FULTON-MONTGOMERY COMMUNITY COLLEGE

JOHNSTOWN, NEW YORK

Catalogue 1973-1974

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STATE UNIVERSITY OF NEW YORK

"The State University of New York, with more than 320,000 students on 72 campuses from Suffolk on Long Island to Fredonia in the West, stands proudly as an institution unparalleled in its development, unique in its diversity and increasingly looked on as a model of what the public university of the future must become."

In this manner, Chancellor Ernest L. Boyer, at his inauguration, described the State University of New York-The World's largest university.

Since its founding in 1948, the State University has grown from 29 supported but uncoordinated campuses into an organized system of higher education comprising 72 institutions.

Specifically, the University encompasses four University Centers (two of which, Buffalo and Stony Brook, include Health Science Centers); two Medical Centers; 13 Colleges of Arts and Science; a non-residential college; three Specialized Colleges; six Agricultural and Technical Colleges; five Statutory Colleges; and 38 locally sponsored Community Colleges. Together, they offer students a choice of more than 3,100 academic specializations, representing more that 1,500 different degree programs. Twelve of the campuses offer graduate study at the doctoral level, 22 at the master's level.

Diversity at the State University is further emphasized by its innovative approaches to education. Empire State College, the 72nd and newest institution, is a non-residential college whose students earn degrees without being attached to a specific campus or having to enroll in traditional courses. Its coordinating center at Saratoga Springs reaches out to students through Regional Learning Centers which will be opened, eventually, at 20 locations throughout the state. In another approach, Utica/Rome College of Arts and Science, presently located in temporary facilities in Utica, is designed exclusively for junior and senior students and for those seeking master's degrees.

Ultimately responsible for the decisions which have led to the growth and diversity of the State University is its Board of Trustees. Appointed by the Governor, the Board determines the policies to be followed by all state-supported institutions of higher education, with the exception of senior colleges of the City University of New York. The Board's policies are administered by the Chancellor, the chief executive officer of the university.

While the 38 community colleges have their own local Boards of Trustees and the state pays up to 40% of their operating costs, these two year colleges operate under the University program.

It is a program which the trustees and the Chancellor base on a fundamental principle and one which draws the vast and complex campus system into a single university: The improvement and extension of educational opportunities to citizens throughout the state.

The State University motto asserts that principle, "Let Each Become All He Is Capable of Being."

GREETINGS FROM THE PRESIDENT:

For the reader who knows what to look for, a college catalog is a revealing document. Read carefully; it brings to light the college's unique benefits and its differences.

Not so readily revealed in Fulton-Montgomery's brief catalog are such significant factors as the broad representation of men and women of various backgrounds in the student body; the large percentage who go on to further study and who perform well; the small size of classes which assures depth and intensity in the learning process; the atmosphere of ready cooperation which marks a friendly campus; the faculty and students as participating members together in a community engaged in discovery, analysis of facts, development of wisdom, and resolution of problems.

To help prospective students form some realistic expectations of life and opportunities at Fulton-Montgomery, we have published a variety of material in this catalog. We hope that this material will help you to determine whether this is a place where you can feel comfortable and challenged, a college where your expectations can be satisfied and extended.

Hadley S. DePuy
President of the College

Academic Year 1973-1974

Aug. 15	Final date for acceptance of applications for Fall 1973 Financial Aid.
Aug. 24	Last day to pay fees by mail; Valid Certificate of Residence Required.
Sept. 4	Testing for new students not pre-registered in summer
Sept. 5	Registration for all returning students not pre-registered
Sept. 5	Orientation for new students
Sept. 6	Last date to pay tuition and fees without penalty
Sept. 6	Registration for all new students not pre-registered
Sept. 7-14	Late-payment period; fees subject to Late-Payment Penalty of $10
Sept. 7	Classes begin
Sept. 14	Last day to apply for full or part-time study for Fall 1973
Sept. 14	End of late registration; last date to add courses.
Sept. 14	Last date to pay fees for Fall 1973; fees subject to Late Payment Penalty. No refunds after this date.
Oct. 12	Last date for dropping courses without academic penalty
Oct. 22	No classes, Veterans Day
Oct. 26	Mid-Term grades due
Nov. 5-16	Advisement and pre-registration for Spring 1974
Nov. 21	Classes end 10 P.M., Thanksgiving Recess
Nov. 23	Final date for acceptance of applications for Spring 1974 Financial Aid
Nov. 26	Classes resume
Dec. 17	Classes end
Dec. 17	Last date to apply for degrees to be awarded June 2, 1974
Dec. 18-21	Final Exams
Dec. 26	Final Grades Due
Jan. 3	Mid-Winter Term begins. Registration and payment of fees. No refunds after this date.
Jan. 11	Last date to pay fees for Spring 1974 by mail
Jan. 11	Final date for acceptance of applications for Fall 1974 Nursing Program.
Jan. 23	Mid-Winter Term ends.

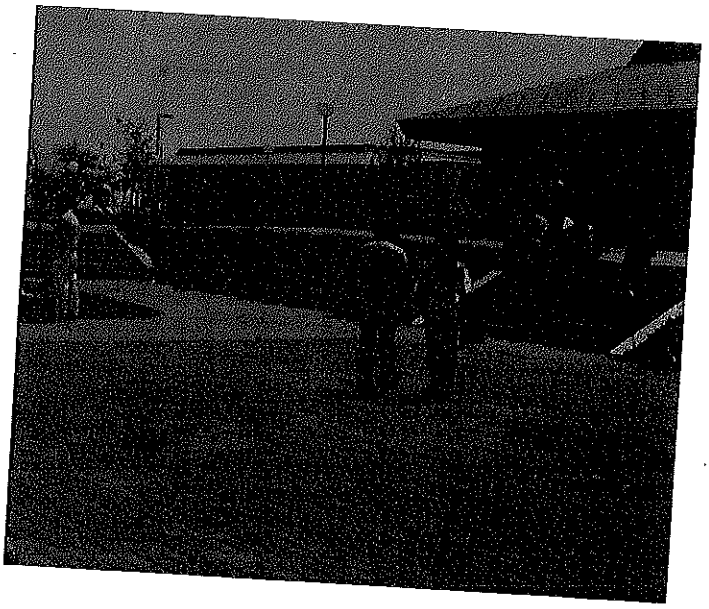
Jan. 24	Registration for students not pre-registered. Last date to pay tuition and fees without penalty. Orientation of new students.
Jan . 28	Classes begin
Jan. 25-Feb. 1	Late payment period, fees subject to Late Payment Penalty of $10
Feb. 1	Last day to apply for full-or part-time study for Spring 1974
Feb. 1	Last date to pay fees for Spring 1974, fees subject to Late Payment Penalty. No refunds after this date.
Feb. 18	No classes, Washington's Birthday
Mar. 1	Last date to drop courses without academic penalty
Mar. 28	Mid-term grades due
April 11	Advisement and pre-registration for Fall 1974. Classes End; Spring Recess
April 22	Classes resume
May 17	Classes end
May 20-23	Final Exams
June 2	Commencement
June 7	Final day to register without payment of Late Payment Fee of $10 for first week and evening summer session.
June 10	Classes begin for first 5 week and evening summer session
June 14	Last day to withdraw from first 5 week summer session without academic penalty
June 21	Last day to withdraw from evening summer session without academic penalty
July 12	Final day to register without late registration fee payment of $10 for second 5 week summer session
July 12	Final day of classes for first 5 week summer session
July 15	Classes begin for second 5 week summer session
July 19	Last day to withdraw from second 5 week session without academic penalty
Aug. 2	Final day of classes for evening summer session
Aug. 16	Final day of classes for second 5 week summer session
Aug. 16	Last date to apply for Financial Aid for Fall 1974

FULTON-MONTGOMERY COMMUNITY COLLEGE

The Charter for Fulton-Montgomery Community College was approved by joint resolution of the Boards of Supervisors of Fulton and Montgomery Counties on March 21, 1963. The College was established under the provisions of New York State's Community College Law as the 27th two-year institution in the State University System. Its goal was to meet local needs through low-cost, close-to-home, educational programs.

Fulton-Montgomery Community College began operation in September, 1964, after the College Board of Trustees accepted the use of the former Johnstown High School building until completion of a permanent campus. As enrollment increased and new academic demands had to be met, other temporary facilities located in Johnstown were also used by the College.

Striving to meet as many of the local needs as possible, the College decided to offer programs in Engineering Science, Electrical Technology, Accounting, Business Administration, Business Data Processing, and Secretarial



Science to go along with an extensive liberal arts program.

In 1969, the College was moved to a 194-acre campus. Additional curriculums in Nursing, Police Science, and Occupational Education have been added. As one of 38 locally sponsored colleges in New York State, Fulton-Montgomery Community College has expanded its extension, evening, and summer session programs and has extended college experience to all age groups through non-credit courses.

OBJECTIVES

Through its programs, Fulton-Montgomery Communtiy College attempts:

1. To provide two years of college education in the arts and sciences leading to an Associate degree. Graduates, who wish to, may transfer to other institutions to pursue further education.

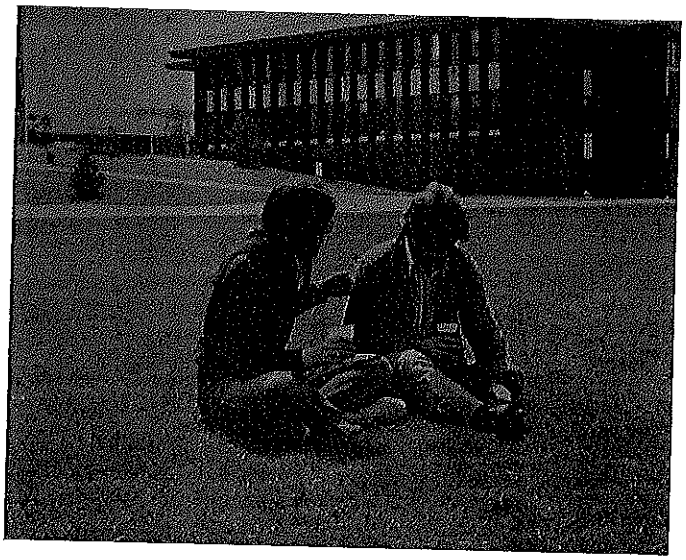
2. To provide Associate degree programs leading to employment in specific technologies. Such programs also provide exposure to the natural sciences, social sciences, and to the humanities.

3. To provide appropriate career programs leading to a certificate of completion.

4. To provide opportunities for growth in academic areas and for training in specific career skills for the people of the community through extension programs.

5. To initiate, to support, and to provide cultural and intellectual activities for citizens of the community.

6. To provide counseling, activities, and services which will assist students and others in the community.



LOCATION

Fulton-Montgomery Community College is situated halfway between Johnstown and Amsterdam in the Mohawk Valley at the foothills of the Adirondack Mountains.

This location offers a unique variety of cultural, historical and recreational activities. Albany, the State Capitol, is located approximately 40 miles east of the campus.

THE CAMPUS

Fultón-Montgomery Community College moved to its present 194-acre rural site in January of 1969. In addition to the outdoor athletic fields, the facilities of the College consist of five contemporary buildings: The College Union, Learning Resources Center, Classroom Building, Physical Education Center, and the Administration Building.

The College Union houses the offices of the Acting Dean of Students, Director of Student Activities, the Bookstore, offices for student organizations, the cafeteria, individual dining room for small group meetings, game rooms, lounges, and areas for conferences, displays and exhibits.

The Learning Resource Center accommodates the Media Center and Library where approximately 40,000 volumes and periodicals are housed.

Study carrels, access to the College's Learning Laboratory, conference rooms, and Audio-Visual laboratory provide the College with an excellent learning facility.

The Physical Education Center includes a regulation size swimming pool, gymnasium, multi-purpose room, physical conditioning room, training room, and other physical education facilities.

The Classroom Building has many teaching stations, including rooms equipped with audio-visual equipment and closed cirucit T.V., a language laboratory, science laboratories, lecture halls, faculty offices, conference rooms and student study carrels.

The Administration Building contains all administrative offices: Offices of the President, Assistant to the President, Dean of Continuing Education, Assistant Dean for Community Relations, Admissions and Financial Aid Office, Registrar and Student Records, and Business Office.

ALUMNI ASSOCIATION

The Alumni Association was formed to foster a continuing relationship among Fulton-Montgomery Community College students after graduation and to sustain a lasting relationship between the graduate and the College. The Community Relations Office conducts follow-up studies on former students, and works with Alumni Association representatives in developing policy and activities for the Association.

OFFICE OF COMMUNITY RELATIONS

Fulton-Montgomery is also a community college in the sense that its facilities are available to residents of the local area for their recreational and non-profit business use. The Office of Community Relations assists individuals and non-profit groups in the community in the scheduling of college facilities and planning of non-college events during the year.

The Office of Community Relations also provides a Speakers Bureau and acts as a clearing house for information on the College. Additionally, the Assistant Dean for Community Relations is the public relations officer of the College, and in that capacity deals with local media on coverage of College events, official announcements, and advertising of College programs.

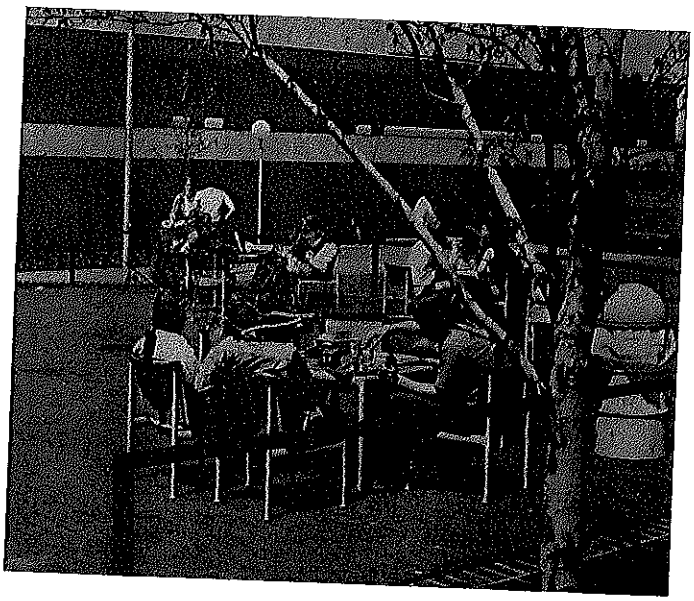
THE ENRICHMENT CENTER

Located on the second floor of the Library, the Fulton-Montgomery Enrichment Center is an educational service operation sponsored jointly by thirteen local public school districts, two parochial schools, Fulton-Montgomery Community College, and the Federal government. Services provided include In-Service Education, Multi-Media materials and equipment, curriculum guides and teacher-prepared materials, interschool delivery and consultant services. The Enrichment Center also serves as a liaison with State University College at Oneonta and Russell Sage College for the offering of graduate courses on the Fulton-Montgomery Community College campus.

ACCREDITATION

Fulton-Montgomery Community College is accredited by the Middle States Association of Colleges and Secondary Schools, and all its programs are registered with the New York State Department of Education. The College is authorized by the Board of Regents of the University of New York to confer upon its graduates the degrees of Associate in Arts, Associate in Science and Associate in Applied Science.

All programs are approved for the training of veterans under the various public laws and the College is approved for the holders of New York State scholarships.



ADMISSIONS

Fulton-Montgomery Community College, with a total full-time equivalent enrollment of about 1000, has the capacity to provide higher education within the curricula offered at the College to students of any academic background.

The College has an open-admission policy. This means that Fulton-Montgomery will accept as a member of its student body any person having a high school diploma or a General Educational (equivalency) Diploma. High school seniors are accepted tentatively pending completion of their graduation requirements. Although acceptance to the College is automatic under the above conditions, several curricula have prerequisites which must be met prior to entrance into that particular course of study. The College does not require RSE, ACT or SAT scores of its applicants.

There are several catagories of student whose admission deserves special mention:

Early Admission

High school seniors who are recommended by their guidance counselor or principal may study at the College either on a part-time basis or a full-time basis during their senior year. In this way, students are able to study on the college level while completing their high school graduation requirements.

International Students

International students are admitted via consensus of the International Student Admissions Committee. A minimum score of 500 on the TOEFL, as well as financial solvency, is required for admission. It is helpful, although not required, if the applicant has an American sponsor.

Students Not Possessing A High School Diploma or the Equivalent

Any student not possessing a high school diploma or the equivalent may obtain an equivalency diploma without examination by successfully completing 24 semester hours of college courses toward a certificate or a degree.

Veterans

Although there is no special application procedure for veterans, there are several programs which provide invaluable assistance to the veteran who wishes to continue his education.

Fulton-Montgomery is an approved institution in the Veterans Outreach Program and also is a participant in the Tutorial Assistance Program.

Veterans should consult their area Veterans Assistance Center for information on educational benefits.

Transfer Students

The application procedure for students transferring to Fulton-Montgomery from another college parallels that for entering freshmen, with one exception. Transfer students must have a copy of their collegiate grades sent to Fulton-Montgomery. It will be evaluated, and the student will be notified of credit which has been transferred.

Transfer Credit

Fulton-Montgomery Community College will grant credit to students for work taken at other colleges under the following conditions: The college must be recognized as an institution of higher education by its listing in the *Education Directory*. Courses accepted for transfer must be consistent with the program for which the student has registered at Fulton-Montgomery Community College and in which the student has received the equivalent of a "C" grade or better. These credits may be applied towards an Associate degree, but will not affect the student's grade-point average at Fulton-Montgomery Community College. Fulton-Montgomery Community College will also accept for credit the College Proficiency Examinations and the College Level Examination Program exam results, again, when they are consistent with the student's choice of program at Fulton-Montgomery Community College. Credit for service experiences, when it can be substantiated and evaluated and when the experience is applicable to the student's program, can also be used to meet the requirements of an Associate degree.

