analytical writing, and close critical reading of published poems and unpublished student poems. Special attention is given to studying poetic forms and traditions. *Prerequisite: Grade of "C" or above in ENG 103 or permission of Instructor. General Education: H.*

### **ENG 200 Short Story**

**3-0-3**

This course surveys the development of the short story, from its origins in the oral tradition to its present form. Through reading and discussion of a wide variety of 19th- and 20th-century short stories, the course emphasizes the artistic development of this literary genre. Course work includes critical papers and group presentations. *Prerequisites: ENG 103 and ENG 104 or permission of Instructor. General Education: H.*



**ENG 230 Literature and Identity 3-0-3**  
This course examines how identity is represented in the literature of a particular demographic group. Individual semesters may focus on race, economic class, sexuality, gender, ethnicity and ability/disability, among other areas. Topics vary with instructor. *Prerequisites: ENG 103 and ENG 104, or permission of Instructor. General Education: H.*

**ENG 231 Masterpieces of World Literature I 3-0-3**  
This course surveys world literature from the Greek and Roman classics through the Renaissance. Readings include such representative authors as Homer, Sophocles, Plato, Virgil, Dante, and Chaucer. *Prerequisites: ENG 103 and ENG 104 or permission of Instructor. General Education: H.*

**ENG 232 Masterpieces of World Literature II 3-0-3**  
This course surveys world literature from the 17th century to the present. Readings include such representative authors as Voltaire, Flaubert, Tolstoy, Woolf, Mann, and Achebe. *Prerequisites: ENG 103 and ENG 104 or permission of Instructor. General Education: H.*

**ENG 233 American Literature I 3-0-3**  
A survey of the literatures of the United States, from pre-Colonial times through the Civil War, with an emphasis on representative figures and movements. Discussions stress the cultural-historical contexts of the readings, emergence of American myths and values, and formation of an identifiable American style. *Prerequisites: ENG 103 and ENG 104 or permission of Instructor. General Education: H.*

**ENG 234 American Literature II 3-0-3**  
A survey of the literature of the United States, from the Civil War through the present, with an emphasis on representative figures and movements. Analysis includes the general movements of thought, literary techniques, and themes that are revealed in the works of representative writers. *Prerequisites: ENG 103 and ENG 104 or permission of Instructor. General Education: H.*

**ENG 235 Modern Drama 3-0-3**  
An introduction to modern drama as literature, emphasizing such movements as naturalism, expression-

ism, and theater of the absurd. Readings include such representative European authors as Ibsen, Strindberg, Chekhov, Pirandello, Lorca, and Ionesco as well as American playwrights, such as O'Neill, Miller, and Williams. Some attention is also paid to non-Western dramas. The course develops appreciation of the theater, through class discussion and a required critical writing paper. Students observe a current dramatic production. *Prerequisites: ENG 103 and ENG 104 or permission of Instructor. General Education: H.*

**ENG 239 Modern Novel 3-0-3**  
This course explores the evolution of the novel as a genre, from the late 19th century through the present. It considers the significant cultural, historical, and aesthetic developments of this period, paying special attention to the formal, stylistic, and thematic innovations of the major modern and postmodern authors. *Prerequisites: ENG 104 or permission of Instructor. General Education: H.*

**ENG 245 World Drama 3-0-3**  
An examination of major dramas, from the Greeks to the late nineteenth century, in light of their literary, theatrical, and socio-cultural values. Readings include representative plays from the following periods and movements: Classical Greece and Rome, the Middle Ages, the Renaissance, Neo-Classicism, the Restoration, Romanticism, and Realism. Genres include tragedy, comedy, melodrama, farce, and various hybrids. *Prerequisites: ENG 103 and ENG 104 or permission of Instructor. General Education: H.*

**ENG 250 The Graphic Novel 3-0-3**  
This course surveys the graphic novel in its contemporary form and analyzes its aesthetic and cultural conventions, inventions, and themes. In addition to studying the graphic novel's history and emergence from a pulp and adolescent medium to a complex artistic and literary medium, this course examines the relationship between visual and textual art in the graphic novel. *Prerequisites: ENG 103 and ENG 104. General Education: H.*

**ENG 252 Studies in Major Authors or Genres 3-0-3**  
This course offers an in-depth examination of a particular genre or specific author. Through reading and discussion, literary and artistic development is empha-





sized. Students will be assessed through critical papers, research, and presentations. Topics and authors will vary by semester in accordance with instructor interest. *Prerequisites: ENG 103 and ENG 104 or permission of Instructor. General Education: H.*

**ENG 257 Creative Writing 3-0-3**

Students will explore the genres of nonfiction, short story, poetry, and drama (one-act plays), through creative writing, critical reading, and oral and written analysis. Emphasis will be placed on the study of literary elements and incorporation of those elements into one's own creative work; the process of creative writing, from the conception of an idea to final editing; and the development of a creative writing portfolio. Students will also be given the opportunity to further develop their work in one of the above genres, based on their particular interests and talents. The course format includes reading, lecture, discussion, in- and out-of-class writing, workshops, and one-on-one conferences. *Prerequisite: ENG 104.*

**FRE 101 Elementary French I 3-0-3**

This is the first half of a foundation to the French language vocabulary and structure. It is for students with little or no previous knowledge of the language. Included are the fundamentals of speaking, listening, reading and writing, as well as culture relating to the French-speaking world. Grammatical concepts will include the present-tense verbs and basic sentence syntax. This course is not open to Native or Heritage speakers of French. *General Education: F.*

**FRE 102 Elementary French II 3-0-3**

This is the second half of a foundation course to the French language vocabulary and structure. It is a continuation of Elementary French I. Included are additional fundamentals of speaking, listening, reading and writing as well as culture relating to the French-speaking world. Grammatical concepts will include both preterit and imperfect past-tense verb forms. This course is not open to Native or Heritage speakers of French. *General Education: F.*

**FRE 201 Intermediate French I 3-0-3**

This is the first intermediate-level French course. It will expand on improving the listening, reading, writing and speaking skills, as well as culture in the French-

speaking world. It provides an overall grammar review with the introduction of more advanced structures which will include an introduction to the subjunctive tense. Ninety percent of this class will be conducted in French. This course is not open to Native or Heritage speakers of French. *General Education: F.*

**FRE 202 Intermediate French II 3-0-3**

This is the second intermediate-level French course. It provides an overall grammar review that seeks to enhance students' active use of French, especially in the areas of conversation (listening and speaking) and writing. It will include further intermediate-level conversation, composition and readings in French on numerous culturally-significant topics. This class will be conducted entirely in French. Successful completion implies a readiness to enter other language courses conducted entirely in French. *General Education: F.*

**GER 101 Elementary German I 3-0-3**

This is the first half of a foundation to the German language vocabulary and structure. It is for students with little or no previous knowledge of the language. Included are the fundamentals of speaking, listening, reading and writing, as well as culture relating to the German-speaking world. Grammatical concepts will include the present-tense verbs and basic sentence syntax. This course is not open to Native or Heritage speakers of German. *General Education: F.*

**GER 102 Elementary German II 3-0-3**

This is the second half of a foundation course to the German language vocabulary and structure. It is a continuation of Elementary German I. Included are additional fundamentals of speaking, listening, reading and writing, as well as culture relating to the German-speaking world. Grammatical concepts will include both preterit and imperfect past-tense verb forms. This course is not open to Native or Heritage speakers of German. *General Education: F.*

**HIS 101 World Civilizations I 3-0-3**

This course is a survey of the major developments in political, cultural, intellectual, and scientific/technological history in Africa, the Americas, Asia, Europe, and the world, from the dawn of time to 1650. *General Education: O.*

**HIS 102 World Civilizations II 3-0-3**

This course is a survey of the major developments in political, cultural, intellectual, and scientific/technological history in Africa, the Americas, Asia, Europe, and the world, from 1650 to the present. *General Education: O.*

**HIS 103 Western Civilization I 3-0-3**

This course is a survey of western civilization, from ancient times until the 18th century. The emphasis is on the major ideas and events that shaped the values and ideas of early Europe. Topics include the rise and fall of the classical civilizations of Greece and Rome, growth of Christianity, Renaissance, and Protestant Reformation. *General Education: W.*

**HIS 104 Western Civilization II 3-0-3**

This course is a survey of western civilization, from the 18th century until the present. The emphasis is on the development of the nation-state and the rise of modern political, social, economic, and intellectual concepts. Topics include the religious wars, French Revolution, Industrial Revolution, rise of a middle class, and the two world wars and their ramifications. *General Education: W.*

**HIS 105 Survey of American History I 3-0-3**

This course examines the history of the United States, from its origins until reconstruction, with emphasis on the development of a constitutional system. Topics studied include the colonial period, the American Revolution, the ratification of the Constitution, Jacksonian Democracy, and the various disputes that led to the Civil War. *General Education: U.*

**HIS 106 Survey of American History II 3-0-3**

This course examines United States history, from 1865 until the present. The emphasis is on the social, political and economic development of the country. Attention is also given to the relationship between the United States and the rest of the world. Topics studied include reconstruction, westward expansion, the industrial revolution, immigration, the great depression, and the ramifications of the Cold War. *General Education: U.*

**HIS 186 African American History 3-0-3**

This course is an introduction to African American history from the early colonial period to the present. Some

major topics will include the African background and Middle Passage experience, enslaved Africans and African Americans in British North America, African Americans and the American Revolution, abolitionist movements, the Civil War and emancipation, Reconstruction and the Jim Crow era, the Great Migration, the Harlem Renaissance, Black Nationalism and the Civil Rights movement, and recent developments. *General Education: U.*

**HIS 293 Diplomatic History of the United States Before 1900 3-0-3**

This course examines the relations of the United States with foreign nations, from the American Revolution until the Spanish-American War. *General Education: U.*

**HIS 296 Israel: Biblical Period to 1948 3-0-3**

Major historical, political, social, and military developments, from the time of Abraham to the emergence of the Modern State of Israel in 1948. Areas of concentration include the Biblical Period, Resistance against Greece and Rome, Life in the Diaspora, Rise of Jewish Nationalism, Growth of the Yishuv, Balfour Declaration and the British Mandate, Arab-Jewish Confrontation, Holocaust, Palestine in World War II, War of Independence, and Mass Immigration. *General Education: W.*

**HLT 101 Introduction to Allied Health 2-0-2**

This course will expose students to a diversity of potential careers in health care and related fields. Students will become familiar with healthcare delivery in the United States. Students will explore employment opportunities and current trends within the industry. Emphasis will be placed on the skills, personal attributes, and academic preparation required for various health related occupations.

**HLT 111 Introduction to Patient Care 2-0-2**

This course is designed to provide the students with an overview of the basics of patient care in Allied Health and related careers such as vital signs, body mechanics, and patient interactions. Emphasis is placed on the core traits of a health care provider, the interdisciplinary team approach to the delivery of patient care, professional accountability in the health care setting, communication and etiquette, consumer education, and cultural competence and diversity. Students will exam-



ine the changing health care system, the importance of patient satisfaction, professional conduct, and work expectations of employers and patients in the clinical setting. *Prerequisite: HLT 101.*

### **HLT 120 Professional Ethics in Allied Health 3-0-3**

This course will examine ethical and legal issues in health occupations. Students will explore current topics relevant to the healthcare industry, including Patient's Bill of Rights, confidentiality, informed consent, and documentation. Emphasis will be placed on defining the moral principles and ethical systems that health-care practitioners and allied personnel must uphold.

### **HLT 134 Responding to Emergencies 2-0-2**

This American Red Cross course provides a comprehensive set of skills that may enable students to save a life. This course offers certification in both First Aid and CPR/AED, and will prepare students to respond to a variety of emergencies involving infants, children and adults.

### **HLT 135 Personal and Community Health 3-0-3**

An examination of health issues and problems related to individuals and communities. Included is an exploration of wellness/health promotion; factors that impact health such as culture, heritage and socioeconomic level; chronic and communicable disease, including HIV/AIDS; nutrition, weight management and fitness; aging and death; relationships, sexuality, reproduction and birth control; stress management; health care delivery; and alcohol, tobacco and other drugs prevention/intervention.

### **HLT 137 Introduction to Personal Training 3-0-3**

Students will gain essential knowledge and practical skills to become an entry level fitness trainer. The course is based on materials from the American Council on Exercise (ACE) and designed to prepare students for the ACE certification exam as a personal trainer. *Prerequisite: None. SCI 136 highly recommended.*

### **HLT 138 Health Care Provider CPR 1-0-1**

This course is an American Heart Association CPR course which includes infant, child, and adult CPR. It teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac ar-

rest emergency in the first few minutes until emergency medical services (EMS) arrives. This course will prepare the student for the Basic Life Support (BLS) for Healthcare Providers Written Test/Practical Skill & Testing to receive certification.

### **HLT 145 Problems of Addictive Behavior 3-0-3**

This course explores the biological, physical and pharmacological effects of alcohol, tobacco and other drugs on the brain and other parts of body, including their reaction and interaction with other medications. The nature and progression of addiction, genetic factors and the Bio-Psycho-Social model of addiction will also be reviewed. Concepts of toxicology screening, limitations and legal implications in the field of Chemical Abuse Counseling will be explored. Students will gain an overview of the medical issues common to individuals with addictions as well as methods for promoting health and wellness. *Prerequisites: HUS 100 and HUS 120 recommended.*

### **HLT 201 Health Science Seminar 2-0-2**

In this course, students will explore a health science related career, through a job shadow experience. Each student will develop a personal plan to achieve their academic and career goals. Students will participate in a service learning project that addresses a need of individuals, organizations, schools, or other entities in the community. *Prerequisite: HLT 101.*

### **HUD 100 Studies of the Person 3-0-3**

This course investigates the concept of the fully functioning person, through the study of theories of psychology and human development and the application of those theories to the self. Topical areas explored include theories of development, models of self-esteem, theories related to the self-actualizing process, stress management, transactional analysis, relationships, and death and loss.

### **HUM 170 Myth, Story and Symbol 3-0-3**

This course will investigate mythology from a variety of world cultures, storytelling and the oral tradition, and symbolism, as they relate to the human experience. Coursework will enlighten students about the powerful connection of the three course topic areas of modern media, societal beliefs, and social mores. Group





activities, oral presentations, and a culminating creative project presentation will comprise the bulk of the coursework. *Prerequisite: Grade of "C" or above in ENG 103 or permission of Instructor. General Education: H.*

### **HUM 171 Comparative Religions 3-0-3**

A survey of world religions, major and minor, past and present, from both Eastern and Western cultures. The course traces the historical development of religion through the mythologies of Egypt, Greece, etc. as well as the historical progression of the Semitic religions: Judaism, Christianity, and Islam. The course emphasizes similarities and differences among the various religions and also deals with the influence of religion on science, art, politics, etc. and their influence on religion. *Prerequisite: Grade of "C" or above in ENG 103 or permission of Instructor. General Education: H.*

### **HUM 180 Survey of Popular Music in America 3-0-3**

This course will survey a wide range of American popular music, from the middle of the 19th century to the present, in order to illustrate how music influences and reflects cultural, political, economic, and regional issues in the United States. The basic European and non-European origins of popular music in America, prior to the mid-19th century, will be addressed, as will the similarities and differences among popular American music styles, artists, genres, and contexts of popular music, since the middle of the 19th century. Attention will also be given to the impact of technology on American popular music. *Prerequisite: Grade of "C" or above in ENG 103 or permission of Instructor. General Education: H.*

### **HUS 100 Introduction to Helping Professions 3-0-3**

This course is designed to give students an understanding and working knowledge of the Social Service system and the role and function of the helping professional. This course may be substituted for an Introduction to Social Work course at the four year school and includes elements of the history of social welfare in the United States as well as the values, ethics, knowledge, skills, and fields of practice of the social work profession. Students will gain an understanding of system theory and strength based practice with individuals, families and groups as well as an overview of case management,

referral and service coordination services provided by the Generalist practitioner. A variety of ethical principles and values including the National Association of Social Workers (NASW) Code of Ethics and the current Health Insurance Portability and Accountability Act (HIPPA) which govern the fields of Human Services and Chemical Abuse Counseling will be reviewed and applied using case studies. Students will complete the Child Abuse and Maltreatment Mandated reporting training as well.

### **HUS 101 Intervention, Skills and Practice in the Helping Professions 3-0-3**

This course focuses on the Human Services professional and his or her role in providing services. The values and ethics of the Human Service professional, engagement strategies, interpersonal communication techniques, attending behaviors and the helping process are reviewed and applied using case studies. The importance of counselor wellness is empathized including clinical supervision, cultural competence, prevention of compassion fatigue and self-care. Students explore issues related to the counselor-client relationship including the therapeutic alliance, clinical boundaries, transference and countertransference, and self-disclosure. The practice of a Human Service professional is reviewed including record keeping, confidentiality, assessment, treatment plans, progress notes and discharge summaries which comply with regulatory bodies.

### **HUS 120 Foundations in Chemical Abuse Treatment 3-0-3**

This course is designed to give students an understanding and working knowledge of the Chemical Abuse treatment field and the role and function of the Chemical Abuse Counselor. Through the course, students will gain an overview of the Chemical Abuse Counseling field including history, concepts, services available and the continuum of drug use. Intervention and treatment approaches will be reviewed including medication supported recovery, non-traditional treatment methods as well as a review of the theory and practice of recognized intervention and treatment approaches. Students will have an opportunity to engage in patient, family and community education and prevention through guest speakers and a service learning project.



### **HUS 212 Mental Health Services 3-0-3**

This course is designed to equip students with the knowledge of the concepts, terms, and structures of the mental health and substance abuse field. The entire process of provision of mental health and substance abuse services will be explored including gathering data from the client and collaterals, assessment, diagnosis, treatment planning and provision, referral and discharge planning. The identification of mental and addictive disorders using the DSM V as well as other assessment instruments and diagnostic tools will be reviewed and practiced. Emphasis will be placed on engaging the client to develop the treatment plan including goal setting, measureable objectives, time frames, activities, evaluation, relapse preventing, life skills development and discharge planning. The interdisciplinary mental health and substance abuse team's role in carrying out the treatment and discharge plan will be a focus throughout the class. Other topics will include current therapy approaches, the use of psychotropic medication, and appropriate attending skills for mental health and substance abuse workers. *Prerequisites: HUS 100, HUS 120 and PSY 101 recommended.*

### **HUS 213 Gerontology 3-0-3**

This course provides a broad-based introduction to the study of human aging. The elderly are considered from several perspectives, including the biological, psychological, sociological, political, and economic. Students explore historical events and current trends in the gray-ing of America. The course highlights individual activities and community services that enhance and improve the quality of life for the older person. *Prerequisite: PSY 200.*

### **HUS 214 Family Violence Issues 3-0-3**

This course examines the phenomenon of violence, as it may occur throughout the course of family life. It covers the following topics: child abuse/neglect, including sexual, physical, and emotional abuse; domestic violence or spousal assault; and elder abuse. It also examines reporting considerations and discusses the prevention, assessment, and treatment of violent families, identifying legal and cultural issues. *Prerequisite: SOC 101. PSY 101 and SOC 210 recommended.*

### **HUS 215 Developmental Disabilities 3-0-3**

This course provides an introduction to the nature and assessment of developmental disabilities and the skills necessary for working with them. It includes a study of the psychological needs and adjustments required by those with physical, mental, and emotional handicaps. This course identifies and analyzes resources and services available for the developmentally disabled in our area. *Prerequisites: HUS 100 and PSY 200.*

### **HUS 297 Human Service Seminar 2-0-2**

This course will provide students an opportunity to integrate information from courses in the human services, psychology, sociology and other fields, and to apply that information to existing social programs. *Prerequisites: HUS 100 and HUS 101.*

### **HUS 298 Human Services Internship 4-0-4**

The Human Services Internship is designed to provide individualized work and learning experiences in the field of human services. Interns spend 10 to 12 hours per week over the course of the semester in a community human services agency. In addition, interns spend one hour per week in a seminar session where they reflect on their field experiences and integrate the insights they have gained. These sessions develop helping skills, including sensitivity, empathy, attending, questioning, confrontation, and problem-solving. They also address goal setting, case management, case planning, and client assessment. *Prerequisites: Grade "B" or above in CLC 111, CLC 112, HUS 100, and HUS 101, and the approval of HUS program faculty and the Academic Dean. Additional hours to be arranged.*

### **HVC 101 Electricity for HVAC/R 2-2-3**

This course will provide the student with instruction in the fundamentals of electrical theory including magnetism, transformers, symbols and diagrams, electrical circuits, and motors, with an emphasis on motors and control devices typically found in heating, refrigeration, and air-conditioning equipment.

### **HVC 102 Fundamentals of Refrigeration 2-3-3**

This course emphasizes refrigeration theory, technical operating knowledge, and service and problem-solving skills for refrigeration equipment and systems. It also prepares students for the United States Environmental Protection Agency recovery and handling certification test.

**HVC 103 Heating Technology 2-2-3**

This course will provide the student with a working knowledge of the basic components of heating systems, with an emphasis on combustion and combustion efficiency, and skills to apply common techniques to identify, diagnose, troubleshoot, service, and commission heating equipment and systems. *Prerequisites: HVC101 and HVC 102.*

**HVC 104 Fundamentals of Air Conditioning 2-3-3**

This course will provide students with the knowledge and skills to identify and apply the principles and strategies necessary for installing, maintaining, diagnosing, troubleshooting, servicing, and commissioning air-conditioning equipment and systems. *Prerequisites: HVC 101 and HVC 102.*

**IDS 200 Interdisciplinary Studies (15-90)-0-(1-6)**

An international study-abroad course that enhances cross-cultural skills and develops a greater understanding of language skills, and the cultural, historical and political concepts associated with the host country. If the travel experience is part of an existing course being offered by FMCC faculty, then the study abroad experience becomes an enhancement to the material covered in that class that could not be taught in the home classroom. Students will gain exposure to world cultures through on-site lectures, multimedia presentations and site tours. *General Education: O.*

**IND 291-294 Independent Study (1-4)-0-(1-4)**

This course affords students the opportunity to investigate in-depth areas not available in existing courses. Provided they obtain the sponsorship of a faculty member and the permission of the Academic Dean, students may submit proposals contracting to undertake from one to four semester hours of independent study in approved areas. Students accepted for independent study are expected to confer regularly with their mentors and demonstrate satisfactory proficiency in the particular area of study they have proposed to investigate.

**INT 291-294 Internship (1-4)-0-(1-4)**

This course serves as a structure for the awarding of credit for prearranged academically applicable work experiences. Students who have satisfactorily completed relevant courses may be placed with an approved agen-

cy, on a part-time basis. Participation requires the approval of a College Instructor and the appropriate Academic Dean. Evaluation of the student's performance is the responsibility of the Instructor. A maximum of eight (8) semester hours of credit may be earned by any one student. *Prerequisite: Previous relevant course work.*

**ITA 101 Elementary Italian I 3-0-3**

This is the first half of a foundation to the Italian language vocabulary and structure. It is for students with little or no previous knowledge of the language. Included are the fundamentals of speaking, listening, reading and writing, as well as culture relating to the Italian-speaking world. Grammatical concepts will include the present-tense verbs and basic sentence syntax. This course is not open to Native or Heritage speakers of Italian. *General Education: F.*

**ITA 102 Elementary Italian II 3-0-3**

This is the second half of a foundation course to the Italian language vocabulary and structure. It is a continuation of Elementary Italian I. Included are additional fundamentals of speaking, listening, reading and writing as well as culture relating to the Italian-speaking world. Grammatical concepts will include perfect, imperfect, and remote past-tense verb forms. This course is not open to Native or Heritage speakers of Italian. *General Education: F.*

**MAT 010 Number Sense 2-0-2 I.C.\***

A developmental course focused on number sense and arithmetic skills. This course prepares students for a first course in algebra. Topics include the place value system, whole and signed numbers, decimals, fractions, percents, ratios, proportions and measurement systems. ***Course is graded pass/fail. This course does not satisfy graduation requirements. \*2 Institutional (non-degree) credits.***

**MAT 040 Elementary Algebra 4-0-4 I.C.\***

This course is designed for students who have a limited mathematics background. Topics include first-degree equations, first degree inequalities, graphs of linear equations and inequalities in two variables, systems of linear equations, equations of lines, verbal problems, and factoring. ***This course does not satisfy graduation requirements. Prerequisite: Successful completion of MAT 010, placement by academic advisor, or permission of Instructor. \*4 Institutional (non-degree) credits.***

**MAT 100 Technical Mathematics 4-0-4**

A first course for most students in Automotive, Construction, and Visual Communications Technologies. Topics include review of signed numbers and operations, exponents, algebraic fractions, calculator usage, the metric system, perimeter/area/volume, triangle trigonometry, law of sines and cosines, surveying applications, and dimensional analysis. *Not credited toward the A.S. or A.A. degree mathematics requirements.*

**MAT 110 Survey of Mathematics 3-0-3**

An overview of mathematics for the non-transfer student. Topics include problem solving, introductory set theory, topics in algebra, topics in geometry, basic probability and statistics, and consumer mathematics. *Not open to students who have a "B" or better in Algebra 2 and Trigonometry or its equivalent. Not open to students who have taken Pre-Calculus or higher. General Education: M.*

**MAT 115 Quantitative Mathematical Applications 3-0-3**

This course is designated for students who do not plan to follow a STEM course of study. A course in quantitative literacy intended for students in Liberal Arts, Social Science, and Humanities that provides an overview of quantitative literacy through exploring financial literacy and basic mathematic modeling, with statistics integrated throughout the course. *Not open to students who have a "B" or better in Algebra 2 and Trigonometry or its equivalent. Not open to students who have taken MAT 140 Pre-Calculus or higher. Prerequisite: Successful completion of Algebra I, placement by academic advisor, or permission of Instructor. General Education: M.*

**MAT 116 Mathematical Reasoning 3-0-3**

This course focuses on mathematical and statistical reasoning important for decision making in everyday life. It integrates quantitative literacy with percentages, probability, mathematical modeling, and statistical thinking. Concepts are investigated with hands-on activities using important medical, environmental, and financial decision examples. Communicating mathematics and using appropriate technologies will also be developed. This course will use the Carnegie Foundation's Quantway 2, involve group work, and is designed

for students whose program does not require an algebraic background. Not open to students who have a "B" or better in MAT 120 Intermediate Algebra, or to students who have taken Pre-Calculus or higher in high school. Unless permission is granted by the instructor. *General Education: M.*

**MAT 120 Intermediate Algebra 4-0-4**

This course is designed for students who have had a minimum of high school mathematics and wish to enroll later in MAT 130 or MAT 140. Topics include: absolute value equations and inequalities; second degree (quadratic) equations, inequalities, graphs, and applications; relations and functions; rational expressions, equations, inequalities, and applications; radical expressions and equations; and complex numbers. *Not open to students who have a "B" or better in Algebra 2 and Trigonometry or its equivalent. Not open to students who have taken Pre-Calculus or higher. Prerequisite: Grade of "C" or above in MAT 040, placement by academic advisor, or permission of Instructor. General Education: M.*

**MAT 125 Introduction to Statistics 3-0-3**

This course introduces basic concepts of probability, descriptive and inferential statistics including central tendency, variability, correlation, regression, parametric tests. *General Education: M.*

**MAT 130 College Algebra 4-0-4**

College Algebra covers factoring, rational expressions, solution of equations and inequalities, functions, applications of functions, polynomial, exponential and logarithmic functions, solution of exponential and logarithmic equations. *Prerequisites: Grade of "C" or above in MAT 120, Math 11, Course 3, Math B, or Integrated Algebra 2; placement by academic advisor; or permission of Instructor. General Education: M.*

**MAT 135 Trigonometry 2-0-2**

This course is a study of trigonometry and its application. Topics include right triangle trigonometry, trigonometric functions and their graphs, trigonometric identities, solving trigonometric equations, and applications. Trigonometry, when paired with College Algebra, will prepare students for MAT170, Calculus I. Not open to students who have credit for MAT140 Pre-Calculus.



*Prerequisites: Grade of "C" or above in MAT 120, Math 11, Course 3, Math B, or Integrated Algebra 2; placement by academic advisor; or permission of Instructor.*

**MAT 140 Pre-Calculus 4-0-4**

This course is designed to prepare a student for Calculus I. Topics include solutions to equations; inequalities; algebraic, exponential, logarithmic, and trigonometric functions. *Prerequisites: Grade of "C" or above on MAT 120, Math 11, Course 3, Math B, or Integrated Algebra 2; placement by academic advisor; or permission of Instructor. General Education: M.*

**MAT 165 Survey of Calculus 4-0-4**

This course offers a streamlined approach to differentiation and integration of algebraic and transcendental functions. This condensed version, of a traditional calculus course, makes formulas and theorems reasonable and clear using arguments that can be made rigorous, if desired. *Prerequisite: MAT 140 or satisfactory performance on the placement exam. General Education: M.*

**MAT 170 Calculus I 4-0-4**

The first semester of a multi-semester sequence of differential and integral calculus. Topics include limits, derivatives, considered algebraically, symbolically and graphically; differentials and their use as approximations, the indefinite and definite integrals, inverse functions, logarithmic and exponential functions, symbolic and numeric methods of integration. Appropriate for math majors and students in partner disciplines requiring understanding of fundamental principles of calculus, with emphasis on deductive reasoning and proof. *Prerequisite: Grade of "C" or above in MAT 140 or High School Pre-Calculus, placement by academic advisor, or permission of Instructor. General Education: M.*

**MAT 173 Discrete Mathematics 4-0-4**

This course is designed for students who plan to major in mathematics or computer science. It introduces students to the non-continuous side of mathematics; methods of proof, logic, sets, relations, functions, and number theory; mathematical induction; counting techniques; and graph theory. *Prerequisite: Grade of "C" or above in MAT 170, or permission of Instructor.*

**MAT 175 Calculus II 4-0-4**

A continuation of Calculus I. Includes applications of the definite integral to areas, volumes, surface area, arc length, moments and center of mass, separable differential equations and their applications, area accumulation functions; volume; applications such as work and probability; improper integrals and l'hospital's rule; complex numbers; sequences; series; Taylor series; differential equations; parametric equations, polar coordinates and modeling. *Prerequisite: Grade of "C" or above in MAT 170 or High School Calculus or permission of Instructor. General Education: M.*

**MAT 210 Calculus III 4-0-4**

Multivariable calculus. Geometry of three dimensional space, vector functions in three space, partial differentiation, multiple integrals, functions of several variables, partial differentiation, multiple integration, line integral. Green's theorem, and Stokes' theorem. Applications studied through algorithmic techniques and/or computer usage. *Prerequisite: Grade of "C" or above in MAT 175 or permission of Instructor.*

**MAT 215 Ordinary Differential Equations 4-0-4**

This course includes a study of methods for solving certain first order linear and nonlinear differential equations, second and higher order linear differential equations, and systems of first order linear differential equations, as well as various applications of such equations. Techniques include series solutions and Laplace transforms. *Prerequisite: Grade of "C" or above in MAT 210 or permission of Instructor.*

**MAT 220 Linear Algebra 4-0-4**

Systems of Linear Equations. Matrices and matrix algebra. Vectors and vector spaces. Linear Independence. Span of a set of vectors. Basis and dimension of a vector space. Linear transformations of vector spaces. Rank of a matrix and the rank theorem. Determinants and their properties. Eigenvalues and eigenvectors. Diagonalization of matrices. Inner products. Orthogonal basis. Gram-Schmidt Orthogonalization. Orthogonal projection of a vector onto a subspace. *Prerequisite: Grade of "C" or above in MAT 175 or permission of Instructor.*





### **MED 283 Medical Terminology 3-0-3**

Emphasis is on understanding medical terms. The logic behind the formation of medical terms, analysis of words, and interpretive and deductive skills are used. Terms associated with all anatomical systems are covered.

### **MED 284 Medical Insurance 3-0-3**

This course presents standardized basic concepts and brings all reimbursement systems down to a common denominator that simplifies and clarifies medical insurance. The procedures necessary to successfully file medical claims for reimbursement are covered. This course benefits those who are currently practicing medical assistants and students enrolled in medical-related programs. *Prerequisite: MED 283.*

### **MED 291 Medical Transcription and Editing II 3-0-3**

This course builds on the material learned in Medical Transcription and Editing I. Specialty areas, such as cardiology, psychiatry, neurology, ob/gyn, and respiratory/pulmonary are included. Terminology, language skills, and transcription skills and editing continue to be systematically reinforced. Emphasis is on accurate transcription and editing of realistic dictation. Assignments include a wide variety of medical documents and dictator accents. Computers and software are utilized. *Prerequisites: MED 289 and CIS 105 or permission of Instructor.*

### **MED 292 Medical Office Procedures with Transcription, Editing and Voice 3-0-3**

This course covers the essential skills, concepts, and administrative duties of a Medical Administrative Assistant. The following topics are covered: legal and ethical issues in medical practice; appropriate written and verbal communication and interaction with patients, families, and coworkers; office management (handling phone lines, scheduling, maintaining patient records, etc.); and a focus on developing transcription and editing skills while understanding how and why medical offices use new voice-recognition technology.