One-Plus-One

Beginning the Fall 1973 semester, Fulton-Montgomery Community College, in cooperation with the State Univer-

sity Agricultural and Technical College at Cobleskill, will offer four "one-plus-one" programs in the following areas:

Science Laboratory Technology (Environmental Health Concentration)
Science Laboratory Technology (Allied Health Concentration)
Food Service Administration
Floriculture and Nursery Management

In this type of program, a student spends his first year at Fulton-Montgomery taking prescribed courses in the program of his choice.

Upon successful completion of this first year, transfer to Cobleskill in that program is guaranteed, and the final year of study is done at Cobleskill. Housing at Cobleskill is also guaranteed.

Police Science

In this program a student spends his first year at Fulton-Montgomery Community College taking the one year Police Science program. Upon successful completion of this first year, the student may transfer to Hudson Valley, Mohawk, or Schenectady Community colleges for their final year of study.

Applicants should use the standard State University of New York Application. Since the first year of study is done at Fulton-Montgomery, the application should be directed to that College.

Please contact the Director of Admissions for more detailed information on these areas of special admission.

APPLICATIONS

Full Time

All students who plan to study full-time are required to file formal application with the College. Fulton-Montgomery uses the standard State University of New York application for this purpose. Application materials may be obtained from either the College, or, in New York State, from the applicant's high school guidance office.

Part Time

Part-time students who have accumulated 12-15 semester hours are urged to matriculate (designate their choice of curriculum). To do this, the student must file formal application with the College.

Typically, in this case application materials (standard State University of New York application) are obtained from the Admissions Office of the College.

Part-time students who wish to study during the day but do not wish to matriculate are asked to contact the Admissions Office so that a file can be established for them.

Applications for any given semester are accepted up to and including the first week of classes.

ADVANCED PLACEMENT AND SPECIAL PROGRAMS

The College accepts applicants through the State University Admissions Assistance Centers, the Upward Bound Program, and the Educational Opportunity Program. Further, Fulton-Montgomery participates in both the College Level Examination Program and the College Proficiency Examination Program, awarding proficiency credit for successful completion of examinations whose content parallels courses offered at the College.

ACCEPTANCE

Applicants may expect to receive tentative acceptance to the College within several weeks of initiation of the application procedure. Acceptances are mailed within a short time of the receipt of the application, in every instance except Nursing. Nursing acceptances are sent as a group in early Spring.

FINANCIAL AID

There are four types of aid available to the student who attends Fulton-Montgomery Community College: Grants, Loans, Work-Study, and Scholarships.

I. GRANTS are gifts to students. There is no pay-back obligation. Fulton-Montgomery Community College has three grant programs.

A. Supplemental Educational Opportunity Grants range from $200 to $1,000 a year. To be eligible, your family's gross annual income may not exceed $9,000.

B. Educational Opportunity Program funds are available only to students who are educationally disadvantaged as well as in need of financial assistance. The maximum grant is $1,000.

C. The New York State Scholar Incentive Awards are available to any permanent resident of New York State who is a full-time student (12 semester hours) at a college within the state. The awards range from $100 to $280, depending upon financial need.

II. LOANS may be borrowed in order to attend college. They must be repaid after the student terminates study.

A. National Direct Student Loans, sponsored by the Federal Government, are available to students who are registered for a minimum of six-semester hours. The loans are repayable at 3% interest beginning 9 months from the time the student terminates study.

B. Nursing Student Loans are available to full-time students registered in the nursing program. These loans are repayable at 3% interest beginning 9 months from the time the student terminates study.

C. The New York State Higher Education Assistance Corporation sponsors loan programs available at your local bank. Repayment at 7½% interest beginning 9 months from the time the student terminates study.

D. Short-Term Emergency Loans are available to students. There are no interest charges on these loans, which are typically taken on a monthly basis. However, other arrangements regarding time of repayment can be made.

III. WORK-STUDY programs enable students to work part-time while studying. Two types of work opportunities are available at Fulton-Montgomery.

A. The College Work-Study Program provides on-

and off-campus employment for full-time students who demonstrate financial need. In this program, students may work up to 15 hours a week.

B. Part-time jobs are available on campus and in the neighboring communities. The Office of Financial Aid assists students in finding part-time jobs.

IV. SCHOLARSHIPS are available to students who have demonstrated academic success in secondary school and show promise of a strong performance in college. Fulton-Montgomery has several types of scholarships available to students.

A. Nursing Scholarships are available to full-time nursing students.

B. Presidential Scolarships are $500 grants awarded to at least five permanent residents of Montgomery County and a minimum of five permanent residents of Fulton County. To be eligible a student must demonstrate financial need as well as academic ability and positive school citizenship.

C. All-County Scholarships are $250 grants awarded to a minimum of one person from each town and ward in Fulton and Montgomery Counties. Financial need and high school achievement are considered important criteria in awarding the scholarships.

D. Other Scholarships. There are other state, federal, and private scholarship programs available to students. There are special programs for the gifted, the disadvantaged, the handicapped, veterans, and the dependents of disabled veterans.

TYPICAL STUDENT BUDGET FOR FULL ACADEMIC YEAR

	LIVING IN AN APARTMENT	LIVING AT HOME
Tuition*	$ 480.00	$ 480.00
Fees*	67.00	67.00
Room (estimated)	550.00	
Board (estimated)	750.00	
Lunches (estimated)		100.00
Books, Supplies, Uniforms, etc. (est.)	150.00	150.00
Personal Expenses (estimated) (clothing, recreation, etc.)	300.00	300.00
Transportation (estimated)	300.00	200.00
Estimated Total Student Budget for Full Year	$2,597.00	$1,297.00

* Out-of state residents are required to pay additional tuition of $480 per year.

* Tuitions and fees subject to change by action of the College Board of Trustees.

FINANCIAL INFORMATION

TUITION*	
New York State Residents**	
Full Time (each semester)	$240.00
Part Time (each semester and mid-winter term) per credit hour	20.00
Non-Residents	
Full Time (each semester)	$480.00
Part Time (each semester and mid-winter term) per credit hour	40.00
FEES*	
Student Activity Fee (full-time student, each semester)	$ 30.00
Student Activity Fee (part-time student, each semester)	6.00
Student Insurance Fee (per year)	6.50
Graduation Fee (final semester only)	9.00
Late Registration Fee (see College calendar)	10.00
Application Fee (non-refundable; payable to State University of New York)	5.00

* Tuition and fees subject to change by action of the College Board of Trustees.

** Residents of New York State must file a Certificate of Residence. (These will be supplied to admitted students who are residents of New York State.)

REFUND POLICY
ANY REGISTERED STUDENT:

A. Dropping all courses, FORMALLY WITHDRAWING, prior to the first day of classes will receive a full refund of all tuition and fees paid, except the $25.00 Tuition Deposit which is non-refundable.

B. Dropping or adding any part of his or her course load prior to the first day of classes will be charged tuition and fees computed only on the adjusted course load.

C. Dropping a part of the program for which the student registered or formally withdrawing from the College during the first week of class, will be liable for the tuition and fees payable for the program for which the student registered. In addition, the student will be charged 25% of the difference between the tuition payable on the original program and the tuition payable on the new program.

   NO ADJUSTMENT IN FEES WILL MADE DURING THE ABOVE PERIOD.

   No change in course load will be permitted after the first week of classes.

ANY PAYMENT IN EXCESS OF THE ABOVE COMPUTATIONS WILL BE REFUNDED BY THE BUSINESS OFFICE AS SOON AS POSSIBLE.

ADVISEMENT AND PRE-REGISTRATION

In order to ensure individualized and proper placement of persons in courses within their chosen curriculum, students are asked to attend an advisement and pre-registration session prior to the beginning of classes. This affords the student an opportunity to sit with one of the College's academic advisors, who will help the student clarify his educational future in terms of interests, abilities, and College offerings. Students are urged to meet with their advisors. In addition to his faculty advisor, the College offers counseling and testing services for vocational, social, or emotional problems.

CONTINUING EDUCATION

The Continuing Education Division provides an opportunity for individuals who desire to continue their education but are unable to attend college on a full-time basis. Many students intend to seek associate degrees, while others elect to take credit or non-credit courses for purposes of individual growth, professional advancement, and cultural enrichment. These courses are offered at the campus on week-day evenings, as well as at various off-campus locations at selected times.

Credit Courses

Credit courses are offered in liberal arts, business, and technical areas. These courses may be credited towards an Associate Degree provided the other requirements of the College are met, including the filing of a formal application for admission to degree status. Application forms may be requested from the Director of Admissions.

Students who have been dismissed from the College for academic reasons cannot be admitted to the Continuing Education Division for at least one semester. These students, when admitted to the Continuing Education Division, must apply for re-admission in order to be reinstated as degree-seeking students.

Non-Credit Courses

A variety of non-credit short courses, seminars, workships, and full-term courses are offered on a continuing year-round basis for area residents wishing further training and education. Examples of such courses include preparation for licensing and certification, as well as programs in the general services and industrial-business areas; courses dealing with recreation and hobbies are also offered.

Publicity concerning these non-credit courses is released periodically throughout the year, and inquiries concerning them are welcomed.

Summer Sessions

The Continuing Education Division also administers a total of three separate course sessions at the campus each

summer. Courses may be used for credit either at the College or transferred to other institutions.

For further information write or call the Division of Continuing Education.

WINTER TERM

After years of planning, Fulton-Montgomery Community College held its first winter term during the first three weeks of January 1973. Without a doubt, the winter term transformed the month of January into a totally new experience for the college community.

The philosophy of the winter term is to allow a high degree of concentration in a specific field while, at the same time, relaxing the usual classroom atmosphere. The professors and students become aware of each other as individuals entering into study not usually undertaken during the regular semester.

Application of the mind is further stimulated by the fact that most Winter Term courses carry useful semester-hour credit.

The Winter Term is a voluntary three-week period, when the student may undertake study in a subject of his choice for his enjoyment, at the same time earning credit towards a degree.

Tuition fees for the winter term are $20.00 per semester hour plus additional expenses incurred by the particular course taken. (e.g. travel, equipment, books.)

The 1973 Winter Term offered a great variety of courses, both credit and non-credit. A sample of some courses offered are: How Computers Do It; New Directions: An Analysis Of Change In Social Institutions; Community Power Structure: Human Potential Seminar; Beer and Wine; The Art Of Loving; The Art Of Film: Appreciation and Criticism; and an Undersea Scuba Excursion in Florida.

The Winter Term in 1974, no doubt, will offer unique and exciting courses that will interest the whole college community. It is strongly urged that all students and members of the community consider participating in this most interesting and exciting month of study.

Attention Veterans: In order to continue receiving V.A. Benefits, all veterans must take a 3-semester hour course during the winter term.

MATRICULATION OF STUDY

Depending on the program desired, students may begin full-time or part-time study at the College in September, January, or during the summer sessions. Persons wishing to begin their studies during the summer months should contact the Office Of Continuing Education at the College. It should be noted that some of the programs offered at the College may be entered only in the Fall. Students desiring to participate in Fulton-Montgomery's three-week winter term, should contact the Admissions Office for further information.

ACADEMIC REGULATIONS

Grade Point

The progress of students at the College is indicated by the grades received in each course. The following system is used:

Grade		Grade Points
A	Excellent	4
B	Very Good	3
C	Average	2
D	Passing	1
F	Failing	0
S	Satisfactory	0
U	Unsatisfactory	0
I*	Incomplete	0
W	Withdrawal	0

The grade-point average is computed by multiplying the grade points earned in a course by the number of credit hours for the course, adding these products for each course and dividing by the total number of credit hours.

*A grade of "I" indicates that, at the end of the course, some of the requirements were not completed by the student due to circumstances beyond his control. These requirements must be completed in the following semester or the grade of "I" automatically becomes "F".

COMPUTATION OF GRADE-POINT AVERAGE

Students who have been dismissed for academic reasons and who have been re-admitted to the college after the minimum of one intervening semester, or students who withdraw voluntarily and return after a minimum of one intervening semester, will have the option, under the conditions listed below, of applying to the Dean to have unsatisfactory grades ("D's" and "F's") deleted from the computation of their cumulative index with the knowledge that courses so deleted will not be applicable towards credit for a degree: A) They must complete two semesters of full-time work, or reach a sufficient number of hours to satisfy degree requirements in their second period of study. B) The cumulative average for those two full-time semesters must be satisfactory (1.75 or better). If the student meets the above conditions, the unsatisfactory grades ("D's" and "F's") from his first period of study, which he chooses to omit from his cumulative index computation, will be asterisked and a notation made on his record that those grades were not counted in calculating his final quality-point index, and those courses were not to be counted towards the degree.

G.P.A.

A student's standing in the College is determined by his cumulative grade-point average. Students whose grade-point average is unsatisfactory will be placed on probation. The minimum satisfactory averages at the end of each semester are:

First Semester	1.50
Second Semester	1.75
Third Semester	1.90
Fourth Semester	2.00

A student who has been placed on probation for two consecutive semesters will not be eligible to continue at the College. Students who do not attain a grade-point average of 1.00 or higher in any one semester are also ineligible to continue at the college.

Probation

A student otherwise eligible for dismissal shall be placed on extended probation if either of the following conditions occur:

1. If in the student's second consecutive semester with an unsatisfactory cumulative index, he attains for that semester an index of 2.00 or greater, or
2. If he has completed 54 semester hours successfully and has a cumulative index of 1.80. In this case, probation will be extended for one semester to permit the student to complete degree requirements and to raise his cumulative average.

APPEAL FOR ACADEMIC REINSTATEMENT

A student who has been dismissed for academic reasons has the right to appeal for reinstatement. Such appeals should be addressed to the Chairman of the Academic Standing and Admissions Committee. Should a student desire to appeal, he should consult with his advisor and with either the Chairman of the Academic Standing and Admissions Committee or the Dean for the procedures to be followed.

DEAN'S LIST

In recognition of superior achievement a full-time student who attains in any one semester a grade-point average of 3.20 or better will be placed on the Dean's List.

COURSE LOAD

Normal course load per student is 15 semester hours (5 academic courses) plus physical education. A student who wishes to carry more than the normal course load must have approval from his advisor and the Dean. Such approval will be granted only to those students who have demonstrated superior ability to do college work (3.00 cumulative index, or better) and have legitimate reason for carrying this extra load. In special circumstances when a student going into the last semester needs to carry one additional course in order to meet graduation requirements, permission may be granted by the Dean.

COURSE CHANGES

No new course may be added to a student's schedule after the first week of classes. A course may be dropped from the student's schedule up to the end of the first five weeks of classes without penalty (grade of "W" assigned). In all cases of adding and dropping a course, a Change of Program form must be completed by the student, approved by his advisor, and signed by the instructor in the course who will also put a grade in the appropriate place. No grades are assigned to courses dropped during the first week of classes. After the fifth week of classes a grade of "W" or a grade of "F" must be assigned by the instructor. On completion of the form, it should be turned in to the Student Records Office.

CURRICULUM CHANGES

Students who wish to change from one curriculum to another should consult with their advisor. Should a change to a new program be deemed desirable by the advisor, the advisor should complete and sign the Change-Of-Curriculum form and submit it to the Dean for his approval.

WITHDRAWAL FROM THE COLLEGE

Any student terminating his attendance at the college for any reason other than graduation MUST officially withdraw from the college. Students may complete the withdrawal process by completing the necessary forms in the Office of the Dean of Students.

The purpose of this mandatory withdrawal procedure is twofold:

1. To assist the individual student with immediate problems or concerns utilizing the many college and community resources available to him.
2. To insure that the student's debts and obligations to the college have been fulfilled.

Students who leave the college and do not formally withdraw will be notified by the Dean of Students to do so. Until a student has formally withdrawn and is 'cleared' by the Office Of The Dean Of Students, a 'hold' may be placed on all records, transcripts, and future registration of said student.

The college believes that attendance at this insititution is voluntary and subject to termination by either the institution or the student concerned when the college can no longer serve the needs of the individual. Additionally, the college is concerned that a student who decides to withdraw has a clear understanding of the reasons for his decision and is assisted in formulating future plans that are most beneficial to him.

GRADUATION

To be eligible for graduation, a student must complete a minimum of 62 hours in courses appropriate to his degree with a cumulative average of 2.00 or higher, including two semesters of physical education. The degree requirements for specific programs are listed in the following pages.

GRADUATION WITH HONORS

If a student has completed the requirements for the appropriate Associate degree with a cumulative average of 3.50 or higher, a degree shall be awarded with Honors.

STUDENT RECORDS

Student Records is a service-oriented office. Students come to this office when they have needs or problems concerning transfer, scheduling, grades, transcripts, etc. Listed below are services which may be obtained from this office:

Certification

Many agencies require that a student's enrollment, credit hours, graduation, etc., be certified. We therefore certify such information for the student to the following: Unemployment Agency, Social Security, Selective Service, Institutional Loan Agencies, Business (for employment opportunities), and the Veterans Administration. Certification for Veterans also involves noting any changes concerning their course loads and notifying the VA of such changes; sending in inquiries to the VA when veterans have problems in receiving benefits, and answering questions for the veterans concerning benefits, tutorial assistance, and related affairs.