### **MED 293 Medical Coding Essentials I 3-0-3**

This course provides an introduction and instruction on the indexing of conditions and procedures using the

Current Procedural Terminology (CPT) coding system for entry level health information positions in a physician's office, hospital, or other medical facility. It covers how to code from actual medical records and introduces the current prospective payment system(s). *Prerequisite: MED 283. Strongly suggest SCI 136.*

### **MED 294 Medical Coding Essentials II 3-0-3**

This course is designed to expand upon the introduction to coding rules for the CPT, ICD-9-CM, and Level II (HCPCS) coding systems and then apply the rules to code patient services primarily in the Outpatient setting. *Prerequisites: MED 293 and SCI 136, or permission of Instructor.*

### **MUS 102 Musical Theatre Practicum 4-0-3**

An in-depth study of the musical score, lyrics, and text of a particular musical, resulting in its production. These activities involve sixty hours of class and rehearsal time and culminate with the performance of the show. The course may be repeated once for credit. *Prerequisite: Admission is by audition only. General Education: A.*

### **NUR 099 Nursing Process 1-0-1 I.C.\***

This course focuses on nursing foundation and methodology with emphasis on the use of the nursing process in meeting the care needs of individuals. The course is for Licensed Practical Nurses, or transfer students, accepted into the Nursing Program with advanced placement or students readmitted to the Nursing Program. This course must be completed prior to entrance into NUR 106 Nursing Science II. *\*Credit hours: 1 institutional (non-degree). Prerequisites: BIO 181 and PSY 101.*

### **NUR 105 Nursing Science I 5-6-7**

This course focuses on nursing foundation and methodology related to care of patients across the lifespan. Emphasis is placed upon acquiring a body of knowledge that promotes nursing essence and disciplined inquiry. Topics include the nursing process, the role of healthcare team members, therapeutic communication, provisions for meeting basic physical needs, nutrition, medication administration, and the special needs of the aged. Demonstration and evaluation of basic skills



occurs in the College laboratory and through selected patient care assignments at long-term care facilities. *Prerequisites: Completion of, or concurrent registration in, BIO 181 and PSY 101.*

**NUR 106 Nursing Science II 4-10-7**

This course builds on the nursing foundation of general education courses. This course expands upon the nursing essence and methodology covered in the prerequisite course, NUR105, Nursing Science I, through the following topics of study: surgical patients; care of patients with fluid, electrolyte, and acid-base imbalances; care of patients with mobility problems; care of patients with malignancies; care of patients with communicable diseases; and care of pediatric patients. Patient care assignments and observational experiences are provided through health care agency affiliations. *Prerequisites: NUR 105, and completion of or concurrent registration in, BIO182 AND PSY200.*

**NUR 205 Nursing Science III 5-12-9**

This course is divided into three major units: Mental Health, Medical-Surgical with emphasis on patients with cardiovascular and respiratory dysfunction, and Maternal-Child Health. The nursing foundation of general education courses and the nursing knowledge of previous nursing courses are built upon in the specialty areas. *Prerequisites: NUR 106, and completion of or concurrent registration in, BIO 282.*

**NUR 206 Nursing Science IV 6-11-10**

This course stresses complex patient healthcare needs. Nursing foundation and nursing knowledge introduced in previous courses are further developed and expanded. Clinical experiences include advanced medical-surgical interventions, application of leadership principles, professional issues, and a three week preceptorship. *Prerequisite: NUR 205.*

**NUR 207 Pharmacology 3-0-3**

This course is designed to build upon prior nursing foundation, nursing essence, and methodology of basic pharmacology. Emphasis is placed on concepts of pharmacology, therapeutic drug classifications, commonly prescribed individual drugs, human responses to drug therapy, and applying nursing process in relation to prescribed drug therapy regimens. *Prerequisite: NUR*

*105 and 106, and completion within 12 months of program completion.*

**PED 031 Intramural Activities 1-0-1**

Students are required to participate satisfactorily in supervised sport activities to complete course requirements. The schedule of activities is available from the Physical Education faculty. This course may not be used to satisfy Physical Education activity course requirements but may be repeated for additional elective credit.

**PED 111 Jogging 2-0-1**

A course designed to instruct individuals in developing cardiovascular fitness through jogging, with an emphasis on monitoring fitness indicators.

**PED 112 Badminton 1-0-1**

This course provides an introduction to the skills, rules, and strategies involved in the game of badminton. A progression begins with basic drills and continues through intermediate play.

**PED 115 Hiking 2-0-1**

A course designed to instruct individuals in developing strength and cardiovascular fitness, through hiking. This course will include five day-long hikes. Course will meet at sites other than the main campus. Transportation will be provided.

**PED 116 Body Shaping 2-0-1**

This course is designed to instruct individuals to improve cardiorespiratory function, muscle tone, strength, and flexibility, through basic movement exercises.

**PED 117 Spinning 2-0-1**

This course is designed to instruct individuals in developing cardiovascular fitness through spinning on a stationary bicycle. Emphasis will be on monitoring fitness indicators such as heart rate.

**PED 118 Weight Training and Conditioning 2-0-1**

This course includes instruction in technique and safe use of a variety of strength training equipment. Individual programs are designed to improve fitness levels. Emphasis is on familiarizing students with various systems of training and the benefits of each.



**PED 123 Bowling** **2-0-1**  
Instruction in fundamental bowling skills, rules, etiquette, and selection of equipment. Course meets at sites other than the main campus. Students make their own transportation arrangements and may pay an additional rental fee at off-campus site.

**PED 124 Golf** **2-0-1**  
Beginning-level instruction in fundamental golf skills, rules, etiquette, and selection and care of equipment. Course meets at sites other than the main campus. Students make their own transportation arrangements and may pay an additional rental fee at off-campus site.

**PED 125 Zumba Fitness** **2-0-1**  
Zumba Fitness is a dance-fitness class that combines fast and slow rhythms from Latin and international music. The class adheres to a specific interval pacing formula, maximizing caloric output and body toning using easy steps and high energy music. Option to use weights will also be available for portions of the class. No dance experience necessary.

**PED 126 Aerobic Walking** **2-0-1**  
This course is designed to instruct individuals in developing cardio-vascular fitness through walking. Emphasis will be on monitoring fitness indicators, such as heart rate.

**PED 127 Cross-Country Skiing** **2-0-1**  
A beginning-level course designed to instruct the individual in the traditional techniques of cross-country skiing. Emphasis is on selection of equipment, technique, safety, and fundamentals of travel, on a variety of terrains. Planning and safety on trips are discussed and implemented, on trails in the Adirondack Park. Course meets at sites other than main campus. Students make their own transportation arrangements and may pay an additional rental fee at off-campus site.

**PED 128 Aerobic Dance** **2-0-1**  
A fitness course designed to improve cardio-respiratory function, muscle tone, strength, and flexibility. It emphasizes low-impact activities.

**PED 129 Introduction to Judo** **2-0-1**  
Instruction and practice of basic Judo skills. The course will cover throwing and grappling techniques commonly used in Judo.

**PED 130 Step Aerobics** **2-0-1**  
A high-intensity activity course to promote cardio-respiratory fitness using low-impact steps techniques.

**PED 131 Volleyball** **2-0-1**  
An introduction to the skills, rules and strategies involved in the game of volleyball. A progression begins with basic drills and continues through intermediate play. Special emphasis is on volleyball as a recreational activity.

**PED 133 Soccer** **2-0-1**  
An introduction to the skills, rules, and strategies of soccer. A progression begins with basic drills and continues through intermediate play. The course is designed for all levels of ability.

**PED 134 Performance Training** **2-0-1**  
This course is designed to improve the individual's dynamic strength, cardiovascular endurance and flexibility, through a variety of aerobic and anaerobic training activities. A particular emphasis is placed upon the Cooper Aerobics Institute Standards which are commonly utilized to assess the physical ability of candidates within the Criminal Justice field. This class is open to all majors.

**PED 136 Basketball** **2-0-1**  
An introduction to the skills, rules, and strategies of basketball. Both individual and team skills are emphasized, through a variety of drills and game situations.

**PED 137 Introduction to Cardiovascular Fitness/Weight Management** **2-0-1**  
A survey of cardiovascular fitness, weight management, and wellness. It has both lecture and lab components. Laboratory sessions present a variety of cardiovascular fitness activities. Course lectures cover the physiological and emotional effects of nutrition, cardiovascular, exercise, weight management techniques, and a variety of wellness issues.

**PED 148 Core Stability Training** **2-0-1**  
A course that will enable students to develop core strength, balance, and coordination. Stability balls are the training tools used to execute the course. Students who take this course, will be able to utilize the skills they develop in everyday functional activities.





**PED 150 Yoga** **2-0-1**  
Hatha Yoga is the physical aspect of yoga, consisting of postures that help to increase flexibility and overall physical fitness. The fundamentals of proper alignment and body mechanics, while practicing the postures, will be covered in this course. Proper breathing and relaxation techniques will be also explored. **Students must provide their own Yoga mat.**

**PED 151 Racquet Activities** **2-0-1**  
An introduction to basic skills, rules, and strategies of tennis and badminton. Emphasis is on improving skill level and progression to game play.

**PED 200 Survey of Physical Education and Sport Careers** **1-0-1**  
This course will provide students with a brief overview of the physical education and sports management major. In addition, students will learn and apply strategies for college success and lifelong learning.

**PED 201 Introduction to Physical Education** **3-0-3**  
This course provides a historical background and understanding of physical education and related fields. Experiences in classroom observation and group and individual presentations are interspersed with lectures. Individual objectives and qualifications are reviewed, as are opportunities in the profession. Course meets at sites other than the main campus. Students must make their own transportation arrangements.

**PED 202 Introduction to Sport Management** **3-0-3**  
This is an introductory course on administrative and management theories and the application of such theories to sport management. Topics such as career opportunities, roles, and competencies of sport managers; public relations in sport; as well as managerial styles and roles will be examined.

**PED 236 Introduction to Care and Prevention of Athletic Injuries** **3-0-3**  
This course emphasizes the scientific and clinical foundations of athletic training and sports medicine. It focuses on athletic injury prevention, recognition, and initial care, along with laboratory time for the practice of taping and wrapping techniques. Not credited toward Physical Education activity course requirements.

**PHI 150 Introduction to Philosophy** **3-0-3**  
An introduction to fundamental philosophical problems, in some of the basic divisions of philosophy — metaphysics, epistemology, ethics, political philosophy, and philosophy of religion. The course includes the arguments of several major philosophers. It emphasizes the development of critical thinking — i.e., “doing philosophy” — in addition to studying philosophical issues. *Prerequisite: Grade of “C” or above in ENG 103 or permission of Instructor. General Education: H.*

**PHI 258 Ethics** **3-0-3**  
An introduction to the basic ethical theories and their applications to human behavior and choices. Students study and compare non-normative theories, such as subjectivism and relativism, and normative theories, such as utilitarianism, deontology, virtue theories, natural law, natural rights, and Platonism. *Prerequisites: ENG 103, and any one of the following: ENG 104, any PHI, or permission of Instructor. General Education: H.*

**PHI 260 Introduction to Philosophy of the Arts** **3-0-3**  
This course confronts issues related to the production, interpretation, critical analysis, and media of art (which includes painting, music, architecture, photography and film, literature, and popular/mass art) within Western culture. This course asks: 1) what is deemed to be art, and by what philosophical, cultural, and historical standards are such determinations made; 2) what can be considered a philosophical study of art; 3) can one objectively interpret art, or is such interpretation always based one’s personal beliefs, attitudes, values, and experiences; 4) what are the historical, ethical, and cultural ramifications of art and the philosophical analysis of it; and 5) how has technological advancement, from the alphabet to contemporary forms of “new media,” transformed the creation, experience, interpretation, and place of art in Western culture? *Prerequisites: ENG 103 and any one of the following: ART 101, ART 102, ART 106, ENG 104 or any PHI course, or permission of Instructor. General Education: H.*

**PHY 151 General Physics I** **3-3-4**  
This first course, in a two-course algebra-based physics sequence, introduces students to mechanics, including kinematics, Newton’s Laws, energy conservation,



momentum, simple harmonic motion, sound, elasticity, pressure, buoyancy, surface tension, fluid dynamics, and molecular transport phenomena. Designed for students who are pursuing studies in biological sciences, medical and health sciences, environmental science, and general science. The course places major emphasis on helping students develop problem solving skills, deepen conceptual understanding, and increase appreciation of the applications of physics in the health sciences. A laboratory is a required part of the course. *Prerequisites: High School Algebra and Trigonometry or permission of Instructor. General Education: N.*

**PHY 152 General Physics II 3-3-4**

A continuation of PHY 151 College Physics I, this course introduces students to electricity and magnetism, including such topics as Maxwell's Equations, basic electric circuits, waves, optics, and an introduction to atomic and nuclear physics with emphasis on radiation and health. Designed for students who are pursuing studies in biological sciences, medical and health sciences, environmental science, and general science. The course places major emphasis on helping students develop problem solving skills, deepen conceptual understanding, and increase appreciation of the applications of physics in the health sciences. A laboratory is a required part of the course. *Prerequisites: PHY 151, or High School Algebra and Trigonometry, or permission of Instructor. General Education: N.*

**PHY 171 Analytical Physics I 4-3-4**

This first course in the calculus-based physics sequence introduces students to mechanics, including kinematics, Newton's Laws, energy conservation, momentum conservation, torque, moment of inertia, angular momentum conservation principle, and oscillatory motion. Designed for students who are pursuing studies in engineering, mathematics, and science. The course places major emphasis on developing the analytical ability and problem-solving skills of the student. A laboratory is a required part of the course. *Prerequisite: Previous or concurrent registration in MAT 170 or permission of Instructor.*

**PHY 172 Analytical Physics II 4-3-4**

A continuation of calculus-based PHY 171, this course introduces students to electricity and magnetism, in-

cluding such topics as Maxwell's Equations, basic electric circuits, waves and optics. Designed for students who are pursuing studies in engineering, mathematics, and science. The course places major emphasis on developing the analytical ability and problem-solving skills of the student. A laboratory is a required part of the course. *Prerequisites: PHY 171 and MAT 170 or permission of Instructor. General Education: N.*

**PHY 271 Physics III 3-3-4**

A course designed for students who are pursuing studies in engineering, mathematics, and physics. Topics covered are Maxwell's equations and electromagnetic waves, special theory of relativity, photoelectric effect, Compton effect, pair production and annihilation, X-Rays, electron diffraction, de Broglie waves, particle in a box, uncertainty principles, Bohr model of the atom, Schrodinger equation, Pauli exclusion principle and the periodic table, nuclear structure, radioactivity, nuclear fission and fusion reactions, Maxwell-Boltzman distribution, quantum statistics, laser, band theory of solids, and semiconductors. *Prerequisites: PHY 171, PHY 172, MAT 170 and MAT 175. General Education: N.*

**POL 101 Introduction to American Politics 3-0-3**

This course will introduce students to American democracy and its founding, contemporary governmental institutions and national politics. In addition to historical development of American government, the course will explore citizenship, political parties, interest groups, media, Federalism, Congress, the Presidency, the Supreme Court, and the policy-making that results from their interactions. *General Education: S.*

**POL 204 Constitutional Law 3-0-3**

This course is a comprehensive analysis of the rules of evidence and criminal procedural law, judicial notice, presumption, real and circumstantial evidence, burden of proof, providence of court and jury, documentary evidence, hearsay, confessions and admissions, laws of arrest, and search and seizure.

**POL 211 Public Administration 3-0-3**

A study of the theory and basic principles of public administration in the United States, including discussions related to the development, organization, functions, and problems of national, state, and local administration.



**PSY 101 Introduction to Psychology 3-0-3**

An introduction to research and theory in the scientific study of mind and behavior. Surveys topics in areas such as learning, perception, cognition, biopsychology, development, personality, and abnormal and social psychology. *General Education: S.*

**PSY 200 Lifespan Development 3-0-3**

Concepts and contemporary theories of human development throughout the life span. Considers biological, intellectual, emotional, and social maturation and typical problems from infancy through adulthood. *Prerequisite: PSY 101 or permission of Instructor.*

**PSY 210 Childhood Psychology 3-0-3**

A study of the person, from conception to adolescence, including the cognitive, physical, emotional, moral, and social phases of development. *Prerequisite: PSY 101 or permission of Instructor.*

**PSY 220 Adolescent Psychology 3-0-3**

Focus is on the physical, cognitive, social, and moral developments of adolescents and contemporary adolescent problems and issues. *Prerequisite: PSY 101 or permission of Instructor.*

**PSY 225 Counseling the Individual 3-0-3**

This course focuses on the role and function of the individual counselor when providing mental health and chemical abuse services. The essentials of alcoholism and substance abuse counseling with individuals including theory and practice of clinical management of the recovery of individuals, the application of diagnostic criteria, counselor communications skills are reviewed and practiced. Another focus is on skills and techniques which minimize the barriers to recovery of individuals. All aspects of the individual are integrated to prevent substance use and relapse and promote recovery including the biological, psychological, social, emotional and spiritual. A variety of recovery and relapse strategies are explored including the use of addiction medications. *Prerequisites: PSY 101.*

**PSY 230 Ecopsychology 3-0-3**

This course is designed to explore the relationship between psychology and the environment within the ecological context in which we live. Students will explore the relationships between mental health, physi-

cal health, environmental health, and culture, within a framework of interdependence. Students will examine how our attitudes dictate the way we relate to our world. Students will explore, develop, and implement solutions to these issues on both theoretical and practical levels. *Prerequisites PSY 101 or SOC 101.*

**PSY 235 Counseling the Group and Family 3-0-3**

This course explores the essentials of counseling with groups and the provision of services to the family as part of treatment for substance abuse and mental health disorders. Group theory including the stages of group development and tasks of the counselor at different stages of the group are reviewed. The opportunity to learn about and practice group dynamic techniques and interventions used in group settings is provided. The benefit of support groups including 12 Step and Mutual aid groups are reviewed as well as the history, theory, principles and practices of these groups is presented. The theory and skills needed to work effectively with family members, significant others and entire families, including co-dependency, issues relating to children of chemically addicted persons is provided. Another focus of work with the families is on their role and commitment to helping the individual with their recovery and their part of the relapse prevention plan. *Prerequisite: PSY 101.*

**PSY 240 Abnormal Psychology 3-0-3**

Theory and description of the major behavioral disorders and the psychopathology of everyday life. Examines both causes and treatment of these disorders. *Prerequisite: PSY 101 or permission of Instructor.*

**PSY 250 Social Psychology 3-0-3**

An overview of theories and empirical data of the study of the individual in society. Topics include the social self, interpersonal attraction, aggression, obedience and conformity, stereotypes and prejudice, formation and measurement of attitudes, and group processes. *Prerequisite: 3 credit hours of Sociology or Psychology.*

**PSY 260 Personality Theories 3-0-3**

A study of personality, as a theoretical construct that includes an organized system of structures and processes. Major models, and how they are derived, are used to pursue basic concepts of personality. *Prerequisites: PSY 101, PSY 200, or permission of Instructor.*



**PSY 270 Forensic Psychology 3-0-3**  
The science of psychology, as applied to the legal domain. The course examines the relationship between psychology, criminality, and the legal context in which forensic psychology is practiced. The course is concerned with the prevention, detection, and reduction of crime. *Prerequisite: PSY 101. PSY 240 recommended.*

**RAD 101 Introduction to Radiologic Technology 2-0-2**  
This course provides the students with a basic understanding of the science of Radiology and Imaging Modalities. Students will explore culturally competent care as it relates to health. Students will learn medical terminology and the role of medical language in allied health studies. The role of a health care provider and radiographer responsibilities will be discussed. Students will learn about the professional organizations and standards affiliated with Radiologic Technology. Investigation of critical thinking and problem solving strategies, as they relate to clinical education, will be a focus.