Transcripts and Records

Official and unofficial transcripts are provided upon the student's written request; these are sent to their colleges as part of our transfer procedures and also sent to businesses and agencies. A student may obtain information concerning his record whenever he wishes. When any additions or changes to a transcript are made, an unofficial copy is sent to the student for his records. Grades are received and mailed to the student from this office.

The first official transcript (an official transcript contains the College seal and Registrar's signature) is provided free of charge; for each additional transcript there is a fee of $1.00 per transcript. There is no charge for an unofficial transcript.

If a change of address, name, or social security number occurs, it is the responsibility of the student to initiate such changes at the Registrar's Office.

Forms - Bulletins - Catalogs

Student Records provides the forms and materials that are necessary for the student: i.e., registration forms, change of curriculum, add-drop, master schedules, copies of individual schedules, course catalogs, and procedural bulletins. Car registration is also handled here and decals are provided for the students. For transfer purposes, students often require information from their records, as well as assistance in filling out the forms. This infomation and assistance is also provided by this office.

Because of the above, and because many of the administrative tasks of this office also affect the lives of the students, they turn to this office for answers and advice concerning their records, transcripts, course requirements, policy and procedures involved with all aspects of Student Records.

TRANSFER AGREEMENTS WITH OTHER COLLEGES

At the present time, many Fulton-Montgomery students who have earned the Associate Degree choose to transfer to either a State or a private four-year school. There they complete the last two years of their education.

By 1974, the State University will guarantee, to any person holding the Associate Degree, transfer and full junior status at some four-year unit of the State University system. This concept is called Regionalism, in part because guaranteed transfer will take place primarily within regions arbitrarily defined by the State University. For the most part, this guarantee is informally in force now.

Students are not guaranteed transfer to all private institutions of higher learning, although many of our graduates successfully complete this transition. As testimony to the willingness with which private colleges receive our students, guaranteed transfer agreements have been reached with a number of institutions including the following:

1. *Belknap College, New Hampshire:* Primarily Liberal Arts, with a possibility of Business areas.
2. *Defiance College, Ohio:* Primarily Liberal Arts.
3. *Milwaukee School Of Engineering, Wisconsin:* Baccalaureate degree in Industrial Management and Engineering Technology (including Electrical, Mechanical, Bio-Environmental and Architectural and Building Construction).
4. *New York University, School of Commerce:* Primarily Business areas.
5. *St. John Fisher, New York:* Primarily Liberal Arts.
6. *Syracuse University School Of Management:* Primarily Business areas.
7. *Thomas College, Maine:* Primarily Business areas.
8. *Union College, New York:* Liberal Arts with emphasis in Mathematics And Science.
9. *University of Tampa, Florida:* Primarily Liberal Arts, Business areas included.
10. *Utica College, New York:* Liberal Arts, Engineering Science, Business areas.
11. *Whittier College, California:* Primarily Liberal Arts.

The Coordinator Of Transfer, as well as the entire counseling staff, is available to aid students in both choosing and transfering to a four-year college.

POLICY ON STUDENT HOUSING

In accordance with State University of New York policy, Fulton-Montgomery Community College does not maintain residential facilities. The college does not assume

responsibility for off-campus living accommodations occupied by students.

The responsibility for securing living facilities is shared by the student and his parents. All arrangements regarding accommodations should be made between the student and his parents and the landlord. We suggest that both student and parents carefully inspect the facilities in which the student will live, and clarify all conditions of occupancy.

The college does maintain, as a service to the students and landlords, a list of accommodations but does not assume any responsibility for this list.

The college does not attempt to approve or inspect these facilities though some facilities have been visited by voluntary citizen's groups concerned with student housing.

We caution all students and their parents that housing is in very short supply. The college has each year had an increasing number of students who require residential facilities. We advise that accommodations be secured as early as possible following the student's admission to the college, but no later than July. The Dean of Students and the Director of Admissions are available to answer questions.

INSURANCE

If you attend Fulton-Montgomery full-time, you will be required to carry Accident Insurance with the College. You will receive up to $500 for medical costs resulting from one accident after you have paid the first $10.00. The annual charge for this service is nominal and is worth the slight added expense. Part-time students may elect this coverage at the prescribed rate. You should report any and all accidents immediately to the College Business Office if you wish to be reimbursed for the expenses you incur.

Coverage is from the first day of the academic calendar through commencement of that academic calendar year. Coverage does not continue throughout the summer. The accident insurance with the College provides 24-hour coverage.

Parents who have a medical policy which covers offspring attending the college should provide them with an identification card in case of any emergency.

IDENTIFICATION CARDS

Students are required to have valid identification cards in their possession while on campus. They will have temporary identification cards issued while waiting for permanent cards to be processed. Students are required to present their identification cards when so requested by an official of the college. Upon withdrawal or separation from the college, the student must surrender his identification card.

If a student losses his identification card, he must report the loss to the College Union Office immediately. Replacement of the lost card will cost the student $1.00. The use of college facilities, including the Library, will be allowed only to those students who present their valid identification cards. The card also serves to admit students to many other college functions and activities.

LIBERAL ARTS (A.A.)
Humanities and Social Sciences

This program is designed primarily for those students who plan to transfer to other colleges in programs leading to their Bachelor's degree. This program should be followed by students interested in advanced study in humanities and social sciences, or in teacher education programs leading to certification by New York State.

FIRST YEAR

First Semester		*Second Semester*	
EN 125 Freshman English	3	EN 126 Freshman English	3
Social Science Elective	3	Social Science Elective	3
Foreign Language	3	Foreign Language	3
Mathematics or Science	3-4	Mathematics or Science	3-4
Elective	3-4	Elective	3-4
Physical Education	1	Physical Education	1
	16-18		16-18

SECOND YEAR

First Semester		*Second Semester*	
Literature Elective	3	Literature Elective	3
Social Science Elective	3	Social Science Elective	3
Foreign Language or Elective	3-4	Foreign Language or Elective	3-4
Mathematics or Science	3-4	Mathematics or Science	3-4
Elective	3-4	Elective	3-4
	15-17		15-17

All students must complete 12 semester hours of English (EN 125, 126, plus six semester hours of Literature, 12 semester hours in Social Science courses, a minimum of 6 semester hours in each of the following: Foreign Languages, Mathematics, Science, and, 2 semester hours of Physical Education, and additional electives to a total of 62 semester hours. At least 48 semester hours must be selected from the area of Liberal Arts and Sciences.

LIBERAL ARTS (A.S.)
Mathematics and Science

This program is designed for students who plan to transfer and continue their studies in programs leading to a Bachelor's degree with particular emphasis on advanced study in the sciences and mathematics. Preparation for the professional fields of medicine and dentistry as well as teaching science and mathematics on the elementary and secondary levels can be initiated with this program.

FIRST YEAR

First Semester		*Second Semester*	
EN 125 Freshman English	3	EN 126 Freshman English	3
*Social Science Elective	3	*Social Science Elective	3
Foreign Language	3	Foreign Language	3
Mathematics	3-4	Mathematics	3-4
Science	3-4	Science	3-4
Physical Education	1	Physical Education	1
	16-18		16-18

SECOND YEAR

First Semester		*Second Semester*	
Mathematics	3-4	Mathematics	4
Science	3-4	Science	3-4
Foreign Language or Elective	3	Foreign Language or Elective	3
Electives	6	Electives	6
	15-17		16-17

All students must submit for graduation a total of 63 semester hours including 12 semester hours in the Humanities (EN 125 and EN 126 and 6 semester hours of a foreign language), six semester hours of social sciences, four courses in mathematics, four courses in sciences, and 2 semester hours of physical education. At least 48 semester hours must be drawn from the Liberal Arts and Sciences.

*Social Science electives may be postponed until the second year.

LIBERAL ARTS (A.S.)
Health Education Option

This program is designed for students who plan to transfer and continue their studies leading to the Bachelor's degree in Health Education. Preparation for advanced studies in Health Education can be initiated from this program.

FIRST YEAR

First Semester			*Second Semester*		
EN 125	Freshman English	3	EN 126	Freshman English	3
	Social Science	3		Social Science	3
	Science or Math	3-4		Science or Math	3-4
HE 135	Personal Health	3	HE 136	Safety & First Aid	3
PE 201	Introduction to H.P.E.R.	3		Elective	3
PE	Activity	1	PE	Activity	1
		16-17			16-17

SECOND YEAR

First Semester			*Second Semester*		
SS 291	General Psychology	3		Social Science Elective	3
BI 181	Anatomy & Physiology	4	BI 182	Anatomy & Physiology	4
	Humanities Elective	3		Humanities Elective	3
HE 235	Community Health	3		Health Elective	3
	Elective	3		Elective	3
		16			16

Sixty-four semester hours are required for an Associate in Science degree including not more than two semester hours of Physical Education.

The Liberal Arts requirements are: EN 125, EN 126, plus six additional semester hours in humanities; SS 291, plus nine additional semester hours in social science; and BI 181, BI 182 plus six additional semester hours in science and/or mathematics.

LIBERAL ARTS (A.S.)
Physical Education Option

This program is designed for students who plan to transfer and continue their studies leading to the Bachelor's degree in Physical Education. Preparation for advanced studies in Physical Education can be initiated from this program.

FIRST YEAR

First Semester			*Second Semester*		
EN 125	Freshman English	3	EN 126	Freshman English	3
	Social Science	3		Social Science	3
	Science or Math	3-4		Science or Math	3-4
HE 135	Personal Health	3	HE 136	Safety & First Aid	3
PE 201	Introduction to H.P.E.R.	3	PE 250	Lifetime Sports Series	2
PE	Elective 140 or 160 Series	1	PE	Elective 140 or 160 Series	1
		16-17			15-16

SECOND YEAR

First Semester			*Second Semester*		
SS 291	General Psychology	3		Social Science Elective	3
BI 181	Anatomy & Physiology	4	BI 182	Anatomy & Physiology	4
	Humanities Elective	3		Humanities Elective	3
	Elective	3		H.P.E.R. Elective	6-8
PE 241	General Aquatics for P.E. Majors	1			16-18
PE 250	Lifetime Sports Series	2			
		16			

Sixty-three semester hours are required for graduation, including not more than 2 semester hours of Physical Education. (PE 140 or 160 Series).

Liberal Arts requirements are EN 125, EN 126 plus six additional semester hours in humanities; SS 291, plus nine additional semester hours in social science; and BI 181, BI 182, plus six additional semester hours in science and/or mathematics.

All Physical Education majors will earn four (4) participation credits. These will be earned through Divisional counseling.

BUSINESS ADMINISTRATION (A.A.S.)

The Business Administration Program is designed to provide not only a broad exposure to various areas of business-related operations, but it also allows for some concentration as desired in marketing, management and related areas, data processing, accounting, or Liberal Arts. The selected course concentrations provide a foundation for middle-management positions in the fields of insurance, banking, civil service, finance, sales and administrative management in various types of organizations.

The following is a suggested sequence of courses:

FIRST YEAR

First Semester			*Second Semester*		
EN 125	Freshman English	3	EN 126	Freshman English	3
BU 111	Mathematics of Business Finance	3		Social Science Elective	3
BU 121	Principles of Accounting	3		*Mathematics Elective	3-4
BU 141	Introduction to Business	3	BU 122	Principles of Accounting	3
DP 110	Introduction to Data Processing	3	BU 142	Organization & Management	3
				Physical Education	1
		15			16-17

SECOND YEAR

First semester			*Second Semester*		
EC 180	Economics	3	BU 272	Business Law	3
	*Science Elective	3-4		Liberal Arts Elective	3
BU 271	Business Law	3		**Electives	9
	Electives	6			
	Physical Education	1			15
		16-17			

Sixty-two semester hours are required to complete this program which must include a minimum of 20 semester hours in Liberal Arts and Sciences including EN 125, EN 126, EC 180; three semester hours in the social sciences; three semester hours of mathematics other than business mathematics; three semester hours of science; and another course in the liberal arts and sciences.

Two semester hours of physical education are also required.

*Other than BU 111

**Students planning to transfer should select their liberal arts and sciences to meet the requirement of the four-year institutions which they plan to attend.

BUSINESS ADMINISTRATION (A.A.S.)
Marketing Option

The Business Administration (Marketing Option) program is designed to provide a foundation for those possibly planning a career in the field of marketing.

Marketing is devoted to all the areas of major business activities. It includes the use of marketing research, advertising, merchandising, and the logistics of distribution of actual goods.

Marketing students will develop a knowledge of the analytical tools needed to solve marketing problems and the skill in solving practical, business related problems. Training in marketing can contribute to success in almost any major business activity.

FIRST YEAR

First Semester			*Second Semester*		
EN 125	Freshman English	3	EN 126	Freshman English	3
BU 111	Mathematics of Business Finance	3	BU 115	Business Statistics	3
			BU 122	Principles of Accounting	3
BU 121	Principles of Accounting	3	BU 142	Business Organization and Management	3
BU 141	Introduction to Business	3			
DP 110	Introduction to Data Processing	3	DP 120	Computer Programming (FORTRAN)	3
		15			15

SECOND YEAR

First Semester			*Second Semester*		
BU 220	Managerial Accounting	3	BU 261	Advertising	3
BU 241	Marketing	3	MA	Mathematics Elective	3
BU 271	Business Law	3		Liberal Arts Elective	3
SS	Social Science Elective	3		Economics	3
SC	Science Elective	3		Elective	3
PE	Physical Education	1	PE	Physical Education	1
		16			16

Sixty-two hours including not more than two semester hours of Physical Education are required to complete this program. Those planning to transfer should select their liberal arts courses to meet the requirements of the four-year institution which they plan to attend.

Students must complete EN 125, EN 126, EC 180, one course (3 semester hours) in each of the following areas: social science; science, and mathematics and one additional course in Liberal Arts and Sciences.

Recommended electives: Personnel Management, Psychology, Sociology, and Speech.

ACCOUNTING (A.A.S.)

The accounting program provides the basic principles and procedures which are readily applicable to the problems students will meet in the business world of accountants and cost analyst trainees in numerous areas such as industry, finance, insurance, banking and government on the junior-management level.

The following is a suggested sequence of courses:

FIRST YEAR

First Semester			*Second Semester*		
EN 125	Freshman English	3	EN 126	Freshman English	3
BU 111	Mathematics of Business Finance	3		Social Science Elective	3
BU 121	Principles of Accounting	3		*Mathematics Elective	3-4
BU 114	Introduction to Business	3	BU 122	Principles of Accounting	3
DP 110	Introduction to Data Processing	3		Elective	3
		15		Physical Education	1
					16-17

SECOND YEAR

First Semester			*Second Semester*		
EC 180	Introduction to Economics	3		Liberal Arts Elective	3
	Science Elective	3-4	BU 222	Intermediate Accounting	3
BU 221	Intermediate Accounting	3	BU 224	Cost Accounting	3
BU 271	Business Law	3	BU 272	Business Law	3
	Elective	3		Elective	3
	Physical Education	1			15
		16-17			

A total of 62 semester hours are required to complete the program which must include a minimum of 15 semester hours of accounting courses. There is a minimum of 20 semester hours from Liberal Arts and Sciences which must include EN 125, EN 126; three semester hours in the social sciences; three semester hours of mathematics other than business mathematics; three semester hours of science; three semester hours in economics, and an additional course in the liberal arts and sciences. Two semester hours of physical education are also required.

*It is strongly recommended that more than one mathematics course be taken in this program.

BUSINESS DATA PROCESSING (A.A.S.)

The Data Processing program provides the basic principles and procedures which are readily applicable to the problems students will encounter in the areas of programming and system analysis within computer installations in the business world.

The following is a suggested sequence of courses:

FIRST YEAR

First Semester				*Second Semester*			
EN 125	Freshman English	3		EN 126	Freshman English	3
	Mathematics Requirement	3			Social Science Elective	3
	Social Science Elective	3			Mathematics Requirement	3
BU 141	Introduction to Business	3		BU 121	Accounting	3
DP 111	Computer Concepts	3		DP 112	Computer Programming (BAL)	3
		15			Physical Education	1
						16

SECOND YEAR

First Semester			*Second Semester*		
	Mathematics Requirement	3		Science Elective	3-4
BU 122	Accounting	3	BU 224	Cost Accounting	3
BU 142	Business Organization and Management	3		**Data Processing	6-7
	Business Elective	3		Electives (2)	
DP 120	*Computer Programming (FORTRAN)	3		Electives	3-4
	Physical Education	1			15-18
		16			

A total of 62 semester hours are required to complete the program which must include a minimum of 15 semester hours of data processing courses. A minimum of 20 hours from liberal arts and sciences is required which must include: EN 125, EN 126, six semester hours in the Social Sciences; three semester hours of science; MA 160 and MA 152. (MA 151 or equivalent, is pre-requisite for MA 160 and MA 152). Two semester hours of physical education are also required.

*Or DP 121 Computer Programming (COBOL)

**With the election of DP 130, and extra summer session may be necessary.

SECRETARIAL SCIENCE (A.A.S.)

The Secretarial Science Program provides the necessary foundation for positions as secretaries, stenographers, and receptionists in business, government, and industry.