**RAD 102 Patient Care I 2-0-2**  
This course offers students a clinical overview of medical imaging as it pertains to patient care. The major topics include: patient education and communication, infection control, patient assessment, medical emergencies, and preparation for imaging examinations. This course will introduce students to various patient equipment, pharmacology, and contrast media. Professional ethics and implication for the radiographer will be examined. This course includes a one-week clinical assignment at an affiliate hospital as well as clinical performance and assessment in aseptic technique, venipuncture, vital signs, and care of medical equipment. *Clinical requirement included.*

**RAD 110 Radiographic Procedures I 2-2-3**  
Students learn to perform the principles of radiographic positioning of the chest, abdomen, extremities, hips and pelvis. Practice in positioning skills will be provided in a lab setting and through designated area hospital's radiology departments. Emphasis will be placed upon the quality of the diagnostic radiograph, the principles of safety, and radiation protection for the patient, technologists and other ancillary staff.

**RAD 111 Radiographic Procedures II 2-2-3**  
Students learn to perform the principles of radiographic positioning for the digestive and urinary tract, spine, ribs, and skull. Practice in positioning skills will be provided in a lab setting and through designated area hospitals radiology departments. Emphasis will be placed upon the quality of the diagnostic radiograph, the principles of safety, and radiation protection for the patient, technologists, and other ancillary staff.

**RAD 120 Clinical Experience I 0-16-4**  
Performance of radiographic procedures in area hospital radiology departments, under the guidance of clinical coordinator or LRT (Licensed Radiologic Technologist). Performance of radiology procedures, as covered in Radiographic Procedures I. Students observe technologists positioning patients for various radiologic examinations. Students will perform radiologic procedures, under direct supervision of an LRT. Students will be evaluated on patient care, principles of safety, and radiation protection for the patient, technologists, and other ancillary staff. Students must adhere to all hospital policies and regulations concerning patients' rights. *This course is designated to be graded on an S/U (satisfactory/unsatisfactory) basis.*

**RAD 121 Clinical Experience II 0-16-4**  
Performance of radiographic procedures in area hospital radiology departments, under the guidance of clinical coordinator or LRT (Licensed Radiologic Technologist). Performance of radiology procedures, as covered in Radiographic Procedures I and II. Students observe technologists positioning patients for various radiologic examinations. Students will perform radiologic procedures, under direct supervision of an LRT. Students will be evaluated on patient care, principles of safety, and radiation protection for the patient, technologists, and other ancillary staff. Students must adhere to all hospital policies and regulations concerning patients' rights. *This course is designated to be graded on an S/U (satisfactory/unsatisfactory) basis.*

**RAD 122 Clinical Experience III 0-40-7**

Performance of radiographic procedures in area hospital radiology departments, under the guidance of clinical coordinator or LRT (Licensed Radiologic Technologist). Performance of radiology procedures, as covered in Radiographic Procedures I and II. Students observe technologists positioning patients for various radiologic examinations. Students will perform radiologic procedures (deemed competent in), under direct supervision of an LRT. Students will be evaluated on patient care, principles of safety, and radiation protection for the patient, technologists, and other ancillary staff. Students must adhere to all hospital policies and regulations concerning patients' rights. Forty hours per week, for the summer session. *This course is designated to be graded on an S/U (satisfactory/unsatisfactory) basis.*

**RAD 130 Radiographic Physics I 3-0-3**

This course gives the students a basic knowledge of atomic structure, which will lead directly into the properties of x-rays. The students will learn the nature of radiation and the study of x-ray production. Emphasis will be on the radiographic image, including radiation exposure and radiographic technique. The basics of radiation protection will be covered in this course.

**RAD 131 Radiographic Physics II 3-0-3**

This course is a continuation of RAD 130, Radiographic Physics I. Fluoroscopic and tomographic equipment requirements and operation will be covered. The study of special x-ray imaging, such as mammography, computed tomography, and digital imaging, will be discussed. Special emphasis will be on quality control, and laboratory focus will be on quality control testing.

**RAD 202 Patient Care II 2-0-2**

This course is designed to critique and evaluate radiographic images for diagnostic quality as well as pathology compared to normal anatomy. It is in the practice of obtaining high quality diagnostic images that the radiographer employs optimum patient care. This course includes the study of the radiographic appearance associated with common diseases and injuries, which requires alteration of standard radiographic exposure techniques. The study of image quality will incorporate the knowledge of radiographic procedures, as applied

to patient positioning as well as varied exposure techniques to achieve optimal diagnostic images. *Prerequisite: Successful completion of RAD 102.*

**RAD 210 Advanced Radiographic Procedures I 2-0-2**

The students will learn the central nervous system, circulatory system, and cardiac catheterization. This course will provide the students with a basic knowledge of sectional anatomy, as it relates to various computer-generated modalities. Specific emphasis will be focused on angiography, interventional radiology, mobile radiography, surgical radiography, tomography, and computed tomography. The students learn to perform positioning on pediatric and geriatric patients. They will learn the principles of pediatric and geriatric imaging and special patient care that these patients must be provided to achieve quality diagnostic radiographs.

**RAD 211 Advanced Radiographic Procedures II 2-0-2**

This course gives the students an introduction to other types of imaging available in radiography, that may be of interest as students pursue their careers. Students learn the principles of these imaging modalities, which may include digital angiography, magnetic resonance imaging, diagnostic ultrasound, nuclear medicine, bone densitometry, positron emission testing, and radiation oncology. This course will also teach the basics of pharmacology as it relates to patient care and contrast administration. In addition, this course will survey the entire scope of the student's education with emphasis on quality management, in preparation for The American Registry of Radiologic Technologists (ARRT) Board Examination. Students will prepare for entry into the professional field of diagnostic radiography. *Prerequisite: RAD 210.*

**RAD 212 Sectional Anatomy 1-0-1**

A study of Human Anatomy, as viewed in the cross-sectional planes of the body, Sagittal, Coronal, Transverse, and Longitudinal. The main focus of the course is to ascertain the physical relevance of anatomic structures in CT and MRI imaging.



**RAD 220 Clinical Experience IV 0-24-6**

This course, a continuation of RAD 122, will provide the students with an orientation to a new affiliate hospital. Emphasis will be on the performance of radiographic procedures in area hospital radiology departments, under the guidance of a clinical coordinator or LRT (Licensed Radiologic Technologist). Students will perform radiology procedures, as covered in RAD 110, RAD 111, and RAD 210. Students observe technologists positioning patients for various radiologic examinations. Students will perform radiologic procedures under the direct supervision of an LRT. Students will be evaluated on patient care, principles of safety, and radiation protection for the patient, technologists, and other ancillary staff. Students must adhere to all hospital policies and regulations concerning patients' rights. *This course is designated to be graded on an S/U (satisfactory/unsatisfactory) basis.*

**RAD 221 Clinical Experience V 0-24-6**

Emphasis will be on the performance of radiographic procedures in area hospital radiology departments, under the guidance of a clinical coordinator or LRT (Licensed Radiologic Technologist). Students will perform radiology procedures as covered in RAD 110, RAD 111, RAD 210, and RAD 211. Students observe technologists positioning patients for various radiologic examinations, including other medical imaging modalities. Students will perform radiologic procedures under the direct supervision of an LRT. Students will be evaluated on patient care, principles of safety, and radiation protection for the patient, technologists, and other ancillary staff. Students must adhere to all hospital policies and regulations concerning patients' rights. *This course is designated to be graded on an S/U (satisfactory/unsatisfactory) basis.*

**RAD 230 Radiographic Health 3-0-3**

The content of this course is to provide the principles of ionizing radiation and its effects on the human body. Chronic and acute effects of radiation affecting biological response will be presented. The principles of radiation protection for the radiographer, the patient, other personnel, and the general public will be discussed. Focus will be on radiographic protection procedures, radiographic features in equipment, and the requirements of regulatory agencies on radiation health and safety.

**RAD 231 Quality Management 2-0-2**

Quality management includes the topics of quality assurance and quality control that are associated with today's medical imaging departments. Each medical imaging department must develop and adhere to standards for the safe operation of the radiographic equipment. These standards are mandated by federal and state regulatory agencies. This course details quality management guidelines for radiographic equipment, both analog and digital, as well as radiographic imaging quality properties. In addition, film analysis and film critique skills are introduced. *Prerequisites: RAD 130 and RAD 131.*

**SCI 128 Fundamentals of Complementary and Alternative Medicine 3-0-3**

This course introduces students to a variety of complementary and alternative medical (CAM) practices including dietary supplements, movement therapies, body manipulation therapies, and mind-body therapies. Focus is on scientific research that both supports and refutes benefits of particular therapies for specific body conditions and/or disease. Students will learn about some common body conditions (examples include pain, hypertension, cancer) and how CAM therapies may help bring the body back to homeostasis. *General Education: N. Does not satisfy the FM lab science graduation requirement.*

**SCI 129 Nutrition 3-0-3**

This course includes: the biological roles of energy, protein, vitamins, and minerals; digestion, absorption, and storage of nutrients; the chemical nature of foods and food processing; assessment of nutritional status; interactions of nutrients and disease; food supplementation; and community nutrition. *Does not satisfy the FM lab science graduation requirement.*

**SCI 131 Environmental Physics 2-2-3**

This course is centered on the contemporary problems: energy, pollution, and depletion of natural resources in our physical environment. Work will include analyzing different forms of energy, energy conservation principles, energy resources, methods of energy conversions and their by-products, the first and second laws of thermodynamics, and the efficiency of current energy usage as well as thermal pollution, air pollution, solid waste,



noise pollution, nuclear radiation pollution, and their effects on humans and the environment. The course explores the potential for more efficient use of our natural resources and studies energy sources of the future—breeder reactor, fusion reactor, solar energy, geothermal energy, magnetohydrodynamics, fuel cells, and energy from wastes. *General Education: N.*

**SCI 135 Introductory Biology: Molecules and Cells** **2-3-3**

This course is designed for people with no or minimal background in biology. It prepares students to take upper-level biology courses such as BIO 170, BIO 171 and BIO 282. The course introduces students to the characteristics of life, cellular anatomy and physiology, Mendelian and molecular genetics, and evolution. Laboratory investigations apply the concepts presented in lecture. The course integrates observation, interpretation, and library research, by means of written laboratory reports and investigation into scientific literature. *General Education: N.*

**SCI 136 Essentials of Anatomy and Physiology** **2-3-3**

This course is designed for the study of basic human anatomy and physiology, including anatomical terminology, cells, and the following systems: skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive. An introduction to common human disease processes, for non-science majors or as preparation for students who intend to take advanced anatomy and physiology courses. *General Education: N.*

**SCI 137 Human Biology** **2-3-3**

This course focuses on how the systems of the human body operate and how various illnesses interfere with that operation. Lectures cover organ systems from a functional aspect and then diseases from a malfunctional perspective, with special attention given to the connection between malfunctions and symptoms. The course also covers how treatment for disease is related (or not) to system malfunction. Labs cover simple internal anatomy, disease-causing organisms, simple diagnostics, and such topics as medical ethics and epidemiology. Laboratory approaches vary from hands-on dissection to group discussion. *General Education: N.*

**SCI 139 Introductory Biology: Animals and Plants** **2-3-3**

A phylogenetic approach to plant and animal groups, both living and extinct, using representative fossils and live specimens, when available. An understanding of the inter-relationships between and among plant and animal species is complemented by topics from comparative anatomy and physiology. The course integrates observation, interpretation, and library research, by means of written laboratory reports and investigation into scientific literature. Included are dissections and micro-anatomy of representative invertebrates, vertebrates, plants, field collection, identification, and the study of plants and animals of biologic interest. *General Education: N.*

**SCI 143 Earth Systems** **2-2-3**

A perspective on the Earth that emphasizes the structure, dynamics, and resources of the planet and examines human use and misuse of finite resources. Major topics: rocks, minerals, and mining soils, from a geologic perspective; surface and underground waters, their movement, origins, use, and abuse; the atmosphere and its pollution; natural geological hazards, such as landslides, earthquakes, and faults; geothermal, tidal, and other sources of energy; landforms and land use; wastes and their treatment; environmental action, and the future. Labs include practical identification of minerals and rocks and topographic maps. *General Education: N.*

**SCI 144 The Ancient Earth** **2-2-3**

A look at the earth's history, ancient environments, and the fossil record. The dimension of time is a unifying theme that links: the history and present state of the oceans; fossil fuels; landscapes and their "evolution"; fossilization and the endangered species of the past; evolution and the fossil record of invertebrates and fishes; dinosaurs, mammals, humans, and glaciers; and the geological history of New York State and the Northeast. Labs include detailed study of the fossil record and nearby sedimentary rock sequences. *General Education: N.*

**SCI 146 Our Solar System 2-2-3**

A survey of the current state and past evolution of our solar system, the inner planets, the outer planets, and the search for life in the solar system. Stress will be placed on the processes that have shaped the planets and their satellites. *General Education: N.*

**SCI 161 Introduction to Physics I 2-3-3**

This is the first of a two-course sequence in physics, designed for technology students and other non-science majors. The course uses lecture, supported by laboratory investigation, to achieve a hands-on, practical approach to understanding important concepts and the physical laws of nature. Topics include: quantitative methods for describing motion; Newton's three laws of motion and their applications; Newton's law of gravitation and its applications; work, power, and energy; momentum methods for analysis of collisions and explosions; and torque and rotational motion. *Prerequisites: High School Algebra, MAT 040 or equivalent, or permission of Instructor. General Education: N.*

**SCI 162 Introduction to Physics II 2-3-3**

This is the second of a two-course sequence in physics, designed for technology students and other non-science majors. The course uses lectures, supported by laboratory investigation, to achieve a hands-on, practical approach to understanding important concepts and physical laws of nature. Topics include heat and thermodynamics, vibrations and waves, sound, basic electricity and magnetism, electromagnetic waves, geometric and wave optics, atoms and spectra, and atomic nuclei and nuclear energy. *Prerequisites: High school algebra, MAT 040 or equivalent, or permission of Instructor. SCI 161 recommended. General Education: N.*

**SCI 170 Introductory Chemistry 2-3-3**

This course provides a comprehensive introduction to chemical principles, and is intended for students having little or no chemistry background who seek entrance into allied health careers. Topics covered include: scientific notation, dimensional analysis, stoichiometry, modern atomic theory, bonding, chemical formulas, molarity, pH, gases, and an introduction to organic chemistry. The course emphasizes critical thinking, analytical skills, and problem solving. The laboratory

sessions are intended to reinforce the concepts presented in lecture. *Prerequisite: High School Algebra (MAT040), or permission of Instructor. General Education: N.*

**SCI 181 Introduction to Environmental Science 2-3-3**

This course serves as an introduction to environmental concepts and issues. Topics include issues that span the study of ecology, social sciences, economics, ethics and governmental policy. Emphasis is placed on the scientific tools and techniques needed to understand and analyze environmental topics related to resource depletion, pollution, and waste disposal. *General Education: N.*

**SCI 295 Methods of Science Research 2-2-3**

This course aims to prepare science, technology, engineering, and mathematics (STEM) students for upper-level scientific courses and summer research internships. The course provides them with in-depth knowledge of the methods scientists use to explore natural phenomena, experimental design, and data analysis and introduces them to the essential components of the scientific research design process. Topics covered include the scientific methods; measurements and data representation; experimental design; identification of dependent, independent and controlled variables in an experiment; mathematical modeling of data; mathematical and physical interpretation of data; proportional relationships; and analogical arguments. In addition, general research skills explored will include literature searches and reviews, developing quantitative research questions, data quality judgment, fundamental data analysis and statistics, documentation of research, the need for collaboration, and scientific presentation. The course places major emphasis on helping students learn how to use technology to collect, analyze, and present data; to develop introductory-level assessment skills for critiquing experimental designs; as well as to develop organization, problem-solving, and research communication skills. *Prerequisite: MAT 130.*

**SOC 101 Introduction to Sociology 3-0-3**

An introduction to the sociological approach to understanding human behavior and society. Introduces fundamental ideas and concepts of sociology, including





culture, norms, status, roles, socialization, organizations, social institutions and social inequalities such as social class, race/ethnicity, and gender. *General Education: S.*

**SOC 121 Sociology of Human Rights 3-0-3**

This course is an introductory course designed to explore the concept of human rights through an interdisciplinary approach including but not limited to personal, economic, political, and environmental rights. Human rights are fundamental rights which all human beings are entitled to, without discrimination, regardless of race, sex, nationality, ethnicity, religion, or any other status. Some of these rights include the right to: life, liberty, freedom of speech, freedom of religion, freedom from slavery, education, equality before the law, information, movement, and nationality. Students will explore various definitions of human rights, the development over time of human rights, and instances of human rights violations in a variety of contexts. Students will also develop solutions to human rights issues on a theoretical and practical level. *Prerequisite: SOC 101 or permission of Instructor. General Education: S.*

**SOC 125 Behavioral Statistics 3-0-3**

Quantitative data analysis in psychology and the behavioral sciences. Basic concepts of probability, descriptive, and inferential statistics including central tendency, variability, correlation, analysis of variance, and parametric tests. *Prerequisite: MAT 040.*

**SOC 137 Human Sexuality 3-0-3**

An examination of sexual development, with a view toward patterns that are self-actualizing. Some of the areas of study are human sexuality as one expression of personality, functions of the anatomy involved in reproduction and sexuality, birth control, family planning, pregnancy and childbirth, STDs, HIV, coercive behavior, courtship, relationship, marriage, parenthood, and sexuality, through the life cycle.

**SOC 200 Diversity in America 3-0-3**

This course examines the sociological concepts and principles that help determine the nature of intergroup relations, especially the outcomes of dominant-subordinate relationships. These concepts and principles are

then applied to the American experiences of ethnic, religious, and racial minority groups. *Prerequisite: None. SOC 101 recommended. General Education: S.*

**SOC 208 Juvenile Delinquency 3-0-3**

This course considers the methods and philosophy of the juvenile court system, police programs for the prevention and control of juvenile delinquency, and the role of various social work agencies in the care and treatment of juveniles. Special attention is given to the police techniques that are used in handling juveniles, with emphasis on the use of existing community resources. The course examines prevailing professional philosophy, existing law, public policy, and knowledge of current delinquent behavior theories. *Prerequisites: SOC 101 and PSY 101.*

**SOC 209 Criminology 3-0-3**

A survey of the nature and scope of prevalent forms of criminology. The course considers the major theories of criminal conduct drawn from psychological, social, and cultural modes of explanation. It includes a discussion of various classifications and topologies, the role of crime statistics, and the relevance of these factors for understanding, prevention, control, and prediction. *Prerequisites: SOC 101 and PSY 101.*

**SOC 210 The Sociology of Families 3-0-3**

An examination and analysis of marriage and family, from an interdisciplinary perspective. The course addresses communication of information, theories and ideas about marriage, and family as a social institution. Issues may include: cross-cultural variations of marital and family types, gender roles, love, mate selection, parenting, the challenges of combining work and marriage, communication in marriage, family crises (such as violence and divorce), and factors behind lasting relationships. Students are encouraged to make connections between the course material and their own experiences. Students are also encouraged to develop their own questions and answers about marriage and family, through assignments and class discussions. *Prerequisite: SOC 101 or permission of Instructor. General Education: S.*

**SOC 212 Sociology of Law 3-0-3**

A study of the legal order, the creation of norms in simple societies, and the role of laws in contemporary society. The course also examines the creation of formal rules of law, basic principles of criminal law, enforcement of criminal law, the control of the police, and issues of corruption.

**SOC 214 Victimology 3-0-3**

This course is a study of victims and their relationship to the crime and the offender, which allows the students to explore various typologies of victims and their victimization. Typologies examined include the elderly, inner-city youth, family members, children of criminals, and the victims of random violent offenders. The course also examines the role of the law enforcement officer, victims' advocacy groups, the function of victim impact statements, and the victims' roles and their rights in the prosecution of their cases. *Prerequisites: PSY 101 and SOC 101 or permission of Instructor.*

**SOC 215 Comparative Criminal Justice Systems 3-0-3**

This course is designed to provide students with a basic understanding of the range and diversity of criminal justice systems and their components and processes throughout the world. The course will identify, analyze and compare the criminal justice systems in the United States with those of other nations. A specific emphasis will be placed upon crime rates, forms of criminality, police, courts, and corrections, and the thematic issues common among nations worldwide. Descriptive material on selected countries will be analyzed and compared along with an insight into the various traditions employed by those nations in administering criminal justice. *Prerequisites: CRJ 101 or permission of Instructor.*

**SOC 220 Deviant Behavior and Social Control 3-0-3**

The course presents and analyzes a variety of definitions, concepts, and key theoretical perspectives, in an effort to increase student knowledge and understanding of the multiple ways that deviant behavior may be defined, explained, and interpreted. Each perspective also offers suggestions for resolving the "problem" of deviant behavior in society. The course reviews such suggestions and weighs their respective advantages

and disadvantages. It also analyzes (and applies these perspectives to) different forms of deviant behavior and conditions. Students are encouraged to develop their own questions and answers about deviance, through assignments, class discussions, and presentations. *Prerequisite: SOC 101 or permission of Instructor.*

**SOC 225 Professional Ethics 3-0-3**

This course is an inquiry into the relationship between morality and the rule of law. A wide range of moral dilemmas, within the fields of applied social sciences and criminal justice, will be examined. This track will familiarize the student with the history and philosophy of the Criminal Justice System as well as the culture and behaviors within its major components: police, court, corrections, and human services personnel. The lessons will examine a variety of ethical controversies associated with the contemporary Criminal Justice System, in order to develop a critical perspective on the nature of justice and the key decision-making processes that individuals face as part of their professional responsibilities. Current ethical issues will be brought into the classroom throughout the semester.

**SOC 230 Building Peace: History, Theory and Practice 3-0-3**

This course is designed to explore the concept of peace, with emphasis on the rich history, theory, and successful practice of peace through nonviolent action. Students will explore conditions that lead to peace and/or conflict, with a focus on structural violence as well as inequities in economic, political, and social conditions, which contribute to the manifestation of either war or peace. Students will explore and develop solutions to these issues on both theoretical and practical levels.

**SOC 235 Professional Ethics in a Diverse Society 3-0-3**

As our society changes and becomes more diverse, the professional ethics of the human service worker and chemical abuse counselor become more complex. This course will review specific treatment needs and the development of skills necessary for counseling and providing human services to diverse populations including those defined by race, minority/protected status, ethnicity, gender, religion, legal status, HIV/AIDS status,



age and other characteristics. This class will review methods and provide opportunities to increase the ability to understand, communicate with and effectively interact with people across diverse cultures. Individual physical, psychological, emotional and spiritual developmental theories will be explored and applied to the client population of human service and chemical abuse counseling fields. The course will provide opportunities to practice cultural competence through exploration of ethics, values, confidentiality and other legal issues with a variety of client populations. *Prerequisites: SOC 101.*

### **SOC 285 Gender and Society** **3-0-3**

This course explores what is seen as feminine and masculine in a contemporary world. The focus is on the social construction of masculinity and femininity (i.e. gender) and how these constructed definitions become institutionalized into culture. The course investigates how gender norms are constructed, maintained, and challenged in language, personal relationships, popular culture, the family, education, work arrangements, and other social institutions. Emphasis is on a sociological analysis of gender issues but also draws upon areas of anthropology, biology, history, and psychology, for a broader perspective. *Prerequisite: SOC 101 or permission of Instructor.*

### **SPA 101 Elementary Spanish I** **3-0-3**

This is the first half of a foundation to the Spanish language vocabulary and structure. It is for students with little or no previous knowledge of the language. Included are the fundamentals of speaking, listening, reading and writing, as well as culture relating to the Spanish-speaking world. Grammatical concepts will include the present-tense verbs and basic sentence syntax. This course is not open to Native or Heritage speakers of Spanish. *General Education: F.*

### **SPA 102 Elementary Spanish II** **3-0-3**

This is the second half of a foundation course to the Spanish language vocabulary and structure. It is a continuation of Elementary Spanish I. Included are additional fundamentals of speaking, listening, reading and writing, as well as culture relating to the Spanish-speaking world. Grammatical concepts will include

both preterit and imperfect past-tense verb forms. This course is not open to Native or Heritage speakers of Spanish. *General Education: F.*

### **SPA 201 Intermediate Spanish I** **3-0-3**

This is the first intermediate-level Spanish course. It will expand on improving the listening, reading, writing and speaking skills, as well as culture in the Spanish-speaking world. It provides an overall grammar review with the introduction of more advanced structures which will include an introduction to the subjunctive tense. Ninety percent of this class will be conducted in Spanish. This course is not open to Native or Heritage speakers of Spanish. *General Education: F.*

### **SPA 202 Intermediate Spanish II** **3-0-3**

This is the second intermediate-level Spanish course. It provides an overall grammar review that seeks to enhance students' active use of Spanish, especially in the areas of conversation (listening and speaking) and writing. It will include further intermediate-level conversation, composition and readings in Spanish on numerous culturally-significant topics. This class will be conducted entirely in Spanish. Successful completion implies a readiness to enter other language courses conducted entirely in Spanish. *General Education: F.*

### **THR 101 Introduction to Theatre** **3-0-3**

The course is intended as a survey to introduce students to theatre as a technique apart from, though closely related to, literature. Students study acting techniques, stage devices, set design, costuming, and make-up. The student reads significant plays to consider drama as art, audience reactions and needs, methods of expression, and interpretation. The course requires textbooks and provides laboratory experience. *General Education: A.*

### **THR 102 Theatre History** **3-0-3**

The course considers the interactions of dramatic art with cultural, political, economic, and scientific forces, and the implications for modern movements in dramatic theory and practice. Students trace the development of the theatre, from its beginnings to the present. The course focuses on European and American theatre, with some attention to non-Western traditions. *General Education: A.*

**THR 110 Fundamentals of Acting 3-0-3**

The course studies movement and speech as aspects of dramatic art and provides exercises to enrich and discipline the imagination and to develop and control the responses of the body and speech to the imagination. It also entails some preliminary application of the elements of acting to the study of scenes, including analysis of the script for structure, objectives, and style. *General Education: A.*

**THR 120 Stagecraft 4-0-4**

The course provides students with theory and practice in the visual, aural, and construction facets of theatre, through attention to scenery, sound, and lighting equipment. Workshop is required. *General Education: A.*

**THR 201 Theatre Practicum 4-0-4**

This course includes rehearsal and participation in an FM theatrical production, under the direction and instruction of a faculty member. Course registration occurs after casting, and all cast members are required to register. May be repeated for credit. *General Education: A.*

**THR 210 Acting II 3-0-3**

A course designed for students who have completed Acting I or have substantial prior acting experience in productions and/or classes. The course focuses on techniques and theories of acting. Students concentrate on the role of the actor in relation to the play as a whole as well as fundamentals of stage speech, movement, projection, characterization, and interpretation. *Prerequisite: THR 110 or audition.*

**THR 230 Directing 3-0-3**

An introduction to all aspects of translating a play from script to stage. Students experiment with analysis and interpretation, director's concept, visual composition, and the history and theories of directing. The class consists of the rehearsal and presentation of scenes of varying dramatic styles, in association with some reading and writing assignments about specific directing challenges. The final project is the public performance of a twenty-minute one-act play. *Prerequisite: THR 102 recommended.*

**THR 250 Introduction to Film Studies 3-0-3**

This course will introduce students to the history and theory of cinema as an art form, examining formative directors, styles of filmmaking, and artistic movements in world cinema. Students will concentrate on close textual analysis of films and will learn, through readings, lectures, class discussion and written assignments, to recognize and analyze film language (editing, cinematography, sound, special effects, etc.) and will be introduced to recent theoretical approaches to cinema. *Prerequisite: ENG 104. General Education: A.*

**WEL 109 Weight Management 1-0-1**

This course provides students with practical ways to put healthy eating and active lifestyles into practice. Topics such as what, why, where and how you eat; physical activity; food safety; and nutrition throughout one's lifespan will be discussed.

**WEL 110 Stress Management 1-0-1**

This course is designed to expose students to the principles, theories and skills needed to effectively manage personal stress. Emphasis will be on coping skills and relaxation techniques.



## **English as a Second Language Intensive Language Program (ESL)**

Fulton-Montgomery Community College (FM) offers a full-time non-credit Intensive English as a Second Language (ESL) Program for students who need to improve their language ability before beginning full-time study in a college degree program. The ESL Language Program is also intended for those who want to study English for career or social purposes. Students are given instruction in listening, reading, writing and speaking skills as well as American culture studies. A placement exam is required before enrollment. For more information contact the Office of International Student and ESL Programs.

All ESL courses beginning with the ESL prefix are non-credit/credit-equivalent remedial courses and may be used to meet credit requirements of any athletic, enrollment, financial aid and immigration requirements. However, they may not be used as electives toward graduation and may not be substituted for any English requirement of any curricula. Students seeking to meet these requirements are required to be matriculated into a degree program and have a pre-filed program of study form completed prior to enrollment. Tuition charged for credit-equivalent hour courses are consistent with credit hour charges.

The core courses of the Intensive English Language Program include the following four skill areas: Listening Skills, Reading Skills, Writing Skills, and Speaking Skills. Courses are available in multiple language proficiency levels. Each course has 75 hours of intensive language classroom instruction; 5 credit-equivalent hours. Advice and recommendation of the ESL faculty may also allow students to enroll in credit-bearing courses related to their academic goals.

### **Listening Skills** **5-0-5 C.E.\***

Practice in aural comprehension, sound discrimination, vocabulary building, and comprehension of main ideas and inferences. Related reading, writing and note-taking activities. This course may lead to further English language studies at higher levels or be repeated, depending on the progress of the student. *\*5 credit-equivalent (non-degree) hours.*

### **Reading Skills** **5-0-5 C.E.\***

Practice in comprehension of basic written communication, simple descriptive and narrative texts to more advanced academic materials, study skills, and expository writing. Dictionary usage, vocabulary expansion. Related writing and speaking activities. This course may lead to further English language studies at higher levels or be repeated, depending on the progress of the student. *\*5 credit-equivalent (non-degree) hours.*

### **Writing Skills** **5-0-5 C.E.\***

Written reinforcement of grammatical concepts and basic writing tasks and handwriting improvement to the development of written communication skills in preparation for college expository and argumentative composition. Composition from sentence level activities to the paragraph and short essay levels. Integration of related skills. This course may lead to further English language studies at higher levels or be repeated, depending on the progress of the student. *\*5 credit-equivalent (non-degree) hours.*

### **Speaking Skills** **5-0-5 C.E.\***

Development from simple speaking skills to skills for conversational and academic contexts. Practice in exposition, guided discussion and debate. Related listening, reading and writing activities as well as note-taking and academic study skills. This course may lead to further English language studies at higher levels or be repeated, depending on the progress of the student. *\*5 credit-equivalent (non-degree) hours.*

### **Orientation to American Culture** **5-0-5 C.E.\***

Assistance through lecture/workshop/field trip and guest speaker series in adjusting to life and studies at FM and the surrounding community, and in understanding specific and broader aspects of American culture. Mandatory for all incoming full-time international students. *\*5 credit-equivalent (non-degree) hours.*

### **Content Based ESL I** **5-0-5 C.E.\***

Students are taught English language skills while also studying various topics and themes related to a subject matter class. Vocabulary, discussion, and written activities, including note-taking and essay preparation, will center on various academic themes. This course may lead to further English Language Studies at higher levels or be repeated, depending on the progress of the student. *\*5 credit-equivalent (non-degree) hours.*



## Non-Credit Laboratory Courses

The purpose of these labs is to provide supplementary instruction for students who desire it, on a non-credit basis. Fees are covered as part of credit tuition and/or lab fees.

### **C001 Computer Laboratory** **Non-Credit**

This course has been designed to provide supervised hands-on computer experience for those students who are enrolled in data processing and mathematics courses that require understanding of computer operation and use of computer terminals. *Hours vary according to student needs.*

### **C002 Business Technology Laboratory** **Non-Credit**

This course is designed to provide instructional support for those students who are enrolled in office technology and word processing courses and to provide alternate instructional experiences for those who wish to learn independently. *Hours vary according to student needs.*

### **C003 Nursing Laboratory** **Non-Credit**

This course has been designed to provide instructional support for those students who are enrolled in nursing courses and to provide alternate instructional experiences for those who wish to learn independently. *Hours vary according to student needs.*

### **C004 Mathematics Laboratory** **Non-Credit**

This course has been designed to provide remedial assistance in mathematics for students who are planning to enroll or are currently enrolled in any of the traditional mathematics courses offered at the College. *Hours vary according to student needs.*

### **C005 Accounting Laboratory** **Non-Credit**

This course has been designed to provide remedial support experiences for those students who are enrolled in traditional accounting courses and to provide alternative experiences for those who wish to learn independently, as they update their vocational skills in accounting. *Hours vary according to student needs.*

### **C006 Study Skills Laboratory** **Non-Credit**

Students work independently under the supervision of the instructor, who sets up an individualized remedial program to enhance the students' study skills and col-

lege-level performance. *Hours vary according to student needs.*

### **C007 Electricity Laboratory** **Non-Credit**

This course has been designed to provide hands-on electric circuitry experience for those students who are enrolled in electrical programs that require additional work in electricity. *Hours vary according to student needs.*

### **C008 Academic Software Skills** **Non-Credit**

This course has been designed to provide academic computing skill experience for those students who are enrolled in Career/Liberal Arts and Sciences programs that require additional work with various software packages. *Hours vary according to student needs.*





Term Expires

Ryan B. Weitz, Chair .....	2023
Geoffrey Peck, Vice Chair.....	2022
William Easterly .....	2018
Jennifer Gardella.....	2021
Taiyebah Ghazi-Moghadam.....	2019
Edmund Jasewicz.....	2017
James Landrio.....	2017
Dr. Vicma (Vicky) Ramos .....	2020
Valerie Elwood (Student Trustee) .....	2019



- |                                      |                                |                             |                                |
|--------------------------------------|--------------------------------|-----------------------------|--------------------------------|
| 1 Administrative Services            | 8 Allen House                  | 15 Day Care                 | 1 Faculty / Staff Parking Lots |
| 2 Visual Arts & Communications Bldg. | 9 Student Welcome Center       | 16 Raiders Hall             | A Student Parking Lots         |
| 3 Evans Library                      | 10 Student Union               | 17 Montgomery Hall          | ● Blue Light Safety Phones     |
| 4 O'Connell Hall                     | 11 College Store               | 18 Fulton Hall              | ■ Smoking Shelters             |
| 5 Physical Education Bldg.           | 12 Vietnam Veterans Memorial   | 19 Office of Residence Life | ■ Bus Stop                     |
| 6 Fitness Center                     | 13 World Trade Center Memorial |                             |                                |
| 7 Maintenance Garage                 | 14 Perrella Sculpture Garden   |                             |                                |