The following is a suggested sequence of courses:

FIRST YEAR

First Semester				*Second Semester*			
		Social Science Elective	3		EN 125	Freshman English	3
		Mathematics Elective	3-4			Social Science Elective	3
	BU 133	*Beginning Typewriting and/or			BU 132	Shorthand	5
	BU 134	Typewriting	3		BU 234	Typewriting	3
	BU 131	*Shorthand	5		BU 144	Data Processing Manual	3
	BU 137	Business Communications	3			Physical Education	1
			17-18				18

SECOND YEAR

First Semester				*Second Semester*			
		Science Elective	3-4		EN 126	Freshman English	3
	BU 231	Shorthand and Transcription	4		BU 232	Shorthand and Transcription	4
	BU 235	Secretarial Procedures	3		BU 236	Secretarial Procedures	3
	BU 111	Mathematics of Business Finance and/or				Electives	6
	BU 121	Principles of Accounting	3				16
		Elective	3				
		Physical Education	1				
			17-18				

*Depending on Preparation

SECRETARIAL STUDIES CERTIFICATE PROGRAM

This program is open to all students who have had satisfactory high school training in shorthand, or its equivalent. This program leads to a certificate in secretarial studies at the end of one year. Students completing the program are qualified to accept positions as secretaries, stenographers, and receptionists in business, government, and industry. All courses included in this program may be transferred to the Secretarial Science degree program.

First Semester

	BU 134	Typewriting
	BU 137	Business Communications
	BU 231	Shorthand & Transcription
	BU 235	Secretarial Procedures
	BU 144	Data Processing Manual

Second Semester

3	BU 232	Shorthand & Transcription	4
3	BU 234	Typewriting	3
4	BU 236	Secretarial Procedures	3
3	BU 111	Mathematics of Business Finance and/or	
16	BU 121	Principles of Accounting	3
		Business Elective	3
			16

CLERK-TYPIST

This program leads to a certificate as a clerk-typist at the end of one year. A minimum of 24 semester hours are required. The courses listed below must be passed with a satisfactory grade with the exception of the typewriting courses which must be passed with a minimum grade of C. This program prepares students for positions as clerk-typists, receptionists, and general office workers in business, industry, and government. Most courses in this program can be used to meet the requirements for an Associate in Applied Science degree.

First Semester		
*BU 133	Beginning Typewriting	
	or	
BU 134	Typewriting	
BU 235	Secretarial Procedures	3
BU 144	Data Processing Manual	3
	Elective	3-5
		12-14

Second Semester		
BU 137	Business Communications	3
BU 234	Typewriting	3
BU 236	Secretarial Procecures	3
BU 111	Mathematics of Business Finance	3
	and/or	
BU 121	Principles of Accounting	3
	Optional Elective	3-5
		12-17

BU 131-132 - Beginning Shorthand may be taken as an elective.

*Depending on preparation.

POLICE SCIENCE

This program leads to a certificate in Police Science and is designed to prepare students to become members of the municipal, county and state police forces, as well as Federal Protection Officer, United States Marshal, campus security guard, correctional officer, institutional guard, youth-aid worker, social worker and other positions in the criminal-justice system. The program is open, as well, to those who are currently employed in law enforcement. The Police Science (PS) courses are only offered in the evening and summer through the Continuing Education Division. Below is a suggested sequence of the courses required for this certificate.

	First Semester	
	EN 125	Freshman English
		Mathematics requirement (Strongly suggested: MA 160 Statistics)
3	PS 101	Police Administration I
3	PS 103	Criminal Law I
3	PS 106	Introduction to Law Enforcement and Criminal Justice
3	SS 291	General Psychology
18		

	Second Semester		
3	EN 126	Freshman English	3
3	PS 102	Police-Administration II	
		or	
	PS 104	Criminal Law II	3
3	PS 105	Principles of Criminal Investigation	3
3	PS 107	Police-Community Relations	
		or	
3	PS 108	Introduction to Juvenile Delinquency	3
18	SS 281	Introducation to Sociology	3
			15

GENERAL EDUCATION

The General Education curriculum is a one-year program leading to a certificate of completion. This program may be useful to the student who wishes to strengthen his academic background before embarking on a program of study leading to the Associate degree. It also offers the student with limited or unsettled educational goals the opportunity for a year of broadly based study and exploration.

First Semester

EN 010	College Preparatory English*	3
MA 050	Algebra or	
MA 150	Survey of Mathematics I	3
HD 150	Reading and Learning Skills	3
HD 021	Personal Development or	
HD 100	Studies of the Person	3
	Physical Education	1
Exploratory Elective - Technical,	Vocational, Liberal Arts**	2-4
		13-17

Second Semester

EN 010	College Preparatory English* or Speech EN 132	3
HD 022	Educational and Vocational Exploration	3
Exploratory Elective- Technical,	Vocational, Liberal Arts**	6-9
		12-15

*Students may take more advanced courses with approval.

**Not required for completion of certificate.

NOTE: Some students will remain in this program for only one semester. Some will terminate after one year, and some will enter other programs at the College.

ENGINEERING SCIENCE (A.S.)

The Engineering Science program is designed for students who plan to transfer and continue their studies towards a Bachelor's degree in engineering or related areas. The Engineering Science program at Fulton-Montgomery Community College provides its graduates the basic science, mathematics, and humanities preparation needed for success in the third year at four-year engineering colleges where specialization in several fields of engineering, applied mathematics, or applied science may be undertaken. The program exposes its students to analytical investigation in the classroom as well as practical experience in the laboratory. Interest and motivation of the student are of paramount importance to be successful in the program. A strong background in high school mathematics and some exposure to high school physics are helpful to give a good start in the program.

FIRST YEAR

First Semester			*Second Semester*		
EN 125	Freshman English	3	EN 126	Freshman English	3
MA 157	Calculus	4	MA 158	Calculus	4
CH 173	Chemistry	4	CH 174	Chemistry	4
PH 171	Physics	4	PH 172	Physics	4
PE	Physical Education	1	PE	Physical Education	1
		16			16

SECOND YEAR

First Semester			*Second Semester*		
MA 257	Calculus	4	MA 258	Differential Equations	4
PH 235	Mechanics	3	PH 236	Mechanics	3
PH 271	Physics	4		Social Science Elective	3
	Social Science Elective	3		*Elective	3-4
	*Elective	3-4			
		17-18			13-14

*Elective should be selected to conform to the program requirements of the institution to which the student plans to transfer. DP 120 Computer Programming is recommended for all engineering majors. BI 171, Modern Biology, and BI 173, Animal Biology are recommended for those planning to major in any field of engineering in biosystems.

NURSING (A.A.S.)

The Nursing Science Program offers a four-semester curriculum which provides a balance of Liberal Arts and nursing as illustrated below. The nursing courses provide theoretical knowledge combined with clinical experience in a variety of hospital settings and community agencies. Graduates of this program are prepared to take the New York State licensing examinations to become Registered Nurses (R.N.) and are qualified to assume beginning staff nurse positions in five major clinical areas: Medical, Surgical, Maternity, Pediatric and Psychiatric Nursing.

Prerequisites: High School Biology, medical examination, evaluation of scores on standardized tests (such as R.S.E., S.A.T., S.U. A .E.). Algebra and Chemistry are desirable.

Because of the large number of applications to the Nursing Program, it is recommended that applications for admission be on file by January 1. The final date for receipt of application is listed in the College calendar. A minimum grade of C is required in nursing courses and a passing grade in the clinical laboratory is necessary to proceed to the next sequential nursing course.

FIRST YEAR

First Semester			*Second Semester*		
BI 181	Anatomy & Physiology	4	EN 125	Freshman English	3
SS 291	General Psychology	3	BI 182	Anatomy & Physiology	4
NU 105	Nursing Science	7	SS 297	Developmental Psychology	3
	Physical Education	1	NU 106	Nursing Science II	7
		15		Physical Education	1
					18

SECOND YEAR

First Semester			*Second Semester*		
BI 282	Microbiology	4	NU 206	Nursing Science IV	9
NU 205	Nursing Science III	9	SS 281	Sociology	3
EN 126	Freshman English	3		Elective	3-4
		16			15-16

A minimum of 64 credits is required for graduation including not more than two semester hours of Physical Education.

AUTOMOTIVE TECHNOLOGY (A.A.S.)

The Automotive Technology program is designed to produce persons who, in addition to being knowledgeable in their chosen field, will have a basic background in the Arts and Sciences. The automotive field is constantly in flux, creating widespread employment and career opportunities.

FIRST YEAR

First Semester			*Second Semester*		
AT 121	Theory of Internal Combustion Engines	3	AT 123	Auto Body Fundamentals	3
AT 122	Introduction to Automotive Function	3	AT 124	Metals and Industrial Processes	3
MA*	Math	3-4	EN 126	Freshman English;	3
PH 171	Physics	4	MA	Math	3-4
EN 125	Freshman English	3	PH 172	Physics	4
PE	Physical Education	1	PE	Physical Education	1
		17-18			17-18

SECOND YEAR

First Semester			*Second Semester*		
AT 125	Automotive Fuel Systems	3	AT 127	Performance Problems Analysis	6
AT 126	Automotive Electrical Systems	3	AT 128	Retail Automotive Service	3
SS	Social Science	3		Elective	3
	**Elective			Elective	3
	***Electives	4-6			
		13-15			15

*Must be at least MA 151 or higher
**Suggested Elective
HD 100 or HD 150 or HD 221
***Suggested Electives BU 141, BU 121, BU 111, EL 125, MD 171.

Minimum of 62 semester hours required for graduation, including not more than two hours of Physical Education.

CONSTRUCTION TECHNOLOGY (A.A.S.)

The Construction Technology Curriculum is designed to prepare technicians to secure gainful employment with contractors, engineers, architects, public works departments, and material manufacturers. The technical education offered in this curriculum contains a well-designed balance of theories and laboratory studies, providing a graduate with a broad knowledge of the civil engineering and construction fields. This training provides the theoretical and technical background which will enble a person to progress to advanced technical and supervisory positions in the industry.

FIRST YEAR

First Semester			*Second Semester*		
CT 121	Introduction to Building Trades and Construction Materials	3	CT 124	Masonry, Concrete and Steel Construction	3
CT 122	Light Frame Construction	3	CT 125	Construction Equipment	3
MD	Drafting	3	MD 180	Architectural Drafting and Blueprint Reading	3
EN 125	Freshman English	3	EN 126	Freshman English	3
MA	Math	3-4	MA	Math	3
PE	Physical Education	1	PE	Physical Education	1
		16-17			16

SECOND YEAR

First Semester			*Second Semester*		
CT 126	Plumbing and Climate Control	3	CT 128	Construction Estimating	3
CT 127	Construction Project & Design I	3	CT 129	Electrical Wiring	3
EL 121	Electricity I	4	CT 130	Construction Project & Design II	3
SS	Social Science Elective	3	SS	Social Science Elective	3
	*Elective	3		*Elective	3
		16			15

*Suggested Electives
HD 100 or HD 150 or HD 221

*Strongly suggested-BU 271
(Business Law)

*Suggested Electives:
BU 111, BU 121, BU141, PH 171, PH 172

A minimum of 63 semester hours are required for an Associate in Applied Science degree, including no more than 2 semester hours of Physical Education.

ELECTRICAL TECHNOLOGY (A.A.S.)

This program is designed for those students who plan to seek employment after two years at Fulton-Montgomery Community College as laboratory technicians, electrical draftsmen, engineering assistants and service technicians. An interest in electricity and electronics and a degree of manual dexterity are assets.

Pre-requisite: High school algebra. Trigonometry and physics are desirable.

FIRST YEAR

First Semester		*Second Semester*	
EN 125 Freshman English	3	EN 126 Freshman English	3
EL 125 Electricity	4	EL 126 Electricity	1
MA 161 Mathematics for Electrical Technology	4	EL 128 Electrical Devices	2
PH 171 Physics	4	EL 235 Instrumentation	1
Physical Education	1	MA 162 Mathematics for Electrical Technology	4
		PH 172 Physics	4
		Physical Education	1
	16		16

SECOND YEAR

First Semster		*Second Semester*	
EL 229 Electronics	5	EL 230 Electronics	5
EL 231 Electric Machines	3	EL 232 Computers	4
EL 233 Laboratory Project	3	EL 234 Laboratory Projects	3
Social Science Elective	3	Social Science Elective	3
MD 176 Electrical Graphics	3		
	17		15

A total of 64 semester hours are required for graduation, including not more than two semester hours in physical education.

FOOD SERVICE TECHNOLOGY (A.A.S.)

The Food Service Technology curriculum is designed to develop students with the technical competence and preparation for supervisory trainee positions in the food processing and restaurant industries.

FIRST YEAR

First Semester			*Second Semester*		
BI 121	Nutrition	3	FS 124	Quantity Food Selection and Preparation	3
FS 222	Food Selection and Preparation	3	SC or MA	Science or Math	3-4
EN 125	Freshman English	3	EN 126	Freshman English	3
SC or MA	Science or Math	3-4	BI 122	Advanced Nutrition	3
FS 123	Introduction to Food Service	3	BU 121	Accounting	3
PE	Physical Education	1	PE	Physical Education	1
		16-17			16-17

SECOND YEAR

First Semester			*Second Semester*		
FS 126	Diet Therapy	3	HE 235	Community Health	3
FS 127	Food Service Equipment	3	SS	Social Science Elective	3
SS	Social Science Elective	3	FS 129	Quality Foods Selection	3
FS 128	Food Purchasing and Cost Control	3	FS 130	Food Service Organization and preparation Management	3
BU	Business Electives	3		*Elective	3
		15			15

*Suggested Electives
BU 111, BU 122, BU 141

*Suggested Elective
HD 100 or HD 150 or HD 221

A minimum of 62 semester hours are required for an Associate in Applied Science degree, including no more than 2 semester hours of Physical Education.

NATURAL RESOURCES CONSERVATION (A.A.S.)

The Natural Resources Conservation curriculum is designed to provide students with the educational background required to actively seek employment from governmental and private agencies in the areas of lands, parks and wildlife management. The program is also designed to develop the flexibility to allow students to transfer to schools offering baccalaureate degrees in the area of conservation.

FIRST YEAR

First Semester		
NR 121	Fisheries and Wildlife Management	3
EN 125	Freshman English	3
MA	Math	3-4
BI 171	Modern Biology	
	or	
SC 141	Introduction to Biology	3-4
HE 235	Outdoor Recreation	3
PE	Physical Education	1
		16-18

Second Semester		
NR 122	Fisheries and Wildlife Management	3
EN 126	Freshman English	3
SS	Social Science Elective	3
BI 172	Plant Biology	
	or	
BI 173	Animal Biology	4
BI 176	Ecology	3
PE	Physical Education	1
		17

SECOND YEAR

First Semester		
NR 123	Forest Management	3
NR 124	Principles of Soils and Water	3
SC 143	Earth Science	3
HE 231	Camping	3
SS	Social Science *Elective	3
		15

Second Semester		
NR 125	Outdoor Power Equipment	3
NR 126	Research Seminar in Environmental Conservation and Outdoor Recreation	3
SC144	Earth Science	3
BU 142	Business Organization and Management	3
	*Elective	3
		15

*Suggested elective BI 172, BI 173, HE 135, HE 136, HD 150

A minimum of 63 semester hours are required for an Associate in Applied Science, including no more than 2 semester hours of Physical Education.

ONE-PLUS-ONE PROGRAMS

Beginning the Fall, 1973 semester, Fulton-Montgomery Community College, in cooperation with the State University Agricultural and Technical College at Cobleskill, will offer four "one plus one" programs in the following areas

*Science Laboratory Technology (Environmental Health Concentration)

*Science Laboratory Technology (Allied Health Concentration)

*Food Service Administration

*Floriculture and Nursery Management

In this type of program, a student spends his first year at Fulton-Montgomery taking prescribed courses in the program of his choice. Upon successful completion of this first year, transfer to Cobleskill in that program is guaranteed, and the final year of study is done at Cobleskill.

The following specific points should be noted:

A. Cobleskill will guarantee transfer and accept full credit if the student takes the appropriate program of courses at Fulton-Montgomery, and if he is in good academic standing as defined by Fulton-Montgomery (a cumulative average of 1.75) at the end of the second semester.

B. A second application to Cobleskill will not be necessary. Records will be forwarded from Fulton-Montgomery.

C. The student's cumulative grade-point average at the end of two years will be based upon the combined work performed at Fulton-Montgomery and Cobleskill. A 2.00 cumulative average is minimum for receipt of a degree.

D. Housing for students successfully completing their first year will be available in the dormitories at Cobleskill.

E. Demands for the graduates of the Food Administration Program and Floriculture and Nursery Management exceed the supply, and both Science Laboratory Technology Programs have excellent transfer capability.

SCIENCE LABORATORY TECHNOLOGY - A.A.S.
Environmental Health Concentration

FIRST YEAR - FULTON-MONTGOMERY COMMUNITY COLLEGE

First Semester			*Second Semester*		
EN 125	Freshman English	3	EN 126	Freshman English	3
CH 173	Fundamentals of Chemistry I	4	CH 174	Fundamentals of Chemistry II	4
BI 171	Modern Biology	4	BI 172	Plant or	4
	Math Elective	3-4	BI 173	Animal Biology	
	Physical Education	1	BI 282	Microbiology	4
				Math or Social Science Elective	3
				Physical Education	1
		15-16			19

SECOND YEAR - COBLESKILL AGRICULTURAL AND TECHNICAL COLLEGE

First Semester			*Second Semester*		
EH 101	Environmental Health I	2	EH 102	Environmental Health II	2
EH 207	Milk and Food Sanitation	2		Social Science Elective	3
BI 119	Microbiology	4		Specialization Elective	5
PH 111	Physics I	4		Electives	6-8
	Specialization Elective	3			
		15			16-18

65 semester hours required for degree

SCIENCE LABORATORY TECHNOLOGY - A.A.S.