**Business Division Advisory Council**

Christopher Blanchard, Financial Analyst, Amsterdam Printing and Litho  
Frank Casler, Farmers Insurance  
Michael Cinquanti, Owner, Genium Group, Inc.  
Alan Cole, Culligan Water  
Theresa DaBiere-Craig, Business & Industry Outreach Representative, Center for Employer Services at FM  
Peter Fiorentino, Group Sales & Promotions Associate, Tri-City ValleyCats  
Rob Hosner, Owner, Hosner Fitness  
Lynn Knowlton, CPA, West & Company CPAs PC  
Susan Maloney, Director of Undergraduate Student Services, University at Albany  
Lisa Miner, National Sales Manager, Euphrates, Inc.  
Clayton Nagel, Senior Section Manager Technical Training, GLOBALFOUNDRIES  
Dick Nayler, Director of Community Articulation, The Sage College of Albany  
Michael Ostrander, Chief Financial Officer, Nathan Littauer Hospital  
Jason Packer, Chief Operations Officer, Hill & Markes, Inc.  
Marco Pezzuto, Director Customer Care, Time Warner Cable  
Paula Reardon, Faculty, College of Technology at Delhi and Schenectady County Community College  
Maureen Rhodes, Director Primary and Specialty Care, St. Mary's Hospital  
Joseph Semione, Owner, Perfection Cleaning Service  
Deborah Shepard, Vice President Marketing & Business Development, Fulton County Credit Union  
Kelly VanDusen, Practice Manager, St. Mary's Hospital

**Criminal Justice Advisory Council**

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Diana Callen, Chief, St. Johnsville Police Department  
Jed Conboy, Montgomery County District Attorney  
Gregory Culick, Chief, Amsterdam Police Department  
Lawrence DiDonato, Captain, Department of Environmental Conservation  
Mark Gifford, Chief, Johnstown Police Department  
David Hallenbeck, Superintendent, Hale Creek Correctional Facility  
Douglas R. Keyer, Jr., Captain, New York State Police  
Cynthia Licciardi, Director, Fulton County Probation  
Thomas Lorey, Sheriff, Fulton County Sheriff's Office  
Bryan MacFadden, Chief, Canajoharie Police Department  
Keri Newkirk, Director of Security, Nathan Littauer Hospital  
Eric Rice, New York State Department of Parole  
Louise Sira, Fulton County District Attorney  
Lucille Sitterly, Director, Montgomery County Probation  
Jeffrey Smith, Director, Montgomery County Emergency Services  
Robert Thomas, Chief, Fort Plain Police Department  
Donald VanDuesen, Chief, Gloversville Police Department





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Ryan Fagan, Town of Johnstown Building Inspector  
Penny Hazer, Empire State Merit Apprentice Alliance  
David Paige, Shrader and Company Construction  
Lee Quackenbush, HFM BOCES Board of Education  
Karl Schmaeh, Karl J. Schmaeh General Construction  
Jeremy Stretkowicz, Cement Works  
Mark Tanner, HFM BOCES

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Michael Amato, Sheriff, Montgomery County Sheriff's Office  
Chad Brown, Fulton County District Attorney  
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Diana Callen, Chief, St. Johnsville Police Department  
Gregory Culick, Chief, Amsterdam Police Department  
Lawrence DiDonato, Captain, Department of Environmental Conservation  
Mark Gifford, Chief, Johnstown Police Department  
David Hallenbeck, Superintendent, Hale Creek Correctional Facility  
Douglas R. Keyer, Jr., Captain, New York State Police  
Cynthia Licciardi, Director, Fulton County Probation  
Richard Giardino, Sheriff, Fulton County Sheriff's Office  
Bryan MacFadden, Chief, Canajoharie Police Department  
Kelli P. McCoski, Montgomery County District Attorney  
Keri Newkirk, Director of Security, Nathan Littauer Hospital  
Eric Rice, New York State Department of Parole  
Lucille Sitterly, Director, Montgomery County Probation  
Jeffery T. Smith, Director, Montgomery County Emergency Services  
Robert Thomas, Chief, Fort Plain Police Department  
Donald VanDuesen, Director of Security, Nathan Littauer Hospital

### **Early Childhood Advisory Council**

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Ann Day, Director, FMCC Playmates Daycare  
Robin Devito, Coordinator of Accessibility Services, FMCC  
Laura Eggleston, ENL Teacher  
Todd Giagni, Principal, McNulty Academy for International Studies and Literacy Magnet School  
Heather Insogna, Director, Many Happy Adventures Child Care Center  
Brittany Lasky, FMCC Early Childhood Education A.A.S. Graduate



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Karlyn LaBate, Assistant Professor, Director of Radiologic Technology

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Connie Palmerino,

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Flor Trespalacios, Instructor

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Ginger Cato, HFM Prevention Council

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Kayla Egan, St. Mary's Healthcare

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Jennifer Williams, BS, RN, Nurse Manager, Progressive Care Unit/William Hall, St. Mary's Healthcare  
Amanda Vogel, BS, RN Director of Patient Services, Community Health Center

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Stormy Orengo, Centro Civico  
Ken Rose, Administrative Director, Montgomery County IDA  
Terry Swierzowski, VP of Communications & Member Services, Fulton Montgomery Regional Chamber of Commerce  
Mark Tanner, Early College High School Coordinator, HFM BOCES  
Maria Young, Workforce Solutions

### **Rad Tech Advisory Board members (June 2017)**

Karlyn LaBate, Assistant Professor, Director of Radiologic Technology, FM  
Kullen Bailey, Instructor/Clinical Coordinator, Radiologic Technology, FM



Diana Putnam, Dean of Academic Affairs, FM  
Ronalyne Wilson, Associate Dean of Academic Affairs, FM  
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Peter Holtermann, Director Medical Imaging and Cardiopulmonary Services, St. Mary's Healthcare  
Janet Tetrault, R.T.(R)(M)  
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Jonathan Earle, Director of Radiology and Enterprise Imaging Informatics  
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Ken Stewart, PACS Application Specialist, Medical Imaging Supervisor, Wilton Medical Arts  
Julie Karalus, Malta Med Emergent Care Medical Imaging Supervisor  
Mildred Aviles, Director of Medical Imaging, Saratoga/Wilton Hospital  
Nate Hunt  
Lynn Johnson, Network Administrative Director Radiology, Bassett Healthcare Network  
Joseph Moran, R.T.(R), Radiology Manager Hospital Services, Bassett Healthcare Network  
Arthur Pielli  
Scott Sgambato, Supervisor, Nuclear Medicine, Nathan Littauer Hospital  
Chris Hess, BA, R.T.(R)  
Howell Morris, Manager, Diagnostic Radiology, Albany Medical Center  
Dr. Tariq Gill, MD, Radiologist CCP  
Kristin Meyers, Radiation Oncology Supervisor St. Mary's Healthcare  
Julie Fenton RN  
Kathy Bagwell RN, RDMS

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Christina Akers, Applications Development Manager, Keymark Corporation (CIS/CS)  
Shawn Beebie, Owner/President, Brilliant Design & Print LLC (DMT)  
Michael Betts, Vice President of Operations, Integra Networks (ET/TC)  
Joe Calderone, Founder/Owner, Init II Winit Productions (DMT)  
Bill Carr, Operations Manager, Mohawk Resources (ET/TC)  
Joseph Clement, Human Resources, Auterra (CIS/CS)  
Daniel Colon, Director of Data Processing/Printing, Montgomery County Data Processing (CIS/CS)  
David Goyette, Thermal Environment Sales (HVAC)  
Joseph Iannotti, Principle Engineer, GE Global Research Center (ET/TC)  
Gregory Jepsen, Senior Facilities Gas Technician, GLOBALFOUNDRIES (ET/TC)  
James Lachey, Burnt Hills Building and Advanced Manufacturing  
Darren Ranaldo, EPICS Administrator, Keymark Corporation (CIS/CS)  
Mark Sorrentino, Maintenance Manager, Beech Nut (ET/TC)  
Dennis Yacobucci, Liberty ARC



**\*\*Date in parenthesis indicates year of initial appointment to the College.\*\***

DUSTIN SWANGER, **President**

B.A., SUNY Fredonia; M.A., SUNY Brockport; Ed.D., Nova Southeastern University (2006)

LENA C. ANDERSSON, **Assistant Professor, English**

B.A., University of New Orleans; M.A., University of Denver (2006)

JOHN J. ARMSTRONG, **Assistant Professor, Criminal Justice**

A.S., B.S., M.S., University of New Haven (2007)

JENNIFER BACH, **Liberty Partnership Program, Social Worker**

M.S., Ed., College of Saint Rose (2018)

KULLEN BAILEY, **Instructor/Clinical Coordinator, Radiologic Technology**

A.A.S., Fulton-Montgomery Community College; B.S., SUNY Empire State College (2016)

ANNA BIEL, **Assistant Professor, Social Sciences**

B.A., State Teachers' University, Orel, Russia; M.A., Ph.D., University at Albany (2010)

MICHELLE BILODEAU-LANNE, **Quest Counselor/Academic Advisor**

B.A., Siena College; M.A., University of Wisconsin-Madison; M.S., College of Saint Rose (2016)

WILLIAM P. BONNER, **Senior Education Support Specialist V, IT Infrastructure Administrator**

A.A.S., Suffolk County Community College; B.S., Empire State College; Chancellor's Award for Excellence in Professional Service, 2007 (1990)

PAULA BROWN-WEINSTOCK, **Professor, Social Sciences**

B.A., SUNY Oswego; M.S., University at Albany; Ph.D. Syracuse University; Chancellor's Award for Excellence in Teaching, 2011 (2000)

MELISSA BYNUM, **Upstate Partnership for Healthcare Pathways Academic Counselor**

B.A., SUNY New Paltz; M.S. Ed, College of Saint Rose (2016)

EILEEN CASEY, **Instructor, Nursing**

A.A.S., Dutchess County Community College; B.S., SUNY Polytechnic Institute; M.S., Sage Graduate School (2015)

THELMA C. CHAMBERLAIN, **Nursing Lab Aide, Health Professions**

A.A.S., Fulton-Montgomery Community College (2009)

JOEL CHAPIN, **Professor, Art**

A.A., Fulton-Montgomery Community College; B.S., Skidmore College; M.F.A., University at Albany; Chancellor's Award for Excellence in Teaching, 2002 (1990)



SCOTT COLLINS, **Education Support Specialist III, Registrar**

B.M., Berklee College of Music; M.F.A., California Institute of the Arts (2013)

REBECCA A. COZZOCREA, **Senior Education Support Specialist V, Coordinator of Financial Aid**

B.S., M.S., The College of Saint Rose; Chancellor's Award for Excellence in Professional Service 2013 (2000)

MICHAEL V. DALY, **Special Assistant to the Provost**

B.A., Union College; M.S.I.S., University at Albany (2008)

CHRISTIE L. DAVIS, **Education Support Specialist II, Academic Advisor and Early Admission Liaison**

B.A., SUNY Oswego (2008)

MARY DEL SAVIO, **Project Director, Upstate Partnership for Healthcare Pathways**

Ph.D., University of Pennsylvania (2017)

ROBIN DE VITO, **Education Support Specialist III, Coordinator of Accessibility Services**

B.A., Siena College; M.S., The College of Saint Rose; M.S., C.A.S., University at Albany; Chancellor's Award for Excellence in Professional Service, 2015 (2004)

MARY DONOHUE, **Professor, Library Director**

B.A., SUNY Geneseo; M.S.L.S., University of North Carolina, Chapel Hill; Chancellor's Award for Excellence in Librarianship, 2003 (1992)

MEGHAN DRUZIAK, **Coordinator of Retention**

A.S., Mohawk Community College; B.S. SUNY Brockport (2015)

CHARLENE M. DYBAS, **Assistant Professor, Business Technology and Applications**

A.A., Fulton-Montgomery Community College; B.S., Skidmore College; M.S., Russell Sage College (2008)

AUDREY EGELSTON, **Education Support Specialist I, TRIO Learning Services Coordinator**

B.S., M.S. Ed., SUNY Oswego (2014)

MARTHA K. EGLIN, **Education Support Specialist III, Admissions Counselor**

B.S., Utica College; M.S., University at Albany (2006)

LOUIS J. FAGAN, **Assistant Professor, English**

A.A. Fulton-Montgomery Community College; B.S., SUNY Oneonta; M.A., SUNY New Paltz; M.F.A., Goddard College; Chancellor's Award for Excellence in Teaching, 2018 (2007)



MARY-JO FERRAUILO-DAVIS, **Education Support Specialist IV, Director of Advisement, Counseling and Testing**

B.S., SUNY Plattsburgh; M.S., The College of Saint Rose (2003)

DEBORA FITZDAM, **Associate Professor, Physical Education and Sport Management**

B.S., SUNY Cortland; M.Ed., University of Virginia (1993)

JOSHUA FLEMING, **Director of Facilities**

B.S., United States Military Academy, West Point (2011)

DANIEL FOGARTY, IV, **Education Support Specialist II, Admissions Counselor**

A.A.S., Hudson Valley Community College; B.A., M.A., The College of Saint Rose (2010)

ELDORA M. FOSMIRE, **Associate Professor, Academic Success Coordinator**

A.A., Fulton-Montgomery Community College; B.A., Russell Sage College; M.S., Sage Graduate School (1999)

LAURIE J. FREEMAN, **Professor, Science Division Chair**

B.E., Stevens Institute of Technology; M.A., City University of New York; Chancellor's Award in Faculty Service, 2010 (1998)

PAUL A. GIUDILLI, **Associate Professor, Criminal Justice**

A.A.S., Mohawk Valley Community College; B.A., SUNY Oswego; M.S., Sam Houston State University (2000)

ERICA GONZALEZ, **Instructor, Early Childhood Education**

B.S., SUNY New Paltz, M.S., University at Albany (2015)

PATRICK A. GRANDE, **Professor, Mathematics Division Chair**

B.S., Siena College; M.A., University at Albany (1996)

SONNET C. GRAVINA, **Assistant Professor, Mathematics**

A.S., Adirondack Community College; B.S., M.A., University at Albany (2009)

JAMES GYLDENVAND, **Professor, Social Sciences**

B.A., Moorhead State University; M.A., University of Washington (1992)

ALEXANDRA HENDERSON, **Associate Professor, Business Division Chair**

A.O.S., Culinary Institute of America; B.S., Skidmore College; M.B.A., Empire State College; Chancellor's Award for Excellence in Teaching, 2015 (2002)

CHASITY HULSAVER, **Bursar**

A.S., Fulton-Montgomery Community College; B.S., University at Albany; M.B.A., Binghamton University (2015)



STEVEN HYMOWECH, **Assistant Professor, English**

B.A., M.A., University of South Florida; Ph.D., University at Albany (2007)

LYNNE ILLSLEY, **Assistant Professor, Nursing**

A.A.S., Fulton-Montgomery Community College; B.S., SUNY Plattsburgh; M.S.N. Walden University (2008)

DANIEL JARVIS, **Professor; Physical Education and Sport Management, Division Chair**

A.S., Fulton-Montgomery Community College; B.S., Springfield College; M.S., University at Albany (1983)

KEVIN JONES, **Education Support Specialist III, Director of Athletics**

B.S., Alfred University (1997)

ROBERT J. JONES, **Professor, Foreign Languages and English**

B.A., East Stroudsburg University; M.A., Binghamton University (1999)

JEAN KARUTIS, **Associate Dean for Student Retention and Success**

B.S., SUNY Plattsburgh; M.A., Empire State College (2005)

JANE R. KELLEY, **Vice President for Student Affairs**

A.A.S., Maria College; B.S., The College of Saint Rose; M.S., Capella University (2000)

MATHEW KERNS, **Instructor, Mathematics**

B.S., M.E., Wright State University; M.S., University of West Florida (2015)

KATHIE LA BARGE, **Education Support Specialist II, Liberty Partnership Program Counselor**

A.A.S., Fulton-Montgomery Community College; B.S., M.S., Empire State College (2009)

KARLYN LA BATE, **Assistant Professor, Director of Radiologic Technology**

A.S., Fulton-Montgomery Community College; B.S., M.S., University of St. Francis (2008)

LESLEY LANZI, **Chief Advancement Officer, Executive Director - Foundation of FM**

B.S., Russell Sage (2010)

LAURA LA PORTE, **Associate Dean for Recruitment and Admission**

B.A., SUNY Oswego; M.S., SUNY Buffalo (2004)

LAURIE LAZINSKI, **Assistant Professor, Science**

B.S., SUNY Oneonta; M.S., Ohio State University; M.S., University at Albany (2012)

JULIE LINDH, **Instructor, Human Services**

B.S.W., Robert Wesleyan College; M.S.W., University of Albany (2016)





SEAN LEMISZKI, **Assistant Director of Facilities**

A.A.S., Fulton-Montgomery Community College (2015)

WILLIAM LOMANTO, **Associate Professor, Mathematics, Lab Coordinator**

B.A., M.A.T., Colgate University (1996)

SUSAN R. MAC LEOD, **Assistant Professor, Science**

A.A.S., Lichtenberg-Gymnasium, Germany; B.S., Free University Berlin, Germany; M.A., City University of New York (2010)

JOSEPH A. MARCUCCIO, **Professor, Media Arts and Digital Technology**

B.S., Rochester Institute of Technology; M.S., University at Albany; Chancellor's Award for Excellence in Teaching, 2013 (1985)

THEODORE MAROTTA, **Assistant Professor, Social Sciences**

B.A., M.A., Ph.D., University at Albany (2011)

MICHAEL B. McDARBY, **Associate Professor, Science**

B.S., University at Albany; M.S., University of Memphis (1990)

JULIA MERRITT, **Instructor, Computer Science/Computer Information Systems**

B.S., Kansas State University; M.I.S.M., DeVry University, Keller Graduate School of Management (2014)

JULIE MIHALCIK, **Assistant Professor, Mathematics**

B.S., Louisiana State University; M.S., Virginia Polytechnic Institute and State University (2005)

MICHELLE MOORE, **CSTEP Academic Advisor/Counselor**

A.S., Schenectady Community College; B.S., SUNY Institute of Technology; M.A., SUNY Stony Brook (2015)

DAVID M. MORROW, **Vice President for Administration and Finance**

A.S., Albany Business College; B.S., M.B.A., The College of Saint Rose (2002)

GWENDOLYN OSSENKOP, **Educational Support Specialist II, Coordinator of Student Activities, Director of College Union**

B.A., SUNY Plattsburgh; M.S., University of New England (2008)

PETER PASQUALINO, **Professor, Business**

B.A., Rutgers University; M.B.A., University at Albany (1985)

DENISE L. PASSERO, **Senior Education Support Specialist V, Systems/Application Technology Coordinator**

A.A.S., Fulton-Montgomery Community College; B.P.S., M.A., Empire State College; Chancellor's Award for Excellence in Professional Service, 2011 (1999)



JENNIFER PENDLETON, ***QUEST Learning Services Coordinator***

A.A., Grand Rapids Community College; B.A., M.S. College of Saint Rose (2015)

MARK PIERCE, ***Director of Public Safety***

New York State Municipal Police Academy (2004)

LUCAS PRIME, ***Project Director, Liberty Partnership Program***

B.S., Houghton College; M.P.H., Dartmouth College (2013)

PAUL H. PUTMAN, ***Associate Director of Information Technology***

A.A.S., Fulton-Montgomery Community College (1984)

DIANA J. PUTNAM, ***Dean of Academic Affairs***

A.A.S., Fulton-Montgomery Community College; B.S., SUNY Oswego; M.A., University of Phoenix;  
Chancellor's Award for Excellence in Professional Service, 2001 (1988)

JASON RADALIN, ***Assistant Professor, Humanities***

B.A., The College of Saint Rose; M.A., Washington University (1999)

JASON RAUCH, ***Director of Human Resources***

B.A., SUNY Binghamton; M.I.L.R., Cornell University (2009)

JEANMARIE REINKE, ***Director Employer Services and Individualized Learning***

B.A., University of South Florida; M.A., University at Albany (2002)

NATACHA ROBESON, ***Staff Accountant***

B.S., Manhattan College (2007)

THOMAS J. ROGAN, ***Associate Professor, Physical Education and Sport Management***

B.S., M.S., SUNY Cortland; Ph.D., University of South Carolina (1997)

WILLIAM GREGG ROTH, ***Director of Information Technology***

B.A., SUNY Potsdam (2009)

MOIRA SAMEK, ***Education Support Specialist II, Financial Aid Advisor***

B.S., SUNY Oneonta (2008)

COLLEEN SANDERS, ***Assistant Professor, Writing Center Coordinator***

A.A.S., Hudson Valley Community College; B.A., M.A., The College of Saint Rose (2008)

RUTH SCOTT, ***Assistant Professor, Mathematics***

B.A., M.S., M.A., University at Albany (2010)



ANDREA SCRIBNER, **Education Support Specialist II, Education and Career Planning Specialist**

B.A., SUNY Cortland; M.S., The College of Saint Rose (2012)

THOMAS SKOWRONEK, **Assistant Professor, English**

B.A., M.A., Iona College (2013)

JACQUELINE SNYDER, **Director of Assessment, Accreditation and General Education/General Studies**

A.A.S., Temple University; B.S., SUNY Oneonta; M.S., University at Albany; M.S., Drexel University; P. Ed., Benedictine University (2014)

ARLENE M. SPENCER, **Director of International Student and ESL Programs**

B.A., M.S., University at Albany; Chancellor's Award for Excellence in Professional Service 2005 (1989)

JEREMY SPRAGGS, **Assistant Professor, Electrical Technology**

B.S.E.E., Worcester Polytechnic Institute (2011)

MARK SWAIN, **Assistant Professor, Business**

B.A., Brunel University; M.B.A., University at Albany (2013)

LOURDES THEBAUD, **C-STEP Project Director**

M.A., SUNY Albany (2016)

DANIEL TOWNE, **Assistant Professor, Systems/Electronic Services Librarian**

A.A., Fulton-Montgomery Community College, B.F.A., Long Island University; M.S.I.S., University at Albany (2007)

FLOR TRESPALACIOS, **Instructor, Science**

B.A., Brown University; M.S., Trident University International (2015)

GREG TRUCKENMILLER, **Provost and Vice President for Academic Affairs**

B.A., Ph.D., University of Iowa (2000)

JOHN van BLADEL, **Assistant Professor, Social Sciences**

B.A., SUNY Geneseo; M.S.W., Adelphi University (2011)

MARTIN B. WAFFLE, **Professor, Computer Science/Computer Information Systems, Technology Division Chair**

B.S., Siena College; M.B.A., University at Albany (2000)

ROBERT WARNER, **Professor, Director of Nursing**

A.A.S., Fulton-Montgomery Community College; B.S., M.S., SUNY Polytechnic Institute; Chancellor's Award for Excellence in Teaching, 2006 (1993)



SHERRY WARNER, ***Assistant Professor, Nursing***

A.A.S., Fulton-Montgomery Community College; B.S., SUNY Polytechnic Institute, M.S.N.,  
St. Joseph's College of Maine (2005)

GREGG WILBUR, ***Director of Business Affairs***

B.S., Binghamton University (2002)

COURTNEY WILSON, ***TRiO Counselor/Transfer Advisor***

M.A., New Jersey City University (2016)

RONALYN WILSON, ***Associate Dean of Academic Affairs, Chief Diversity Officer***

B.A., M.S., University at Albany (2013)

MARCIA WOJCIK, ***Assistant Professor, Nursing***

B.S., Alfred University; M.S., Sage Graduate School (2004)

ROGER YOUNG, ***Instructor, Electrical Technology***

B.S., Hope College; M.S., State University of New York at Stony Brook; M.B.A.,  
Webster University (2014)

MICHAEL S. YOUNGS, ***Assistant Professor, English***

B.A., Hartwick College; M.F.A., Emerson College (2007)

FRANK J. YUNKER, III, ***Professor, Computer Science/Computer Information Systems***

B.S., M.A., M.B.A., University at Albany; Chancellor's Award for Excellence in Teaching, 2010  
(1989)

LAURENCE ZUCKERMAN, ***Associate Professor, Accounting***

B.A. Drew University; M.S., University at Albany; Certified Public Accountant (2006)



ADJUNCT FACULTY

DOUGLAS ALLEN, **Science**

B.S., M.A., Cornell University

STACY ARMINIO, **Nursing**

B.S., Utica College

STEPHEN K. ASTMANN, **Humanities**

B.A., Ripon College; Ph.D., SUNY Buffalo

TINA ATTY, **Nursing**

B.S., SUNY Delhi

CHARLES BAKER, **Science and Technology**

B.S., SUNY New Paltz; M.S.T., Union College

NATHAN BARTMAN, **Science**

M.S., Syracuse University

DOUGLAS A. BLANC, Sr., **Humanities**

B.A., Criswell College; M.R.E., Trinity Theological Seminary; D.R.E., International Seminary;  
M.A., Liberty University; Ph.D., University of Wales

SHARI BRAEMER, **Technology**

A.A.S., Fulton-Montgomery Community College; B.A., University at Albany; M.S. The College of  
Saint Rose

CRAIG A. BROOKINS, **Science**

B.S., SUNY Oneonta

MERRY ELLEN BRUMAGHIM, **Humanities**

A.A., Fulton-Montgomery Community College; B.A., Skidmore College; M.A., The College of  
Saint Rose

PMARY CALDERONE, **Physical Education and Sport Management**

B.F.A., SUNY Brockport

ADAM CANCIO, **Technology**

B.S., SUNY Oswego; M.S., University at Albany

ZACHARY CARRICO, **Technology**

B.A., M.S., SUNY Oswego



TARIYKA CHAULK, **Library**

M.L.I.S, Rutgers State University of New Jersey

KIERA DAVIS, **Humanities**

B.S., The Sage Colleges

ANN DAY, **Early Childhood**

B.A., Ringling School of Art and Design; M.Ed., Liberty University

TINA DONALDSON, **Social Sciences**

B.A., University at Potsdam; M.A., University at Albany

RALPH FALCO, **Science**

B.S., SUNY Potsdam; Teaching Certificate, University at Albany

MARK FETTINGER, **Social Sciences**

B.A., Empire State College; M.P.A., Marist College

TORRANCE FISH, **Humanities**

A.A., Fulton-Montgomery Community College; B.A., SUNY Potsdam; M.A., M.F.A., University at Albany

MICHAEL FRANKO, Jr., **Social Sciences**

A.S., Fulton-Montgomery Community College; B.T., SUNY Institute of Technology

JAMES M. FRIERY, Jr., **Social Sciences**

B.A., Union College; M.S.L.S., University at Albany

BETHANY GESSINGER, **Humanities**

B.F.A., SUNY New Paltz; M.A., University at Albany

DAVID GOYETTE, **Technology**

A.A.S., Hudson Valley Community College; B.S., SUNY Oswego

AMEA HAMMONDS, **Liberty Partnership Program**

A.A.S., Mohawk Valley Community College

JENNIFER HAZZARD, **Science**

B.S., SUNY Oneonta; M.S. Ed., The College of Saint Rose

NICOLE HEMSLEY, **Library**

M.A., University of Wisconsin at Milwaukee



GREG HEROTH, **Science**

A.A.S., SUNY Cobleskill; B.S., M.A., Empire State College

MISTY LYNN HILTS, **Business**

A.A.S., Fulton-Montgomery Community College; A.A.P.C., American Academy of Professional Coders

CHRISTINE HUXTABLE, **Health Professions**

Certificate, St. Elizabeth's School of Radiography

OLOF H. JANSSON, **Humanities**

B.S., Fairleigh Dickinson University; M.A., University at Albany

TIMOTHY JONES, **Health Studies**

B.S., SUNY Brockport; M.S., Plymouth State University

JUDITH KANE, **Social Sciences**

B.A., M.A., University at Albany

DONALD J. LUCAS, **Technology**

National Center for Construction, Education and Research (NCCER), Heavy Equipment Operations Instructor; Teacher Certificate in Construction Industry and Building Maintenance (Carpentry)

BARBARA LUTHI, **Physical Education and Sport Management**

A.A.S., Fulton-Montgomery Community College; B.S., SUNY Cortland

DORAL LYSIAK, **Mathematics**

B.S., Ed.M., SUNY Buffalo

SEAN MAHON, **Technology**

B.S., SUNY Oswego; M.S., University at Albany

CHERYL MACRI, **Nursing**

B.S.N., Regents College; M.S.N., Excelsior College

BRENDA MAYNOR, **Health Professions**

A.A.S., Fulton-Montgomery Community College; B.S., SUNY Plattsburgh; M.S., Sage Graduate School

JAMES McMANUS, **Social Sciences**

B.S., Fordham University; M.A., St. Johns University; M.P.A., SUNY Brockport

JAMES R. MEEHAN, **Physical Education and Sport Management; Science**

A.S., Miami Dade College; B.S., SUNY Brockport; D.C., Life Chiropractic College



CHRISTOPHER MURPHY, **Science**

M.S., Ed., The College of Saint Rose

BARBARA MYLES, **Social Sciences**

B.S.N., Excelsior; M.P.H., University at Albany

CRAIG NEWKIRK, **Technology**

A.A.S., Fulton-Montgomery Community College; B.A., University at Albany

SCOTT PRZYBYLOWICZ, **Radiologic Technology**

A.A.S., Fulton-Montgomery Community College

KATHLEEN RHODES, **Business; Health Professions**

B.S., Empire State College; R.N.; C.C.S., American Health Information Management Association

MICHAEL RIPLEY, **Social Sciences**

M.A., The College of Saint Rose

JULIE RISLEY, **Science**

B.S., SUNY Brockport; M.S., Ithaca College

CHRISTIAN ROHRS, **Humanities**

B.A., St. Lawrence University; M.Ed., University of Phoenix

KATHIE ROHRS, **Health Professions**

A.A., A.A.S., Fulton-Montgomery Community College; B.S., SUNY Plattsburgh;  
M.S., Walden University

MAUREEN RYAN, **Social Sciences**

A.A., Fulton-Montgomery Community College; B.A., M.A., University at Albany

CHERYL MURPHY SCHIEMER, **Humanities**

A.A.S., Fulton-Montgomery Community College; Advanced American Sign Language Certificate,  
The College of Saint Rose; B.A., M.A., Empire State College; Chancellor's Award for Excellence in  
Adjunct Teaching, 2015

MICHELLE SOWICH-SHANLEY, **Health Professions**

A.A.S., Mohawk Valley Community College; B.P.S., M.S., SUNY Institute of Technology

RYAN STAUDE, **Social Sciences**

B.A., M.A., University at Albany





WILLIAM STOCK, **Health Professions**

A.A.S., Fulton-Montgomery Community College; B.S., SUNY Cortland

SHEILA M. THOMAS, **Mathematics**

B.S., SUNY Oneonta; M.S., Elmira College

STEVEN ULRICH, **Social Sciences**

A.A.S., Suffolk County Community College; B.S., Russell Sage College; M.P.A., Marist College

NALENE VANDERPOEL, **Mathematics**

B.S., Empire State; M.A., Sage Graduate College

MATTHEW VANSLYKE, **Science**

B.A., M.S., University at Albany

DIANE VASSI, **Science**

B.S., SUNY Plattsburgh; M.S., University at Albany

STACY WESLEY, **Physical Education and Sport Management**

B.A., SUNY Cortland; M.S., University at Albany; M.A., University of Central Florida

PETER ZAYICEK, **Business**

B.S., Siena; M.S., University at Albany

JOSEPH ZINK, **Technology**

A.O.S., Hudson Valley Community College

## ADMINISTRATOR EMERITUS

KATHLEEN B. SMITH, *Bursar*

A.A.S, Fulton-Montgomery Community College; Chancellor's Award in Professional Services, 2010

## FACULTY EMERITI

TERESA G. BECKER, *Nursing*

B.S., Hartwick College; M.S., Sage Graduate School

PETER BETZ, *Library*

B.A., University of Vermont, M.L.S., University at Albany

RITA MARY BURKE, *Foreign Language*

B.A., McGill University; M.A., Columbia University; M.A., University at Albany

ELLEN M. BURNS, *Nursing*

B.S.N., The College of Saint Rose; M.S.N., Catholic University

JOHN W. CAMPBELL, *Health, Physical Education and Recreation*

B.A. SUNY Brockport; M.S., Southern Illinois University

SUSAN CHRISTIANO, *Registrar*

B.A., SUNY Oneonta; Chancellor's Award for Excellence in Professional Service, 2004

ANDREW DeMARCO, *Business*

B.S., Rochester Institute of Technology; M.B.A., Syracuse University

ANDREW J. DINITTO, *Social Sciences*

B.A., M.A., Binghamton University; Ph.D., University at Albany

DOROTHY GENNETT, *Business*

A.A.S., Fulton-Montgomery Community College; B.S., M.S., University at Albany

DONALD S. EMMELUTH, *Science*

B.S., Wagner College; M.S., SUNY Plattsburgh; Ed.S., Ed.D., Florida Atlantic University;  
Chancellor's Award for Excellence in Teaching, 1976

JACK M. FREDERICK, *Social Sciences*

B.A., Saint Lawrence University; M.A., Columbia University

MARLENE W. GUIFFRE, **Professor, Social Sciences Division Chair**

B.S., M.S., Ph.D. University at Albany (1991)

PATRICIA O'M. HAIGHT, **English**

B.A., Marymount College; M.A., The College of Saint Rose; Chancellor's Award for Excellence in Teaching, 1996

ANITA N. HANABURGH, **Food Service Administration**

B.A., SUNY Oneonta; M.A., University at Albany

JAMES E. HINKLE, JR., **Media Communication**

B.S., M.S., Ohio University; Chancellor's Award for Excellence in Teaching, 2014

BELMONT C. HURLEY, **Science**

B.A., Thiel College; M.Ed., University of Pittsburgh

GERALD A. IANNOTTI, **English**

B.A., LeMoyne College; M.A., Niagara University; M.S., Ed.S., University at Albany; Chancellor's Award for Excellence in Teaching, 1991

LAUREL ILAGAN, **Nursing**

B.S., Russell Sage College; M.S., Sage Graduate School

SALLY JAMES, **Business Technology and Applications**

A.A., Fulton-Montgomery Community College; B.S., M.S., SUNY Oneonta

MARY ANN JOHNSON, **Computer Science/Computer Information Systems**

B.A., Marywood College; M.S., Union College

WILLIAM JOYCE, **English**

B.S., Fordham University; M.A., New York University

JOHN F. KOHN, **Science**

B.S., SUNY ESF; M.S., Syracuse University; M.A., Dartmouth College; M.S., Yale University