Allied Health Concentration

FIRST YEAR- FULTON-MONTGOMERY COMMUNITY COLLEGE

First Semester			*Second Semester*		
EN 125	Freshman English	3	EN 126	Freshman English	3
CH 173	Fundamentals of Chemistry I	4	CH 174	Fundamental of Chemistry II	4
BI 171	Modern Biology	4	BI 172	Plant or	4
	Math Elective	3-4	BI 173	Animal Biology	
	Physical Education	1		Math Elective	3-4
			BI 282	Microbiology	4
		15-16		Physical Education	1
					19-20

SECOND YEAR - COBLESKILL AGRICULTURAL AND TECHNICAL COLLEGE

First Semester		*Second Semester*		
Social Science Elective	3	CH 224	Instrumental Analysis or	3
Specialization Electives	6	CH 226	Radiation Science	
Electives	6		Social Science Elective	3
		BI 118	Human Physiology	3
	15		Specialization Electives	4
			Elective	3
				16

66 semester hours required for degree

FLORICULTURE AND NURSERY MANAGEMENT - A.A.S.

FIRST YEAR - FULTON-MONTGOMERY COMMUNITY COLLEGE

First Semester

EN 125	Freshman English	3
	Social Science Elective	3
BI 171	Modern Biology	4
	Electives	6
	Physical Education	1
		17

Second Semester

EN 126	Freshman English	3
	Social Science Elective	3
BI 172	Plant Biology	4
	Electives	6
	Physical Education	1
		17

SECOND YEAR - COBLESKILL AGRICULTURAL AND TECHNICAL COLLEGE

First Semester

OH 111	Floral Design I	3
OH 131	Floriculture	3
AG 111	Soil Science	3
OH 111	Floral Laboratory Technology	1
OH 141	Nursery Management	3
OH 181	Plant Pathology	3
OH 213	Floral Laboratory Technology	1
		17

Second Semester

OH 172	Flower Shop Management	3
OH 186	Entomolgy	3
OH 114	Floral Laboratory Technology	1
OH 212	Floral Design II	3
OH 214	Floral Laboratory Technology	1
OH 232	Floriculture II	3
OH 251	Green House Management	3
		17

68 semester hours required for degree

FOOD SERVICE ADMINISTRATION - A.A.S.

FIRST YEAR - FULTON-MONTGOMERY COMMUNITY COLLEGE

First Semester			*Second Semester*		
EN 125	Freshman English	3	EN 126	Freshman English	3
	Social Science Elective	3		Social Science Elective	3
BI 171	Modern Biology or		BI 282	Microbiology	4
SC 141	Introduction to Biology	3-4		Electives*	6
BU 111	Business Mathematics	3		Physical Education	1
	Liberal Arts Elective	3			
	Physical Education	1			17
		16-17			

SECOND YEAR - COBLESKILL AGRICULTURAL AND TECHNICAL COLLEGE

First Semester			*Second Semester*		
FA 111	Foods I	3	FA 112	Foods II	3
FA 122	Nutrition I	3	FA 132	Quantity Foods I	3
FA 242	Food Service Equipment	3	FA 145	Food Purchasing and Cost Control	3
FA 247	Menu Planning and Food Merchandising	3	FA 255	Management Organization and Supervision	4
	Elective**	3		Elective**	3
	Elective	2			
		17			16

SUGGESTED ELECTIVES FOR ALL PROGRAMS

*Fulton-Montgomery Community College		**Cobleskill Agricultural and Technical College	
BU 137	Business Communication	BS 141	Business Communication
BU 144	Data Processing Manual	BA 109	Office Machines Practice
SS 291	General Psychology	PY 111	General Psychology
CH 173	Fundamentals of Chemistry	CH 111	Chemistry I
DP 110	Introduction to Data Processing	DP 180	Theory and Applications of Data Processing
BU 121	Accounting	BA 101	Priniples of Accounting I
BU 141	Introduction to Business	BM 131	Principles of Business
BU 241	Marketing	BM 134	Principles of Marketing
BU 246	Advertising	BM 241	Advertising
BU 253	Personnel Management	BM 245	Personnel Management

66 semester hours required for degree

ONE-PLUS-ONE IN POLICE SCIENCE

One-plus-one arrangements are in effect with Hudson Valley Community College, Mohawk Valley Community College, and Schenectady County Community College.

After completing Fulton-Montgomery Community College's one-year program, an individual will be admitted as a second-year student in their respective degree program.

BU 121 Accounting 3 s.h.

First half of a one-year course introducing accounting theory. Theory of debit and credit; accounts and special journals; the accounting cycle; accounting for notes and interest, accrued items, receivables, inventories, and plant assets; preparation of financial statements. Emphasis is on sole proprietorship.

Hours of class per week: 3.

BU 122 Accounting 3 s.h.

A continuation of BU 121. Accounting for partnerships and corporations; control systems for departments; manufacturing; analysis of statements and data.

Prerequisite: BU 121. Hours of class per week: 3.

BU 220 Managerial Accounting 3 s.h.

Course is devoted to the use of, rather than the construction of, accounting records and statements. Topics covered are analysis and interpretation of financial data, flow of funds, cost concepts and applications, budgets, and decision making.

Prerequisite: BU 122 or permission of instructor.

BU 221 Intermediate Accounting 3 s.h.

Corporate accounting is emphasized. Major classification of items found in financial statements, cash and investments, receivables, inventories, liabilities, plant and equipment are analyzed.

Prerequisite: BU 122. Hours of class per week: 3.

BU 222 Intermediate Accounting 3 s.h.

Corporate accounting is emphasized. Major classification of items found in financial statements, cash and investments, receivables, inventories, liabilities, plant and equipment are analyzed.

Prerequisite: BU 221. Hours of class per week: 3.

BU 224 Cost Accounting 3 s.h.

Accounting for direct labor, materials, and factory overhead with emphasis on job order costing. Process cost system, standard cost principles and procedures, budgets and direct decision making.

Prerequisite: BU 122. Hours of class per week: 3.

BU 225 Income Tax Accounting 3 s.h.

Federal and State income tax law and regulations are studied. Taxable income, inclusions and exclusions, capital gains and losses, deductions and other topics are covered. Practice is provided in preparation of income tax returns.

Prerequisite: BU 121 or permission of instructor. Hours of class per week: 3.

Business Administration

BU 111 Mathematics of Business Finance 3 s.h.

Review of the basic fundamentals and use of shortcut operations in computations. Instruction in financial problems of bank discount, interest, taxes, insurance, depreciation, trade and cash discounts. Analysis of financial statements.

Hours of class per week: 3.

BU 115 Business Statistics 3 s.h.

Course deals with statistical application of practical problems in economics and business. Areas considered are methods of collecting statistical business data; methods of predictions and probability, inventory control; analysis of systems; and application of measures.

Prerequisite: High School algebra or equivalent. Hours of class per week: 3

BU 141 Introduction to Business 3 s.h.

An introductory survey of the functions and problems of business management giving the student an overview of the interrelationship among the functional areas of business.

Hours of class per week: 3.

BU 142 Business Organization and Management 3 s.h.

A study of management problems in planning, organizing, actuation, and controlling today's business enterprises. Emphasis is placed on communicating and decision making.

Prerequisite: BU 141 or permission of instructor. Hours of class per week: 3.

BU 150 Retailing 3 s.h.

Topics included are the marketing concept in retailing; factors of area and market analysis; and aspects of organizational structure, layout, and personnel planning. Also covered are methods of pricing, merchandising planning, inventory and expense control, and sales promotion techniques.

Hours of class per week: 3.

BU 241 Marketing 3 s.h.

An analysis of the principles, methods, trends and problems existing in marketing. A study of the distribution function of middlemen, their movement of goods and marketing policies, with some discussion of marketing research.

Prerequisite: BU 141. Hours of class per week: 3.

BU 252 Retail Management 3 s.h.

A study of the principles and problems in the management of retail operations covering organization, store planning, selecting locations, customer services, merchandising policies, stock levels and purchasing procedures.

Prerequisite: BU 142 & BU 150. Hours of class per week: 3

BU 253 Personnel Management 3 s.h.

An introduction to fundamentals of constructive personnel practices and personnel techniques of American Industry is presented. Emphasis is placed on screening and selection; job evaluation and wage administration; managerial compensation training and development, input and output evaluations; general personnel policies; and the supervisor's role in administration.

Hours of class per week: 3.

BU 261 Advertising 3 s.h.

A survey of the advertising field, policies, procedures, practices in planning and preparing various types of advertisements and selection of media.

Hours of class per week: 3.

BU 271 Business Law 3 s.h.

An introduction to the laws applicable to business with major emphasis on contracts, agency and employment, negotiable instruments, and sale of goods. Text and case studies of legal precedents are used extensively.

Hours of class per week: 3.

BU 272 Business Law 3 s.h.

A continuation of the study of legal aspects of business covering partnerships, corporations and related business organizations, real property and leases, personal property and bailments, insurance.

Prerequisite: BU 271 or permission of Instructor. Hours of class per week: 3.

BU 281 Financial Management 3 s.h.

A study of the accumulation, use and control of funds in a business enterprise with emphasis on the problems of financially managing today's corporations.

Prerequisite: BU 141 with BU 122 strongly recommended. Hours of class per week: 3.

DP 110 Introduction to Data Processing **3 s.h.**

An orientation course designed to introduce the terminology and concepts of automated data processing. Topics include methods of Data Processing, data representation, unit-record systems, stored program, computer programming languages, and input-output devices.

Hours of class per week: 3.

DP 111 Computer Concepts **3 s.h.**

An introduction to computer programming fundamentals and concepts. Topics include fundamentals of programming, symbolic language, input-output operations and control. Arithmetic operations, and introduction to high-level languages.

Hours of class per week: 3.

DP 112 Computer Programming (BAL) **3 s.h.**

A course in the use of the computer to obtain standard business reports and problem solving. This course is problem orientated and utilizes Basic Assembler Language as the major programming language. Laboratory exercises are provided on the Univac 9300 II Computer.

Prerequisite: DP 111. Hours of class per week: 3.

DP 120 Computer Programming (FORTRAN) **3 s.h.**

An advanced course in applying the principles of data processing to standard business applications and to mathematical problem solving. Emphasis is on advanced file organization and maintenance, and programming techniques. The course is procedure oriented and utilizes FORTRAN programming language. Laboratory exercises are provided on the Univac 9300 II Computer.

Prerequisite: DP 112 for D. P. majors, DP 110 for non-D.P. majors. Hours of class per week: 3.

DP 121 Computer Programming (COBAL) **3 s.h.**

An advanced course in applying the principles of data processing to standard business applications. Programming techniques and file maintenance procedures through the utilization of the high-level programming language COBAL are emphasized. Laboratory exercises are provided on the Univac 9300 II Computer.

Prerequisite: DP 112 for D.P. majors, DP 110 for non-D.P. majors. Hours of class per week: 3.

DP 122 Computer Programming (RPG) **3 s.h.**

A course in the utilization of data processing concepts for problem solving in standard business procedures. This course is problem oriented and utilizes Report Program Generator as the major programming language. Emphasis is on report preparation, programming procedures, file organization and maintenance, and introduction to utility programs. Laboratory exercises are provided on the Univac 9300 II Computer.

Prerequisite: DP 112 for D.P. majors, DP 110 for non-D.P. majors. Hours of class per week: 3.

DP 130 Data Processing Seminar **4 s.h.**

This seminar is limited to a restricted number of advanced students majoring in Data Processing. It involves an arranged schedule of off-campus work in an operating business data processing installation. It is designed to offer the students direct involvement in an on-the-job situation.

Prerequisite: DP 120, DP 121, or DP 122. Hours of class per week: 1 hour seminar discussion, 15-20 hours on the job.

DP 131 Data Processing Systems **3 s.h.**

A study of data processing systems, including analysis of various existing data processing hardware and applications in business and industry. Includes a study of integrated or total management information systems. Problems of the EDP Department are discussed. Emphasis is given to analysis of management decision needs and control requirements,as well as the the critical understanding of the total environment in which EDP must serve and support. Problems in EDP systems are undertaken by the student.

Prerequisites: DP 120, DP 121, or DP 122. Hours of class per week: 2. Hours of lab per week: 2.

DP 132 Computer Science **3 s.h.**

Solving tool for math and science. Topics covered include algorithms and computers, advanced flowcharting, approximations, looping, fractional references, root-mean-square deviations, etc. The student will utilize FORTRAN IV for solving of intermediate and complex mathematical applications.

Prerequisite: DP 120. Hours of class per week: 3.

Economics

EC 180 Introduction to Economics **3 s.h.**

A one-term course designed around topics and problems which 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 will be introduced where they are necessary to explain economic activity. Special attention is paid to topics such as employment and unemployment, poverty and affluence, education and opportunities, incomes and costs of living in discussion sessions. This course may not be taken after the completion of any other course in economics.

Prerequisite: none.

Secretarial Science

BU 131 Shorthand **5 s.h.**

Basic principles of Gregg shorthand, including mastery of brief forms. Development of skill in reading and writing shorthand.

Hours of class per week: 5.

BU 132 Shorthand **5 s.h.**

Review of basic shorthand principles. Emphasis on skill in reading and writing shorthand at progressively higher rates of speed for sustained periods of time. Spelling, punctuation, grammar, and the development of business vocabulary are included.

Prerequisite: BU 131, Hours of class per week: 5.

BU 133 Typewriting **3 s.h.**

Development of basic skills and techniques. Introduction to the use of carbon paper, simple tabulations, business and personal letters, manuscripts and business forms.

Hours of class per week: 3, 2 hr. of Lab.

BU 134 Typewriting **3 s.h.**

This course emphasizes the development of speed and accuracy and includes work in the production of business letters, reports, business forms, tabulations and manuscripts, preparation of masters and stencils for duplication, and extensive use of electric typewriters.

Prerequisite: BU 133 or equivalent. Hours of class per week: 3.

BU 137 Business Communications **3 s.h.**

Development of a thorough knowledge of correct spelling, punctuation, capitalization, sentence structure, and word choice. Emphasis on the structure of the business letter and the composition of various types of business communications.

Hours of class per week: 3.

BU 138 Shorthand Skills **1 s.h.**

Review of basic principles, brief forms, and building reading and writing skills.

Prerequisite: One year of high school shorthand. Hours of class per week: 2.

BU 144 Data Processing Manual **3 s.h.**

Unit record equipment as an independent system is discussed and studied as well as its use and support for computers. Basic concepts of processing data in office situations. Analysis of manual machine operation. Key punching and operation techniques of tabulating equipment.

Hours of class per week: 3.

BU 155 Stenograph **3 s.h.**

Development of the mastery of the keyboard and theory of machine shorthand.

Hours of class per week: 5.

BU 156 Stenograph **3 s.h.**

Continuation of machine shorthand theory. Dictation speed to 80 words per minute and introduction to transcription.

Prerequisite: BU 155. Hours of class per week: 5.

BU 231 Shorthand and Transcription **4 s.h.**

Development of speed and accuracy in taking dictation of new material. Review of grammar, spelling, punctuation, and typing skills with emphasis on the transcription of mailable letters. Introduction to office style dictation.

Prerequisite: BU 132. Hours of class per week: 6.

BU 232 Shorthand and Transcription **4 s.h.**

Emphasis on improving transcription skills, spelling, and grammar. Further development of speed and accuracy in producing mailable letters.

Prerequisite: BU 231. Hours of class per week: 6.

BU 234 Typewriting **3 s.h.**

This course continues the development of speed, accuracy, and production work. It includes the use of various types of reproduction equipment.

Prerequisite: BU 134. Hours of class per week: 3.

BU 235-236 Secretarial Procedures **3 s.h. each semester**

A two-semester course covering secretarial duties and responsibilities. Fundamental office procedures are emphasized including procedures for processing mail; preparing business reports; developing receptionist and telephone techniques; handling banking, financial and legal transactions; using reference materials; making travel and meeting arrangements, and filing.

Prerequisite: BU 134. Hours of class per week: 3.

BU 255 Stenograph **3 s.h.**

Advanced theory and development of speed to 120 words per minute. Development of transcription skill.

Prerequisite: BU 156. Hours of class per week: 5.

BU 256 Stenograph **3 s.h.**

Development of machine shorthand speed to 150-200 words per minute. Emphasis on speed and accuracy in transcription.

Prerequisite: BU 255. Hours of class per week: 5.

EN 010 College Preparatory English 3 s.h.*

This course teaches the fundamentals of writing and may be a prerequisite for further study of composition for some students. It is aimed at helping students who need special assistance in the improvement of writing and includes a study of grammar and composition with emphasis on the fundamental principles of writing.

Hours of class per week: 3.

EN 011 College Preparatory English 3 s.h.*

A continuation of the study of fundamental principles of writing with a continuing emphasis on the improvement of the student's writing skills.

Hours of class per week: 3.

**Not credited toward Associate Degree.*

EN 125 Freshman English 3 s.h.

The objective of this course is to improve writing and speaking effectiveness. The first of a two-semester sequence for all freshmen, the course will deal with methods of developing essays of exposition with an emphasis on clarity of thought, organization of ideas, and mechanics. Some research skills will be covered and students will learn procedures of proper documentation. Research techniques may be further stressed through oral presentations such as informative speeches. By the end of the semester, students will be expected to be able to write a short essay which is logically developed and mechanically correct. They will also be expected to deliver a short oral presentation which is logically developed in appropriate, clear language.

Hours of class per week: 3.