JONAS KOVER, **Social Sciences**

A.A.S., New York State Ranger School; B.A., Montana State University; M.A., University of New Hampshire; Chancellor's Award for Excellence in Teaching, 1998

ROBERT W. KUSEK, **Business**

B.S., Salem State College; M.Ed., Ed.D., Boston University

MAURICE A. LEVERAULT, **Visual Communications**

B.S., Carnegie Mellon University; M.S., SUNY Oswego

ALFRED MASTRANGELI, **Business**

B.S., M.B.A., Roosevelt University

DEAN J. McCREIGHT, **Mathematics**

B.S., Lock Haven State College; M.Ed., The Pennsylvania State University

ROBERT E. MEACHAM, **Mathematics**

B.S., North Adams State College; M.S., University of Notre Dame

HAROLD R. MORRELL, **Humanities**

B.A., M. Ed., SUNY Buffalo. Chancellor's Award for Excellence in Professional Service, 1991

JUDITH MUNN, **Nursing**

B.S., SUNY Buffalo; M.S. Sage Graduate School; Chancellor's Award for Excellence in Teaching, 2004

ROBERT T. OSBORNE, JR., **Business**

B.S., M.B.A., University at Albany; Chancellor's Award for Excellence in Teaching, 2001

WILLIAM PIERCE, **Social Sciences**

B.S., Buffalo State College; M.S., University at Albany; Chancellor's Award for Excellence in Professional Service, 1994

GEORGE P. PILKEY, **Advisement, Counseling and Testing**

B.A., M.A., University of Rochester; Ph.D. Buffalo State College. Chancellor's Award for Excellence in Professional Service, 1992

SHARON P. POLING, **Professor, Director of Collaborative Career Learning and Experiential Education**

A.A., Fulton-Montgomery Community College; B.A., SUNY Potsdam; M.S., SUNY Oneonta; Chancellor's Award for Excellence in Professional Service, 2014 (1984)

RICHARD J. PRESTOPNIK, **Electrical Technology and Computer Technology**

A.A.S., Mohawk Valley Community College; B.E.T., Rochester Institute of Technology; M.S.E.E., Syracuse University; Chancellor's Award for Scholarship and Creative Activities, 2003; Chancellor's Award for Excellence in Faculty Service, 2011

VARGHESE D. PYNADATH, **Science**

B.S., Madras University, India; M.Sc., Sardar Vallabhai University; M.S., Fordham University; Ph.D., University of Sarasota; Chancellor's Award for Excellence in Teaching, 1979

ARTHUR J. RECESSO, **Business**

A.A.S., SUNY Cobleskill; B.S., M.Ed., University at Albany

GENE REYNOLDS, **Business**

B.S., M.A., University at Albany

DONALD W. ROGERS, **Mathematics**

B.S., Mansfield State Teachers College; M.S., Alfred University

GERARD R. ROUX, **Mathematics**

B.A., SUNY Potsdam; M.A., University at Albany; M.S., Rochester Institute of Technology

ROBERT F. SCHULTZ, **Social Sciences**

B.S., SUNY Geneseo; M.S., University at Albany; Chancellor's Award for Excellence in Teaching, 1997

SHERYL GERHEIM SEPPA, **Early Childhood Education**

B.S., Indiana University of Pennsylvania; M.S., The College of Saint Rose; Chancellor's Award for Excellence in Teaching, 2007

EDWARD H. SERPA, **Electrical Technology**

B.A., Catholic University of America; M.S.T., Union College; M.S.E.E., Clarkson University

WILLIAM SMITHERS, **Social Sciences**

B.A., B.D., Saint Lawrence University; M.A., University at Albany

WALTER J. THEURER, **Mathematics**

A.A.S., A.S., Fulton-Montgomery Community College; B.S.E.E., M.S.E., Union College; Chancellor's Award for Excellence in Teaching, 2003

JOHN D. VADNEY, **Mathematics**

B.A., Utica College; M.A., Syracuse University; Ed.S., University at Albany; Chancellor's Award for Excellence in Teaching, 1994; Chancellor's Award for Excellence in Faculty Service, 2005

A. BRUCE WADSWORTH, **Business**

B.S., M.S., Ed.S., University at Albany



\*224-a. Students unable because of religious beliefs to attend classes on certain days.

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that they are unable, because of their religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.
2. Any student in an institution of higher education who is unable, because of their religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from an examination of any study or work requirements.
3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of their religious beliefs, an equivalent opportunity to make up any examination, study or work requirement which they may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.
4. If classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or make-up classes, examinations, study or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.
5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of their availing themselves of the provisions of this section.
6. Any student, who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the supreme court of the country in which such institution of higher education is located for the enforcement of his rights under this section.
  6. a. A copy of this section shall be published by each institution of higher education in the catalog of such institution containing the listing of available courses.
7. As used in this section, the term "institution of higher education" shall mean schools under the control of the Board of Trustees of the State University of New York or of the Board of Higher Education of the City of New York or any community college.

The State University of New York (SUNY) is the largest, centrally managed, multi-level system of public education in the nation. Its sixty-four campuses bring the opportunity for college education within commuting distance of almost every New York citizen. The University system offers a wide range of certificate programs and associate, baccalaureate and graduate degree courses of study.

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New York State College of Veterinary Medicine at  
Cornell University  
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Stony Brook University (Health Sciences Center at Stony  
Brook University Center)<sup>1</sup>  
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**UNIVERSITY COLLEGES**

The College at Brockport  
Buffalo State College  
Empire State College  
Old Westbury  
Purchase College  
SUNY Cortland  
SUNY Fredonia  
SUNY Geneseo  
SUNY New Paltz  
SUNY Oneonta  
SUNY Oswego  
SUNY Plattsburgh  
SUNY Plattsburgh at Queensbury  
SUNY Potsdam

**COLLEGES OF TECHNOLOGY**

Alfred State College  
Farmingdale State College  
Maritime College  
Morrisville State College  
State University of New York College of Nanoscale Sci-  
ence and Engineering at Albany  
SUNY Canton  
SUNY Cobleskill  
SUNY Delhi  
SUNY Polytechnic Institute

**COMMUNITY COLLEGES  
(Locally-sponsored, two-year colleges under the  
program of State University)**

Adirondack Community College  
Broome Community College  
Cayuga Community College  
Clinton Community College  
Columbia-Greene Community College  
Corning Community College  
Dutchess Community College  
Erie Community College  
Fashion Institute of Technology at New York City  
Finger Lakes Community College  
Fulton-Montgomery Community College  
Genesee Community College  
Herkimer County Community College  
Hudson Valley Community College  
Jamestown Community College  
Jefferson Community College  
Mohawk Valley Community College  
Monroe Community College  
Nassau Community College  
Niagara County Community College  
North Country Community College  
Onondaga Community College  
Orange County Community College  
Rockland Community College  
Schenectady County Community College  
Suffolk County Community College  
Sullivan County Community College  
Tompkins Cortland Community College  
Ulster County Community College  
Westchester Community College

<sup>1</sup>The Health Sciences centers at Buffalo and Stony Brook are operated under the administration of their respective University Centers.

<sup>2</sup>While authorized to offer such baccalaureate and master's degree programs as may be approved pursuant to the provisions of the Master Plan, in addition to the associate degree, the Fashion Institute of Technology is financed and administered in the manner provided for community colleges.





## GLOSSARY OF TERMS

This catalog provides our students with a resource of information pertaining to the program requirements and College policies and procedures about academic and student services the College offers. This section identifies and defines college terms that will help students gain a full understanding of the information within our catalog.

**Academic Dismissal:** Students who have received a warning or probation semester and who failed to meet standards again will be academically dismissed for two semesters. Students interested in returning to the College after two semesters must apply for admission and submit a request for academic probation. Academically dismissed students will not be permitted to enroll until securing academic probation.

**Academic Probation:** Students on Academic Dismissal may file an application for academic probation within the application deadline if they have extenuating circumstances or have taken two or more semesters off from college. Students who are granted academic probation must meet with the Coordinator of Retention to create an Academic Success Plan and will have their enrollment limited to twelve credits.

**Academic Warning:** Students not meeting academic standards for the first time will be placed on academic warning for the following semester. Students will then have one semester to meet the academic standards. Students on academic warning will be limited to twelve credits. Students who do not meet the academic standards at the conclusion of their warning semester will be academically dismissed for two semesters. Students interested in returning to the College after two semesters must apply for admission and submit a request for academic probation.

**ANGEL:** Online Learning Management System. All online and blended learning coursework is done through Angel. Angel is also used in many traditional courses to enhance the learning process and provide resources for students.

**Articulation Agreement:** A formal agreement between Fulton-Montgomery Community College and a baccalaureate degree granting institution. These agreements are established for specific academic programs and depending

on the transfer institution, may assure transfer with junior standing upon completion of the appropriate coursework and achievement of a minimum grade average.

**Associate Degree:** A title conferred on a student signifying completion of a two-year program comprised of program defined credit hours.

**Attendance:** Students are expected to be present and on time for all scheduled classes and laboratories. In cases where a student is tardy or absent, the student is responsible for materials or assignments presented in his/her absence. The degree to which attendance affects a student's final grade will be determined by the individual instructor and stated in the course syllabus.

**Audit:** Enrolling in a course without earning credit or a grade.

**Bursar's Office:** The Bursar's Office is responsible for the invoicing and subsequent collection of tuition, fees, and other related college charges. The Office is also responsible for the disbursement of State and Federal financial aid as governed by the appropriate regulation. In addition, the Office issues student refunds, collects Certificates of Residence, and partners with the bookstore to allow students to charge books using the student's actual financial aid award. In addition, the Bursar's Office is responsible for the collection of monies owed by financially-delinquent students and works with an outside collection agency to provide arrangements for these collections.

**Certificate:** A document issued to a student signifying completion of a specific series of skill courses.

**Certificate of Residence Form:** Form used to verify that a student is an In-State resident, eligible for in-state tuition rate. The student is required by New York State Education Law-6305, to submit a valid Certificate of Residence



form each academic year, from their home county. Fulton/Montgomery County residents may complete and have it notarized at the Bursar's Office, located in the Administration Bldg (A-107).

**Change of Major:** The process of changing a student's matriculation in one program to a different program. A student should initiate the change by contacting his/her current academic advisor, located in the Student Development Center.

**College Store:** Located in the Lower Level of the College Union building, the bookstore provides a place where textbooks, school supplies, clothing, snacks and FM gear may be purchased.

**College Union:** The campus building which houses the college store, student lounges, the cafeteria, student activities office and student government office. Many programs and activities meet in the college union.

**Common Hours:** Times during the week when no classes are held. These hours are used for student activities, and for SGA, faculty, committee and club meetings. At FM, common hours are Monday, Wednesday and Friday 12:00 p.m. – 1:00 p.m., Thursday 12:30 p.m. – 2:00 p.m. and Friday, 3:00 p.m. – 4:30 p.m.

**Course Description:** Located in the back of the catalog, the course description tells the student what is taught in the course, and identifies any prerequisites for the course.

**Course Fees:** Course fees are assessed for courses that offer various types of labs, special equipment, and/or support services. This includes traditional lab arrangements associated with science and technology courses, as well as the computer labs and Peer Tutor Program, which the College makes available as support to many courses in the Business, Technology, and Liberal Arts areas.

**Course Load:** The number of courses or credit hours taken in a given semester.

**Course Withdrawal:** If a student is unable to complete a course, for whatever reason, the student must withdraw from the course within the published date guidelines or

risk receiving a grade of "F" for the course.

**Credit-Equivalent Hours:** Credit-equivalent hours are for remedial, non-degree coursework such as ESL preparatory courses. Fifteen hours of instruction is equal to one, credit-equivalent hour. These courses may not be used as electives toward graduation and may not be substituted for any English requirement of any curricula. The same tuition charges as credit-hour courses apply. The letter "E" is used after the final grade to designate a Credit-Equivalent course.

**Credit Hours:** The number of credits associated with a course; sometimes, but not always equal to clock hours spent in class. Sometimes referred to as semester hours.

**Degree Works:** Degree Works is a powerful and comprehensive degree auditing program adopted by FM to provide students with the ability to review their academic coursework, course completion, and progress toward graduation.

**Distance Learning:** Courses delivered online via the Internet. Most courses are delivered completely online, while some courses include a mix of online and traditional classroom instruction. A computer with an up-to-date Internet browser and Internet access is required. The Evans Library provides an open computer lab during published business hours.

**Drop/Add:** The procedure utilized when a student decides to change his/her schedule, after the initial registration, by dropping or adding a course without academic penalty.

**Dual Admission:** An agreement between FM and another college which provides for admission to both FM and the partner institution at the same time for individual programs at each institution. A student enrolls at FM for the first two years of the program and transitions seamlessly to the partner institution for the second two years of the program, as long as the student maintains the academic progress specified in the agreement.

**Elective Course:** A major requirement which a student may choose to take from a number of possible courses, as distinguished from specific required courses.



**Experiential Credit:** Experiential Learning Credit may be awarded for non-collegiate life experience that is educationally relevant and is equivalent to course content according to specific criteria. Students are responsible for documenting the experience and should contact the Academic Dean's office for further information no later than mid-term of the semester prior to the one in which credit is given.

**FAFSA:** The Free Application for Federal Student Aid (FAFSA) is a form that must be completed annually by current and prospective college students to determine their eligibility for student financial aid (including the Pell Grant, Federal Student Loans and Federal Work-Study).

**FERPA:** The federal Family Educational Rights and Privacy Act (FERPA) of 1974 concerning access to and confidentiality of students' educational and related records.

**Financial Aid:** Grants, loans, and scholarships available to assist students with paying the costs of attending college. Students must be matriculated and in good academic standing to receive financial aid.

**Full-time Student:** A student enrolled for 12 or more credit hours per semester.

**General Education Coursework:** Courses which represent the common areas of knowledge and skills that pertain to educated persons and those which offer a coherent and broadly comprehensive academic foundation.

**Good Academic Standing:** The status of a student who has met or exceeded the requirements specified in the Academic Standards. A student must be in good academic standing to be eligible for financial aid, intercollegiate athletics, and other campus activities.

**In-State Resident:** A legal resident of New York State for a minimum of one calendar year. Student must submit a valid Certificate of Residence form, from their home county, each academic year in order to receive in-state tuition rate.

**Institutional Credit:** Institutional Credit courses are designated by course numbers below 100. Institutional Credit

courses will not be counted in the semester credits earned in the Grade Point Average. These courses will not be used to fulfill degree or certificate requirements. The # symbol is used after the mid-term and final grade to designate an Institutional Credit course.

**Major:** A set of courses which awards a certificate or associate degree with the purpose of preparing a student to enter the work world immediately or to transfer to a degree program at another college.

**Matriculated Student.** A matriculated student has been accepted for admission to the College, has registered in a major and is pursuing courses toward a degree or certificate. Students must maintain good academic standing to keep their matriculated status.

**Mid-Term Grades:** Mid-term grades are indicators of a student's progress. Mid-term grades are not recorded on official transcripts.

**MyFM:** FM's Student Services Portal which contains links to the various Web-based services available to students.

**Non-Matriculated Student:** A non-matriculated student is one who has not yet been accepted for admission to the College or has lost matriculated status by not enrolling in coursework for one term. Courses taken by a non-matriculated student may later count toward a degree, however, the student will not be eligible for financial aid.

**Notice of Admission:** Upon applying to FM, students will be notified in writing of their admission to the College. Notice of Admission to the College does not guarantee admission to programs requiring a separate application for competitive admission.

**Online Registration:** FM's implementation of Web-based registration for credit courses. Currently registered students can access online registration through the MyFM portal.

**Out-of-State Resident:** Legal Resident of a state other than New York. Student pays out-of-state tuition rate.

**Part-time Student:** A student enrolled for fewer than 12 credit hours per semester.



**Prerequisite Course:** A course that a student must successfully complete before enrollment in a particular subsequent course.

**Registered Student:** A registered student is one who has scheduled classes.

**Registrar's Office:** The Registrar's Office, located in the Administration Building, room A-109, maintains the official academic record of each student. The Office is responsible for: the clearance of all students for course registration; registration of part-time, self-advised students for credit-bearing courses; collection of grades from instructors and recording them on student transcripts; collection of immunization records; issuance of academic transcripts and immunization records upon student request; coordination of the evaluation and recording of transfer credit from documents issued by other institutions; review of student credentials for graduation; certifying student enrollment; and processing changes of name or address.

**Satisfactory Academic Progress (SAP):** The status of a student who has met or exceeds both the qualitative and quantitative measurements of academic progress according to the Academic Standards. A student must meet the Satisfactory Academic Progress requirements to be eligible for financial aid.

**Student Development Center:** The Student Development Center is located near the classroom building and houses the career center and academic advisement offices.

**Technology Fee:** The Technology Fee supports development, implementation, and access to campus-wide facilities and services.

**Total Withdrawal:** The procedure whereby a student may withdraw from all coursework. The withdrawal process must be started at the Student Development Center and finalized through the Provost and Vice President for Academic Affairs. A student who withdraws and then desires to return in a subsequent semester must reapply to the College.

**Transcript:** A student's official academic record maintained

by the Registrar's Office. It shows all academic work attempted and grades earned, as well as transfer credits accepted from other schools.

**Transfer Credit:** Credit from coursework taken at a previous institution which is accepted toward a degree requirement at Fulton-Montgomery Community College. Transfer credit is not used in computing the student's grade point average at FM.

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