EN 126 Freshman English 3 s.h.

This course is designed to develop further the skills acquired in EN 125. It will offer a further investigation of methods of exposition and emphasize analysis and the skills required for critical and imaginative writing and oral interpretation. Selected readings will serve as models for student writing and as a basis for oral interpretation and discussion groups. Research skills will be further developed and a research paper and/or oral report will be required.

Prerequisite: EN 125. Hours of class per week: 3.

EN 132 Speech 3 s.h.

This course introduces the student to the forms of public speaking and affords him the opportunity to practice both the formal and informal deliveries of speech. Individual expression and creativity are still the main tenets of this course. The course aims to enrich the student's ability to communicate. Emphasis is placed on the spoken word. Various forms of discourse are studied and put into practice. Outside readings are required and the student prepares critical evaluations. The student is also given the opportunity to work with panel and discussion groups.

Hours of class per week: 3.

EN 134 Introduction to Literary Analysis 3 s.h.

This course will introduce the student to major genres of imaginative literature, poetry, drama, the short story and the novel. He will be exposed to the standards which have traditionally been applied to these forms, and he will be given oral and written assignments which should help him to develop his own critical mentality. In addition, the student will be exposed to some of the basic concepts of film criticism, and he will be encouraged to apply some of the tools of literary criticism to his analysis of film.

Prerequisite: EN 125 desirable. Hours of class per week: 3.

EN 231 Masterpieces of World Literature 3 s.h.

The course surveys world literature from the Greek and Roman classics up to, but not including 20th Century materials. Outside readings are required to supplement the materials treated in the course. The readings include selections from Homer, Sophocles, Plato, Virgil, Dante, Chaucer, and other representative authors.

Prerequisite: EN 126 desirable. Hours of class per week: 3.

EN 232 Masterpieces of World Literature 3 s.h.

The course surveys world literature beginning with a study of Melville and other representative authors. Outside readings are required to supplement the materials treated in this course.

Prerequisite: EN 125, (126 desirable). Hours of class per week: 3.

EN 233 American Literature 3 s.h.

A survey of American Literature from the Puritian period to the middle of the Nineteenth Century.

Prerequisite: EN 125, (126 desirable.) Hours of class per week: 3.

EN 234 American Literature 3 s.h.

A survey of American Literature from the middle of the Nineteenth Century to the present.

Prerequisite: EN 125 is desirable. Hours of class per week: 3.

EN 235 Modern Drama 3 s.h.

This course is an introduction to modern drama as literature and includes a representative sample of a number of plays. Aspects of modern drama such as naturalism, expressionism, and theatre of the absurd are considered as seen in the works of Ibsen, Strindberg, Chekhov, Pirandello, Lorea, Lonesco, and Albee. American playwrights include O'Neil, Miller and Williams. Emphasis is placed on the meaning and appreciation of the plays through class discussion. Students will see a current dramatic production. A critical paper is required.

Prerequisite: EN 125 (EN 126 desirable). Hours of class per week: 3.

EN 236 Introduction to Theatre 3 s.h.

The course is intended as a survey to introduce the student to theater as a technique apart from, although closely related to, literature. The student will study acting techniques, stage devices, set design, costuming, make up. Significant drama will be read to identify application of theatrical principles. The combination will provide concepts of drama as art, audience reactions and needs, methods of expression, and interpretation. Textbooks will be used and laboraory experience will be provided.

Hours of class per week: 3.

EN 237 Introductory Readings in Modern Literature 3 s.h.

This course is an introductory approach to literature. Emphasis is placed on cultural analysis and advanced critical skills.

Hours of class per week: 3.

EN 239 The Modern Novel 3 s.h.

The study, interpretation, discussion, and analysis of some of the great American and European novels in the period from 1900 to the present day. Major works by leading twentieth century novelists associated with naturalism, realism, stream-of-consciousness, and other schools will be considered.

Prerequisite: EN 125-126 desirable. Hours of class per week: 3.

EN 257 Creative Writing 3 s.h.

Instruction and practice in the various avenues of creative written expression. Poetry, drama, novel, short story, and other literary forms are investigated, but primary emphasis is placed on the student's development of his writing abilities along the lines of his particular interests and needs. Creative work is encouraged through regular individual conferences.

Prerequisite: EN 125 or EN 126 desirable; permission of instructor. Hours of class per week: 3.

EN 299 Independent Study 1-3 s.h.

This course provides the opportunity for any student of English to investigate areas not available in existing English courses. Students may contract to undertake 1-3 hours of independent study provided they obtain the sponsorship of a member of the English staff. Students must submit a written and/or oral report before, and upon completion of, the project. Projects and the amount of credit to be earned must receive the sponsoring instructor's and/or Divisional approval.

Prerequisite: EN 125-126 desirable.

Foreign Languages

FL 141-142 Elementary French
3 s.h. each semester

A beginner's course covering the fundamentals of oral comprehension, oral expression, and grammar. Readings in French familiarize the student with the civilization of France.

Hours of class per week: 3. Hours of lab per week: 1.

FL 331 French Conversation and Composition 3 s.h.

This course is designed to help students express themselves in idiomatic French. Emphasis will be placed on vocabulary used in every-day situations. Grammar will be reviewed as needed to facilitate oral and written communication. Assigned readings will assist the student in learning the expressions necessary for communication.

Prerequisite: FL 242 or the equivalent. Hours of class per week: 3.

FL 143-144 Elementary Spanish
3 s.h. each semester

A beginner's course using the audio-lingual approach. The course gives the student a working knowledge of the essentials of grammar and the ability to read with reasonable facility. Graded readings supplement the text and serve as a basis for conversation.

Hours of class per week: 3. Hours of lab per week: 1.

FL 243-244 Intermediate Spanish
3 s.h. each semester

The comprehension and use of the spoken language is further developed in this second-year language course. Grammar, composition, and the cultural aspects of the language are studied. Readings in Spanish introduce the student to Hispanic life and literature.

Prerequisite: FL 144. Hours of class per week: 3. Hours of lab per week: 1

FL 241-242 Intermediate French
3 s.h. each semester

In this intermediate course the comprehension and use of the spoken language are studied, as well as its grammar and composition, and the cultural aspects of the language. Reading texts are chosen to enable the student to converse in idiomatic French and to awaken his interest in French Literature.

Prerequisite: FL 142. Hours of class per week: 3. Hours of lab per week: 1.

FL 331 French Conversation and Composition 3 s.h.

A variety of readings in French from the works of representative authors. Class discussion will focus on the analysis of assigned readings to give the student a general basis for more specific work in literature and to help him understand articles in French publications. Oral expression will be stressed.

Prerequisite: FL 242 or equivalent. Hours of class per week: 3. FL 331 is not a sequential course.

FL 332 Readings in French 3 s.h.

A variety of readings in French from the works of representative authors. Class discussion will focus on the analysis of assigned readings to give the student a general basis for more specific work in literature and to help him understand ar-

ticles in French publications. Oral expression will be stressed.

Prerequisite: FL 242 or the equivalent. Hours of class per week: 3.

FL 343-344 Spanish Reading and Composition
3 s.h. each semester

A review of grammar. A survey of the history, culture and civilization of Spain as the background for the reading of literary selections by Spanish authors: oral expression as well as composition is stressed.

Prerequisite: FL 244. Hours of class per week: 3. Hours of lab per week: 1.

FL 147-148 Elementary German
3 s.h. each semester

A beginner's course stressing the conversational approach to the language. Essential grammar is studied and composition is introduced.

Hours of class per week: 3. Hours of lab per week: 1.

FL 247-248 Intermediate German
3 s.h. each semester

A review of grammar combined with the reading of selected works of contemporary German authors. Oral expression as well as composition is stressed.

Prerequisite: FL 148. Hours of class per week: 3. Hours of lab per week: 1.

FL 299 Independent Study

This course provides the opportunity for any student of French, German, or Spanish to investigate areas not available in existing language courses. Students may contract to undertake 1-3 hours of independent study in French, German, or Spanish, provided they obtain the sponsorship of a professor in the Language Department and the approval of the Department.

A written report to be read and approved by the Division Chariman and the Language Department will be required. Granting of credit is administered by the Division Chairman and the Language Department.

Art and Music

AR 011 College Chorus **1 s.h.***

A chorus of men and women studying standard choral literature and participating in public concerts. Open to acceptable singers on either a credit or non-credit basis. No out-of-class assignments. Attendance is required for scheduled hours and for concert performances to be presented during the year. One credit hour per semester is not included in graduation requirements. Also open to students on a non-credit basis if they are unable to make three rehearsals per week.

AR 100 Studio Art **3 s.h.**

This is a basic course in drawing, painting, and sculpture and will introduce the novice artist to the varied forms of self expression which are available to him and will aid him in controlling the tools at his disposal. There will be studio experience with a variety of art media. Emphasis will be placed on line, color, texture, form, and space. An analysis and critique of the student's studio work will be made.

Hours of class per week: 4.

AR 101 Art History **3 s.h.**

Introduction to the history of art. A survey of world painting, sculpture, and architecture from prehistoric times to the Renaissance. Emphasis will be placed on stylistic developments and appreciation of man's aesthetic achievements. Presentation will combine lecture, text, and visual materials.

Hours of class per week: 3 s.h.

AR 102 Art History

A continuous introductory course to the History of Art. This course surveys world painting, sculpture, and architecture, from the Renaissance to the present twentieth century.

Prerequisite: None (AR 101 desirable). Hours of class per week: 3.

AR 103 History and Literature of Music 3 s.h.

An appraisal of the art of music through directed listening with illustrations from significant composers. It enables the student to understand music from various periods of history and the relationship to social and cultural life of the period being studied. Periods to be studied include Baroque, Classic, and Romantic.

Hours of class per week: 3.

AR 104 History and Literature of Music 3 s.h.

An appraisal of the art of music through directed listening with illustrations from significant composers. Reference to the Modern and Contemporary periods include the rapprochement of Jazz and serious music. Required readings.

Hours of class per week: 3.

AR 105 Experiments in Live Music; A Guide to Perceptive Listening 1 s.h.

Experience live music in performances of representative works of the 17th through the 20th centuries. Demonstrations of techniques of performance relating to interpretive problems of the varied repertoire.

Hours of class per week: 1.

AR 150 Basic Design 3 s.h.

This program and course of study will introduce students to the principles and practices in two- and three-dimensional design.

Prerequisite: None.

AR 200 Printmaking I 3 s.h.

Introduction to basic printmaking process: intaglio (etching, aquatint, drypoint, life ground, mezzotint). The collagraph print, the relief print, (woodcut, color relief print, wood engraving.) A consideration of the basic technique in print making. Ideas and techniques will be explored in both surface and intaglio printmaking. Emphasis on self expression via experimentation.

Prerequisite: AR 100 equivalent or permission of instructor. Hours of class per week: 4.

AR 299 Independent Study (Studio Art) 1-3 s.h.

This course offers students an opportunity to work on a directed studio project and in a student selected art area. Students may undertake independent study in any art area of his choosing providing equipment is available for his project. The individual is the focus of the course. A formal presentation of his work in the form of an exhibit will be required upon the completion of his independent study. Granting of credit is administered by the Division Chairman and the Art Department.

Prerequisites: AR 100, consent of the instructor and Division Chairman.

Philosophy and Language

HU 120 Introduction to French and Spanish Cultures 3 s.h.

A general information course taught in English about France and Spain. The course, touching on the traditions and civilizations of both countries, will place special emphasis on the social and historical background of French and Spanish cultural life. The course is designed to give and inspirational background for the study of French and Spanish similar to that obtained by travel. Audio-visual materials will be an integral part of the course.

Hours of class per week: 3.

HU 251 Introduction to Philosophy 3 s.h.

This course will introduce the student to both the philosophies and the philosophers who have contributed much to man's thinking. The range of the course will be from the writings of Plato to such as Santayana, Dewey, and William James.

Hours of class per week: 3.

HU 254 Logic and Argument 3 s.h.

This course presents logic as a means for analyzing social, political, and philosophical contoversy. The approach is from the linguistic and semantic side, with training in finding the thread of argument within the tangles of commonplace speech and writing. Interest in language is important. This course covers most of the traditional logic of philosophy, such as the syllogism and the use of reasoning in the development of new knowledge, as well as the elements of critical thinking.

Prerequisites: Sophomore standing or completion of 6 hours of English. Hours of class per week: 3.

HU 267 Modern Philosophers 3 s.h.

This course is an introduction to the philosophers and problems from Descartes to the contemporary period. Representative philosophers will be examined along with such philosophical movements as rationalism, empiricism, pragmatism, and analytic philosophy.

Prerequisite: HU 251 desirable

HU 271 Comparative Religions 3 s.h.

This is a survey course of the living religions of our day. Comparison is made of similarities and differences, by a study and survey of institutions, practices, and beliefs.

Mathematics

MA 050 Algebra 4 s.h.*

A modern approach to introductory algebra. This course is designed to prepare students who have an insufficient mathematics background to pursue college work. Topics include: sets and number systems; operations; exponents; polynomials and rational expressions; first degree equations; functions and graphs; verbal problems.

Hours of class per week: 4.

MA 150 Survey of Mathematics 3 s.h.

A course for the non-science oriented student, emphasizing the nature of mathematics and the development of mathematical ideas and concepts. Topics include: numeration systems; sets; elementary logic and deductive reasoning; abstract systems; and the natural, integer, and rational number sytems. Not open to students having two years of high school algebra or MA 151.

Hours of class per week: 3.

MA 151 Intermediate Algebra For College Students 4 s.h.

This course is designed for students who have had only a minimum of high school mathematics and who wish to later enroll in any of the following: MA 152, 154, 159, 160. Topics include: Properties of real numbers; polynomials and rational expressions; functions and graphs; simultaneous systems; logarithms; right triangle trigonometry.

Prerequisite: MA 050 or one year of high school algebra. Hours of class per week: 4.

MA 152 Topics From Finite Mathematics 3 s.h.

The course will cover number and numeration systems, logic, set theory, Boolean algebra, matrices, and linear programming from an intuitive point of view.

Prerequisite: Intermediate Algebra, Math 11, or MA 151. Hours of class per week: 3.

MA 154 Precalculus Mathematics 4 s.h.

A course designed to give a modern background for the calculus. Topics include: set theory; logic and techniques of proof; properties of the real number field; complex numbers; polynomial equations; functions- rational, exponential, logarithmic, circular (through asymptotes and intuitive limits); trigonometry; mathematical induction.

Prerequisite: MA 151 or 1½ years of high school algebra or Math 11. Hours of class per week: 4.

Not credited toward the Associate Degree.

MA 157 Analytic Geometry and Calculus I **4 s.h.**

First course in a sequence of four courses covering topics from the calculus, analytic geometry, differential equations and advanced areas. Primarily for mathematics or science majors, although qualified students from other fields are encouraged to elect the course. Topics include: inequalities, introductory analytic geometry, functions, limits, continuity, the derivative, differentiation of algebraic functions, applications of the derivative, antidifferentiation.

Prerequisite: MA 154 or 3½ years of high school mathematics or 3 years of high school mathematics and permission. Hours of class per week: 4.

MA 158 Analytic Geometry and Calculus 2 **4 s.h.**

A continuation of MA 157. Topics include the definite integral; applications; analytic geometry; trigonometric, logarithmic and exponential functions; methods of integration.

Prerequisite: MA 157. Hours of class per week: 4.

MA 159 Mathematics of Finance **3 s.h.**

Open to liberal arts and selected business students. Topics include: simple interest, discount, partial payments, depreciation, bonds, annuities; life insurance. (offered Spring semester only).

Prerequisite: MA 151. Hours of class per week: 3.

MA 160 Statistics **3 s.h.**

A course designed to give a basic foundation in statistics for students with a limited background in mathematics and who wish to pursue careers in such areas as Business, Social Sciences, Science and Data Processing. Topics include: calculators; frequency distributions; measures of central tendency and variability; probability; binomial distributions; normal distributions.

Prerequisite: Math 11, Intermediate Algebra or MA 151. Hours of class per week: 3.

MA 161 Mathematics For Electrical Technology **4 s.h.**

During this course, the fundamental mathematical skills needed for students of the Electrical Technology curriculum are developed. Topics studied include: basic arithmetic skills and slide rule operation, algebraic manipulation, ratio, proportions, quadratics, logarithmic functions, right triangle trigonometry. Application of these topics to the field of electricity is stressed throughout this course. (Fall Semester Only).

Prerequisite: High School Algebra (1 year) and concurrent registration in EL 125. Hours of class per week: 4.

MA 162 Mathematics For Electrical Technology **4 s.h.**

As a continuation of MA 161, this course develops mathematical skills needed by students of Electrical Technology. Topics include: a survey of analytic geometry, and introduction to differential and integral calculus, numeration systems, and Boolean Algebra. Electrical Technology is stressed throughout the course. (Spring Semester Only).

Prerequisite: MA 161 and concurrent registration in EL 126. Hours of class per week: 4.

MA 250 Survey of Mathematics **3 s.h.**

A sequel to MA 150, this course includes study of some of the same topics in greater depth, as well as topics selected from the following: Geometries; Relations, Functions and Graphs; Axiomatics and Proof, Introductory Probability; Measurement and Mensuration; History of Mathematics; Number Theory and Finite Systems.

Prerequisite: Elementary Algebra or MA 050; and MA 150. Hours of class per week: 3.

MA 254 Abstract Algebra **3 s.h.**

Topics: Sets, mappings, morphisms, groups, rings, integral domains, and fields. Recommended for Mathematics and Science majors. (Fall Semester Only).

Prerequisite: MA 157; concurrent

registration in MA 158 or MA 257 desired. Hours of class per week: 3.

MA 257 Analytic Geometry and Calculus 3 **4 s.h.**

Topics include: polar coordinates; conic sections; Vectors in E2 and E3; hyperbolics; indeterminate forms, infinite series; Taylor's Series with Remainder; introductory calculus of several variables, partial differentiation and multiple integration; applications.

Prerequisite: MA 158. Hours of class per week: 4.

MA 258 Differential Equations **4 s.h.**

Topics include: Definitions, differential equations of first degree and order, applications, Bernoulli's equation, linear independence, general solutions to homogeneous and non-homogeneous equations, differential operators, auxiliary equations, the Laplace transfer and its inverse, systems of equations. (Spring Semester Only).

Prerequisite: MA 257. Hours of class per week: 4.

MA 259 Linear Algebra **3 s.h.**

This course is designed for second-year mathematics or science students. Topics covered: Systems of linear equations, vector spaces, linear dependence, bases, dimension, linear transformations, matrices determinants, and eigenvectors. (Spring Semester Only).

Prerequisite: MA 158, but concurrent registration in MA 257 is recommended. Hours of class per week: 3.

MA 299 Independent Study **1-3 s.h.**

This course provides the opportunity for any student of mathematics to investigate areas not available in existing mathematics courses. Students must submit a written and/or oral report before, and upon completion of the project. Projects and the amount of credit to be earned must receive Divisional approval.

SCIENCE AND ENGINEERING

Automotive Technology

AT 121 Theory of Internal Combustion **3 s.h.**

Basic principles of internal combustion engines, cycles, engine types, ignition, carburetion and construction. Laboratory experience with elementary diagnostic instruments for determining horsepower efficiency and basic identification of engine proglems.

Hours of class per week: 2. Hours of lab per week: 2.

AT 122 Introduction to Automotive Function **3 s.h.**

Construction, operation, and repair of the chassis, including brakes, transmissions, differentials, front and rear suspension, clutch, etc.

Hours of class per week: 2. Hours of lab per week: 3.

AT 123 Automotive Body Fundamentals **3 s.h.**

Automotive body and frame construction, sheet metal work, basic repair of refinishing procedures. Special problems in repair and application of refinishing materials.

Prerequisite: Concurrent registration in AT 124. Hours of class per week: 2. Hours of lab per week: 3.

AT 124 Metals and Industrial Process **3 s.h.**

Characteristics and properties of metals, metallurgy, exyacetylane and arc welding.

Hours of class per week: 2. Hour of lab per week: 2.

AT 125 Automotive Fuel Systems **3 s.h.**

Basic Principles of service and repair of automotive fuel systems, including advanced carburetion theory and practice.

Prerequisite: PH 171 and AT 121. Hours of class per week: 2. Hours of lab per week: 2.

AT 126 Automotive Electrical Systems **3 s.h.**

Application of the principles of electricity to the design, operation, service and repair of automotive electrical starting, lighting, generating and ignition systems.

Prerequisite: PH 172, AT 121, AT 122. Hours of class per week: 2. Hours of lab per week: 2.

AT 127 Performance Problems Analysis **6 s.h.**

Analysis and repair of performance malfunctions effecting any and all parts of the automobile. Laboratory use of test equipment and instruments for diagnostic investigation; includes Sun universal tester, oscilloscope, dwell meter, generator-regulator tester, etc.

Prerequisite: AT 121, AT 122, AT 125, AT 126

Hours of class per week: 2. Hours of lab per week: 4.

AT 128 Retail Automotive Service **3 s.h.**

Methods and procedure of retail automotive service. Designed to prepare the student to deal with the public, supervise employees, and to create familiarity with general garage practices.

Hours of class per week: 3.

BIOLOGY

BI 121 Nutrition **3 s.h.**

A study of the basic nutritional needs required for the maintenance of active health in man. Special emphasis will be placed on relating nutritional needs to specific menu planning.

Hours of class per week: 3.

BI 125 Advanced Nutrition **3 s.h.**

An understanding of the nature and relationship between the nutritional requirements of man and the nutritive value found in foods. Emphasis will be placed on food storage and preparation as it pertains to the maintenance of a high nutrient value. Vitamin and mineral deficiency diseases will be stressed.

Prerequisite: BI 121. Hours of class per week: 3.

BI 171 Modern Biology **4 s.h.**

A course in general biological principles relating cell structure to function. Topics discussed will include the origin and evolution of life; biochemistry, energetics; the molecular basis of cell metabolism; principles of heredity and the genetic control of cell activity; cell division; the homeostatic regulation of the cell environment. Physiological processes at the organismic level will be analyzed and correlated with the simpler manifestations at the cell level. Emphasis will be placed on modern research, the nature and philosophy of science, and the art experimentation as carried on concurrently in the laboratory portion of the course.

Hours of class per week: 2. Hours of lab per week: 3.

BI 172 Plant Biology **4 s.h.**

An introduction to the structure, functions, and development of seed plants, followed by a survey of the diversity and economic significance of the plant kingdom. The organs of plants will be studied in relation to their morphogenesis, functional interaction, and special physiological roles. These plant organs will also be studied in relationship to their interaction with environmental factors such as air and soil. The major plant groups will be studied from the algae throught the Angiosperms. The interactions of the plants in each of these groups will be considered with respect to such concepts as energy flow, competition, parasitism, plant succession, and biome composition. Major emphasis will be placed on basic concepts of population genetics and evolution.

Prerequisite: Biology 171. Hours of class per week: 3. Hours of lab per week: 3.

BI 173 Animal Biology .4 s.h.

An evolutionary survey of the animals, from Protozoa through Chordata, and their ecology. Both gross and microscopic structures of vertebrates and invertebrates will be studied in relation to their development, functional interactions, and special physiological roles. These concepts shall be related to paleontology, biogeography, and population genetics, so that the student will be aware of the evolutionary significance of the structures studied. Emphasis will be placed on vertebrate history and behavior, especially as it concerns the origin of man.

Prerequisite: BI 171 or permission of instructor. Hours of class per week: 3. Hours of lab per week: 3.

BI 174 Psychobiology 4 s.h.

The purpose of this introductory course is to explore the interface between biology and psychology and to attempt to understand animal and human behavior as natural extensions of established biological principles. Human and animal behavior will be viewed in the light of (1) the functioning of self-regulating systems in general, (2) the anatomy and physiology of nervous systems, and (3) comparative studies and the evolutionary history of behavior. Topics to be surveyed will include:

*Vitalist *vs* empiricist views of behavior *Idealist *vs* materialist views of "mind" *Behavior and self-regulating systems *Cellular and physiological basis of behavior *Anatomical basis of behavior *Sense-organs and perception *Information-processing in nervous systems *The nature of drives in man and animals *The nature of "instinct" *The biological basis of memory and learning *Imprinting *The biology of emotions *The biology of sleep and arousal *The nature of animal hypnosis *The evolution of behavior *The evolution of intelligence and "mind" *Glands and brains: the psychobiology of "stress" *Drugs and behavior "Medicine, the control of mind and behavior.

The laboratory will include dissections, physiological studies, brain-wave studies, conditioning experiments, and behavior analysis.

Hours of class per week: 3. Hours of lab per week: 3.

BI 175 Field Biology 4 s.h.

An intensive field program stressing terrestrial and aquatic ecology. The course will outline the interrelationship between the biotic community and its physical environment. Where pertinent, the effect of pollution on this relationship will be stressed. Topics to be covered will include: *The scope of ecology *The eco-system *Sampling techniques and statistical analysis of sampling data *Microclimato-logical effects *Use and development of identification keys *Phoytosocilogical analysis of Terrestrial Vegetation *Terrestrial energy cycles (food chains and food webs) *Plant and animal succession *Human energy production as a process in the biosphere *The morphometry and morphology of lakes and streams *Properties of water *Hydrologic cycles of lakes and streams *Oxygen concentration in lakes and streams and its effect on the biotic community *Mineral cycles of lakes and streams *The hydromechanics of plankton *Energy cycles of lakes and streams (typical).

Hours of class per week: 3. Hours of lab per week: 3.

BI 176 Ecology 3 s.h.

The interrelationship between living systems and their physical environment. Emphasis will be placed on the understanding of different eco-systems, their balance and dynamics. Man's role as a member of the biosphere will be stressed.

Hours of class per week: 2. Hours of lab per week: 2.

BI 181 Anatomy and Physiology 4 s.h.

The study of anatomy and physiology stressing the structure of the vertebrate body with reference to man. Emphasis is placed on the integrated development of structure and function in man with special

reference to cellular, skeletal, muscular, digestive, respiratory, and endocrine function.

Hours of class per week: 3. Hours of lab per week: 3.

BI 182 Anatomy and Physiology 4 s.h.

The study of anatomy and physiology stressing the function of vertebrate organ systems with special reference to those of man. Emphasis is placed on the function of muscle contractions, metabolism, electrolytic balance, surface phenomenon, excitation, and conduction as they are related to the function in the organ system.

Prerequisite: BI 181. Hours of class per week: 3. Hours of lab per week: 3.

BI 282 Microbiology 4 s.h.

This course explores the morphology, physiology, and ecology of the major groups of mircroorganisms. Emphasis will be placed upon recent developments in the field of disease, immunology, and industrial applications. The laboratory will illustrate latest techniques in identification, culturing, and isolation of microbes as well as modern applications of microbiology.

Hours of class per week: 3. Hours of lab per week: 3.

Chemistry

CH 173-174 Fundamentals of Chemistry 4 s.h. each semester

A course in the fundamentals of chemistry stressing basic principles. Topics included are chemical bonding, periodicity, state of matter, solutions, atomic theory, and kinetic theory. Laboratory work involves classical experiments and open-ended problem solving situations.

Hours of class per week: 3. Hours of lab per week: 3.

Construction Technology

CT 121 Introduction to Building Trades and Construction Materials 3 s.h.

A basic course in construction materials and methods. Study of timber, steel, masonry, concrete, and other materias used in construction. Construction methods are studied to acquaint the student with field practices.

Hours of class per week: 3.

CT 122 Light Frame Construction 3 s.h.

A study of construction materials, practices, equipment and terminology relating specifically to light frame construction. Includes forming and building codes for general structural components from foundations through rough framing.

Prerequisite: Concurrent registration in CT 121. Hours of class per week: 2. Hours of lab per week: 3.

CT 124 Construction 3 s.h.

A study of construction, materials, practices, equipment and terminology relating specifically to non-wood structural components in light frame and light commercial construction. General structural components include foundations, unit masonry construction, reinforcing steel, and applicable building costs.

Prerequisite: CT 121. Hours of class per week: 2. Hours of lab per week: 3.

CT 125 Construction Equipment 3 s.h.

A course in the basic selection operation, maintenance and repair of medium and heavy construction equipment. The use of machines in grading and other construction techniques will be emphasized.

Prerequisite: CT 121. Hours of class per week: 2. Hours of lab per week: 2.

CT 126 Plumbing and Climate Control 3 s.h.

A basic course in plumbing and climate control, including use of tools, basic lead working, steam and hot water heating, water distribution, venting drainage, and general installation, maintenance, and repair.

Hours of class per week: 2. Hours of lab per week: 3.

CT 127 Construction Project and Design I 3 s.h.

To provide each student with the opportunity to design, engineer and build a project which combines many elements of construction. The student begins by completing a set of working drawings including plans, section details, notes and specifications. A three-dimensional model is then constructed using the materials, methods and techniques stated in the specifications.

Prerequisite: CT 122, MD 180. Hours of class per week: 2. Hours of lab per week: 2.

CT 128 Construction Estimating 3 s.h.

A study of the elements of cost of construction. Includes analysis of procedures in recording quantity take off, labor factors and overhead; use of check lists, cost records, summaries and working drawings; bidding practices of the construction industry; sub contracts; critical path method.

Prerequisite: CT 121, CT 122, CT 124. Hours of class per week: 3.

CT 129 Electrical Construction 3 s.h.

A course dealing with installation of wiring, including armored cable, wiremold, and romex; installation of wiring boxes, light fixtures, rigid metal conduit and electrical metallic tubing and connectors, and wiring such systems.

Prerequisite: EL 125. Hours of class per week: 2. Hours of lab per week: 2.

CT 130 Construction Project and Design II 3 s.h.

A continuation of CT 127. The student actually builds, using the specifications stated in his working drawing for the project which he has designed.

Prerequisite: CT 125, CT 126, CT 127 and/or concurrent registration in CT 129. Hours of class per week: 2. Hours of lab per week: 3.

Electricity and Electronics

EL 125 Electricty 4 s.h.

This pilot course in the Electrical Technology curriculum investigates the fundamental concepts of voltage, current, and power as applied to both AC (single phase) and DC circuits. The nature of resistance, inductance, and capacitance is studied. Fundamental circuit analysis is developed by the application of the basic laws and theorems to functional electric circuits. This course also includes a study of applicable electrical instrumentation. The practical application is stressed throughout the course.

Prerequisite: High School Algebra, MA 161 Requisite. Hour of class per week: 3. Hours of lab per week: 3.

EL 126 Electricity 1 s.h.

EL 126 is a continuation of EL 125 during which the nature of Polyphase systems is studied. The transient response of elementary circuits is developed and the response of electric circuits having non-sinusoidal excitations is studied. Practical application of these concepts is emphasized.

Prerequisite: EL 125 and MA 161, MA 162 Requisite course. Hours of class per week: 0. Hours of lab per week: 2.

EL 128 Electrical Devices 2 s.h.

During this course the operational principles and electrical characteristics of devices commonly used in the electrical field are studied. The characteristics of the vacuum diode, triode, tetrode, and pentode and cathode ray tube are surveyed. The parameters of solid state devices such as the semiconductor diodes, the bipolar junction transistor,

field effect transistor, the diac, triac, and varactor, thyristor, and silicon controlled rectifiers are also developed. In addition, the performance of basic electromechanical transducers and temperature, pressure, humidity sensors is also conveyed.

Prerequisite: PH 172. Hours of class per week: 1. Hours of lab per week: 2.

EL 229 Electronics 5 s.h.

This course introduces the student to electronics through the study of basic electronic circuits used in the electronics field. Specific circuits investigated include the rectifiers, filters, and regulators, amplifying circuits using both vacuum tubes and/or transistor circuits including their parameters and design limitations. Graphical and analytical analysis of these circuits and methods of coupling are also studied. Principles and application of feedback are introduced as applied to common devices.

Prerequisite: EL 126 (Requisite) EL 125 and EL 235. Hours of class per week: 4. Hours of lab per week: 3.

EL 230 Electronics 5 s.h.

EL 230 is a continuation of EL 229. During this course the operation of special purpose amplifiers and oscillators is introduced. An investigation of high-frequency amplifiers and oscillators and basic computing circuitry is also developed. Application of these devices to communication electronics is explored through the investigation and application of AM and FM communication technique.

Prerequisite: EL 229. Hours of Class per week: 4. Hours of lab per week: 3.

EL 231 Electric Machines 3 s.h.

EL 231 is concerned with the construction and operational characteristics of rotating machinery including both AC and DC motors and generators as well as the transformer. Primary concern is directed at the basic principles of operation of associated circuitry including speed control and ratings of these devices. Both single phase and polyphase machinery is studied as related to applicable testing procedures and efficiencies and utility.

Prerequisite: EL 125. Hours of class per week: 2. Hours of lab per week: 2.

EL 232 Computers 4 s.h.

During this course the fundamental concepts of both analog and digital computing circuitry is studied. The circuits required for the execution of the processes of arithmetic processes as well as integration and differentiation are developed. The circuits required to perform function of memory, storage, and input and output are also investigated. A comparison between the analog and digital techniques is made throughout the course. Practical application of the electronic computer as a control element and aid for technical analysis is also developed.

Prerequisite: EL 126. Hours of class per week: 3. Hours of lab per week: 2.

EL 233 Laboratory Project 3 s.h.

During this course the student is encouraged to build, design, or fabricate electrical or electronic equipment which would be useful to himself, the college, or to participate in some activity which would enhance his experience as a technician. Although this time would frequently be used in the laboratory constructing a particular project, this requirement may also be satisfied by association with an employer whose activity is oriented to the employment of the technician upon graduation. Such an activity, however, must be approved by the faculty of the curriculum so that appropriate credit can be awarded to this student.

Prerequisite: EL 229. Hours of class per week: 2. Hours of lab per week: 3.

EL 234 Laboratory Project 3 s.h.

This continuation of EL 233, Laboratory Project, is provided to enable the student to have specific contact in the area of his specialization. During this course the student is encouraged to build, design, or fabricate electrical or electronic equipment which would be

useful to himself or the college or to participate in some activity which would enhance his experience as a technician. Although this time would frequently be used in the laboratory constructing a particular project, this period may also be used with an employer whose activity is oriented to the employment of the technician upon graduation. Such an activity must be approved by the faculty of the curriculum.

Prerequisite: EL 233. Hours of class per week: 2. Hours of lab per week: 3.

***EL 235 Instrumentation 1 s.h.**

During this course the basic description related to the instrument used in the electronics field is developed. Specific emphasis is placed on the utility of the oscilloscope, electronic voltmeters, signal generators, and component testing instruments. A generalized study of the internal circuitry of these devices is conducted so that the student may utilize these instruments in a most knowledgeable manner.

Prerequisite: none. Hours of lab per week: 2.

EL 237 Home Technician 3 s.h.

A core of knowledge that every man should have about the upkeep and improvement of his home, divided into four major areas:

I wiring
II plumbing and heating
III building and remodeling
IV appliances

Only one major area will be taught each time it is offered.

Hours of class per week: 3.

*Not counted in 60 s.h. required for the Associate Degree.

Food Services

FS 122 Food Service and Preparation 3 s.h.

An introduction into the fundamental skills required for proper food selection, preparation, and storage. The relationship between proper preparation and storage and nutritional value will be emphasized. This course will utilize lecture demonstration and laboratory work.

Hours of class per week: 2. Hours of lab per week: 3.

FS 123 Introduction to Food Service 3 s.h.

An introduction in modern commercial food service techniques emphasizing marketing, storage, management, and preparation of foods. The critical responsibility of presenting nutritious food to the public will be emphasized.

Hours of class per week: 3.

FS 124 Quantity Food Selection and Preparation 3 s.h.

The course is designed to emphasize the unique requirements related to producing quantity food in a palatable fashion. Emphasis will be placed on such problems as bulk food production, menu making, cost evaluation, santitation, and safety as they apply to quantity food production.

Prerequisite: FS 122. Hours of class per week: 2. Hours of lab per week: 3.

FS 126 Dietary Therapy 3 s.h.

The course develops a relationship between health needs and specialized diets. Emphasis is placed on relating specific nutritional requirements for a variety of special dietetic needs.

Prerequisite: BI 121, FS 123. Hours of class per week: 2. Hours of lab per week: 3.

FS 127 Food Service Equipment 3 s.h.

The course develops the skill and understanding in the use, maintenance and service of food service equipment. Use of commercial freezers, ovens, pressure cookers, steam tables, and other quantity food preparation equipment will be emphasized.

Prerequisite: BI 121, FS 123. Hours of class per week: 2. Hours of lab per week: 3.

FS 128 Food Purchasing and Cost Control 3 s.h.

Techniques for analyzing and solving cost problems associated with purchasing quantity foods. Emphasis will be placed on marketing, buying practices, standards of quality, ideal storage conditions and duration.

Prerequisite: BI 121 and FS 123. Hours of class per week: 3.

FS 129 Quality Food Selection and Preparation 3 s.h.

Basic procedures and techniques required to produce large volume quality food preparation. Emphasis will be placed on culinary qualities and environmental atmosphere required for the proper enjoyment of quality foods.

Prerequisite: FS 122 and FS 123. Hours of class per week: 2. Hours of lab per week: 3.

FS 130 Food Service Organization and Mangement 3 s.h.

The course is designed to give food service majors the basic understanding necessary to organize a food service operation. Emphasis will be placed on budgetary management, cost equivalence, and employee management.

Prerequisite: FS 123. Hours of class per week: 3.

Geology

GL 171 Physical Geology 4 s.h.

The first geology course for the potential geology or related science major. Topics include basic mineralogy and crystallography, rocks, weathering and soil formation, erosion, glaciation, basic geomorphology, maps, surface and ground water, introduction to geologic structures and related topics. Field work, laboratory work and independent study or research is incorporated into the course.

Hours of class per week: 3. Hours of lab per week: 3.

GL 172 Historical Geology 4 s.h.

The second basic geology course for the potential geology or related science major. Topics include the earth's origin and place in the planetary system, historical geology (especially of North America), paleontology, evolution, stratigraphy and geologic correlation, petroleum geology and others. The unique sedimentary and fossil record revealed in the Mohawk Valley and adjacent Catskill Mt. region will be explored in depth. Field trips, laboratory work and independent study or research is included in the course.

Prerequisite: GL 171. Hours of class per week: 3. Hours of lab per week: 3.

Graphics

MD 176 Electrical Graphics 3 s.h.

This electrical graphics course is concerned with basic drafting including orthographic projection, geometrics, cross sections, auxiliary projections, size description, and axonometric projections. Covers fastening devices, electrical symbols, various types of wiring diagrams, circuit board layout, charts, graphs, and problems involving the development of a complete set of plans and specifications for a piece of electrical equipment.

Hours of class per week: 3.

MD 180 Architectural Drafting and Blueprint Reading 3 s.h.

Architectural drawing as related to functional planning of residence buildings, working drawings, including plans, elevations, section, details, notes, and specifications.

Hours of class per week: 2. Hours of lab per week: 3.

Natural Resources Conservation

NR 121 Fisheries and Wildlife Management 3 s.h.

Introduction to the ecologic principles required for the maintenance and management of wildlife and fisheries resources. Habitat evaluation, game and fish management techniques, and wildlife inventories will be emphasized.

Hours of class per week: 2. Hours of lab per week: 3.

NR 122 Fisheries and Wildlife Management II 3 s.h.

Utilization of required techniques in hydrographic mapping, limnologic sampling, and chemical equilibrium required for the maintenance of balanced fish and wildlife populations. Wildlife censusing, collection and research techniques, life histories, environmental requirements and habitats, nutritional requirements and infectious diseases of fish and wildlife will be stressed.

Prerequisite: NR 121. Hours of class per week: 2. Hours of lab per week: 3.

NR 123 Forest Management 3 s.h.

The practices and principles involved in managing woodlands for timber, recreation, wildlife, and soil conservation values. Includes species identification and characteristics, tree development and growth, cutting practices, harvesting and marketing, reforestration, planting management and protection.

Prerequisite: NR 122. Hours of class per week: 3.

NR 124 Principles of Soils and Water 3 s.h.

A study of the principles of erosion control, surface drainage and subsurface drainage; considers soil genesis, composition, classification, physical and chemical charactersitics in relation to soil moisture, fertility and management.

Prerequisite: NR 122. Hours of class per week: 2. Hour of lab per week: 2.

NR 125 Outdoor Power Equipment 3 s.h.

Designed to acquaint students with the operation, maintenance and repair of conservation-recreation tools and machines such as chain saws, snowplows, snowmobiles, motors and power equipment, management tools, etc.

Prerequisite: NR 122. Hours of class per week: 2. Hours of lab per week: 2.

NR 126 Research Seminar in Environmental Conservation and Outdoor Recreation 3 s.h.

Seminar based on extensive reading and discussion of current research, philosophies, trends, problems, etc. related to conserving resources.

Prerequisite: NR 122. Hours of class per week: 3.

Nursing

NU 105 Nursing Science I 7 s.h.

This course stresses the fundamentals of nursing. The student is introduced to the basic concepts and scienctific principles of the biological and behavioral sciences that are applied to the nursing care of all patients. Adaptation of these principles and the planning of safe nursing care for individually selected patients is provdided in hospitals and other health agencies.

Prerequisites: Completion of, or concurrent registration in BI 181, SS 291. Hours of class per week: 5 including 1 hour seminar. Hours of lab per week: 6.

NU 106 Nursing Science II 7 s.h.

The skills, concepts and principles introduced in NU 105 are further developed in this course. Normal growth and development is introduced with field trips to various schools and agencies included

in the practice in addition to hospital experiences.

Prerequisites: NU 105; completion of, or concurrent registration in BI 182, SS 297. Hour of class per week: 5. Hours of lab per week: 6.

NU 205 Nursing Science III 9 s.h.

This course emphasizes the nursing care of mothers and children as part of the family unit. Mental health and illness is included to show relationships between family members and individuals with society. Health needs throughout the child-bearing cycle and newborn period are stressed. Coordination of theory and practice in classroom, hospitals, community agencies and clinics are arranged.

Prerequisites: NU 106, completion of, or concurrent registration in BI 282, SS 281. Hours of class per week: 5. Hours of lab per week: 10-12.

NU 206 Nursing Science IV 9 s.h.

This course stresses complex health needs of children and adults who are ill. Principles, concepts and skills considered in the previous nursing courses are further developed and expanded in NU 206.

Prerequisites: NU 206. Hours of class per week: 6 including 1 hour seminar (total 6). Hours of lab per week: 10.

Physics

PH 171-172 Physics 4 s.h.

A comprehensive course stressing the basic concepts, principles, and laws of physics. Areas covered are: fundamentals of mechanics, heat and thermodynamics, electricity and magnetism, waves, atomic and nuclear physics. Laboratory work is well integrated with lecture part of the course. For doing experiments with mechanical systems, mostly air tracks and air tables in conjunction with spark timer or strobe data recording technique is used. Many experiments have been chosen to familiarize the student in the use of different types of meters, oscilloscopes, and signal generators, in addition to studying various physical phenomena. Topics investigated in the laboratory include: characteristics of diode tube, dynamics of electrons in CRT, R-C circuits, L-C-R circuits, properties of microwaves and laser beam, and nuclear decay.

Prerequisites: concurrent registration in MA 161-162 or MA 157-158 or permission of the instructor. Hours of class per week: 3. Hours of lab per week: 3.

PH 235 Mechanics 3 s.h.

This course, designed for sophomore physics, engineering, and mathematics majors, presents the principles of statics of particles and rigid bodies and indicate the general, methods of applying them to the solution of varied engineering problems and develop the analytical ability of the student. Topics covered are: vector algebra, forces and equilibrium, structures, plane and space trusses, frames and machines. centroids of lines, areas and volumes, flexible cables, beams with distributed loads, friction, area moments of inertia and mass moments of inertia, inertia tensor.

Prerequistes: PH 171 and MA 157; completion of or concurrent registration in MA 158. Hours of class per week: 3.

PH 236 Mechanics 3 s.h.

This course, designed for sophomore physics, engineering, and mathematics majors, presents the principles of dynamics of particles and rigid bodies and indicates the general methods of applying them to the solution of varied engineering problems and develops the analytical ability of the student. Topics covered are: equations of motion, rec-

tilinear and curvilinear motion, motion relative to translating and rotating axes, work and energy impulse and momentum, Euler equations, the gyroscope, central force motion, simple harmonic motion, damped oscillations and forced oscillations.

Prerequisites: PH 171 and MA 157-158. Hours of class per week: 3.

PH 271 Physics **4 s.h.**

This course is designed for sophomore science, engineering, and mathematics majors. Topics covered are : Maxwell's equations and electromagnetic waves; special theory of relativity; dual nature of matter and electromagnetic radiation; basic interactions between matter and radiation - photoelectric effect, Compton effect, pair production and annihilation; X-Rays; electron diffraction, deBroglie waves; uncertainty principle; Bohr model of the atom, Pauli exculsion principle, and the periodic table; nuclear structure, radioactivity, nuclear fission and fusion reactions, beneficial and harmful effects of radiation. An independent laboratory project, in the field of student interest, is required. The laboratory project could be in any one or combinations of the following areas: vacuum tubes, semiconductor devices, photoelectric effect and devices, electron dynamics, atomic structure, nuclear decay, electromagnetic waves. (FALL SEMESTER ONLY)

Prerequisites: Ph 171-172 and MA 157-158. Hours of class per week: 4.

Science

SC 131 Environmental Physics **3 s.h.**

Course Description: A course designed to give a perspective on mankind's limits in space and time by focusing attention on the exponential growth in populations and in the exploitation of resources. Topics studied are: different forms of energy, our energy needs, our energy resources, methods of energy transformations and their by-products, environmental problems created by our increasing energy demands, relative advantages and disadvantages of nuclear and fossil fuel power plant possibilities for conservation in energy use, possibilities for increasing the efficiency of present energy conversion techniques, the potential of new energy sources-solar, fusion, geothermal; basic interactions between living systems and X-Rays, gamma rays, and high energy charged particles; beneficial and harmful effects of radiation; different forms of heat transport, thermal pollution and their sources; air pollution and noise pollution and their sources; environment's ability to ameliorate the effects of these emissions; pollution abatement. The limits to exponential growth and the time scales for approaching these limits are also studied. (SPRING SEMESTER ONLY)

Prerequisites: none. Hours of class per week: 2. Hours of lab per week: 2.

SC 141 Introductory Biology **3 s.h.**

The human relevance and social implications of biology. The origin, evolution and nature of living systems. Cellular anatomy, physiology, and energetics discussed in genetic and ecological perspective. Observation, interpretation, and library research are integrated by means of written laboratory reports. Laboratory study of behavior of living organisms, microscopy of selected native flora and fauna, elemental experiments in biochemistry, biophysics and genetics are included.

Hours of class per week: 2. Hours of lab per week: 2.

SC 142 Introductory Biology **3 s.h.**

A biosystematic approach to plant and animal taxa, both living and extinct, utilizing representative fossils and live specimens when available. An understanding of man's origin and place in the biosphere is complemented by topics from comparative anatomy, physiology, and medicine as they relate to the human organism.

Observation, interpretation, and library research are integrated by means of

written laboratory reports. Included are: dissection and micro-anatomy of representative invertebrates, vertebrates, and plants, field collection, identification, and study of plants and animals of biologic interest.

Hours of class per week: 2. Hours of lab per week: 2.

SC 143 Earth Systems 3 s.h.

The materials, surface features, internal structure and changes in the planet earth brought about by natural forces and by man. Emphasis on earth cycles and dynamics, including long and short range effects, on the environment resulting from human activity. Labs include introduction to rocks and minerals, topographic maps, and local field trips. For non-science majors.

2 lectures per week. Hours of lab per week: 3.

SC 144 The Ancient Earth 3 s.h.

The history of the earth and the fossil record of life on earth. The course explores the dimension of time as revealed in the rocks of the earth's crust, and examines fossils both as an important tool in interpreting the earth's history and as the major evidence for organic evolution. Labs include the systematic study and identification of the major fossil groups, problems in rock correlation, and the study of local stratified rocks in the field. For non-science majors.

Hours of class per week: 2. Hours of lab per week: 3.

SC 145 The Universe of Man 3 s.h.

An introductory course designed to give an overview of science, emphasizing the evolutionary nature of matter. The subject of "matter" will be discussed from its subatomic-particle state to the creation of the universe on the supramacro level; from the atom to the creation of life on the submicroscopic level; and finally through the evolutionary process to modern man and beyond. The course will integrate the disciplines of physics, chemistry, and biology and with an overall philosophical viewpoint stress the unity of living and the non-living nature of the universe. Lectures and discussions will be reinforced with class demonstrations.

Hours of class per week: 2. Hours of lab per week: 3.

SC 151 Introduction to Physical Anthropology 3 s.h.

This course first introduces the discipline of anthropology and then uses the fossil evidence for hominid evolution in conjunction with the study of past and present primates as well as basic genetics to investigate current theory concerning the ascent of Homo sapiens. Archeology and prehistory combine to present an introduction to the behavior of Hunteng's gathering groups. Emphasis is continually on the interaction of Homo sapiens with the total environment.

Prerequisite: none. Hours of class per week: 2. Hour of lab and recitation per week: 2.

SC 299 Independent Study: Science Division 1-3 s.h.

This course provides the opportunity for any student of Science to investigate areas not available in existing science courses. Students may contract to undertake 1-3 hours of independent study in a science area of their choosing, provided they obtain the major sponsorship of one professor in the Science Department and the minor sponsorship of two other science professors. A student electing independent study will be expected to confer weekly with his major sponsor, who will serve as his advisor throughout the duration of the study. A written report, to be read and approved by both the major and minor advisors, will be required. The student will also be expected to present an oral summary of his work before a Colloquium of the Science Division. Independent study will be elected on a pass-fail basis. However, in recognition of work of very high quality, a grade of "A" may be recorded on the student's transcript record of the work, at the discretion of the Science faculty. An abstract

of the study shall be filed with the transcript also, and one copy of the written report shall be kept as a permanent record in the library.

Prerequisites: One semester completed at FMCC with an overall average of "B" or better, including at least one course in the Science Division. A "B" or better average in science courses already completed will be expected. These prerequisites may be waived in special cases by a simple majority vote of the Science Faculty.

SOCIAL SCIENCE

History

SS 183 Modern Western Civilizations 3 s.h.

An introductory course in Western Civilizations beginning around the tenth century. The course examines the major social, political, and economic ideas, and their contributions to the western heritage.

Hours of class per week: 3.

SS 184 Modern Western Civilizations 3 s.h.

Follows the same basic plan as SS 183 and is a continuation of that course to the present. The course enables the student to identify contributions made to the western heritage, changing patterns of power in the western world, and their implications for the future.

Hours of class per week: 3.

SS 186 Black American History 3 s.h.

A study of the historical background of Africans in America and their contributions and impact upon America. Emphasis shall be upon the last 100 years and the recent civil rights and Black Power movement.

Hours of class per week: 3.

SS 283 Survey of American History 3 s.h.

A survey of the political, social, and intellectual development of the United States from the Colonial period to Reconstruction.

Hours of class per week: 3.

SS 284 Survey of American History 3 s.h.

A continuation of SS 283 from Reconstruction to the present. Emphasis is placed on the changing character of the American society and its role in international affairs.

Hours of class per week: 3.

SS 285 The Soviet Union 3 s.h.

A study is made of the social, political, and economic conditions in Czarist Russia prior to the 1917 Revolution to establish a common background. Emphasis is placed on a study of the Soviet Union since the Bolshevik Revolution with examination of Marxism, the Soviet government, the Communist party, and the Soviet Union in international affairs.

Prerequisite: 6 hours of Social Sciences. Hours of class per week: 3.

SS 286 Twentieth Century Europe 3 s.h.

The course begins with a study of the Treaty of Versailles and stresses the major political, social, economic, and intellectual movements and reactions to them in England, France, Germany, Italy and the Soviet Union.

Prerequisite: 6 hours of Social Sciences. Hours of class per week: 3.

SS 289-290 Independent Study of Contemporary Issues 3 s.h.

This course affords the student an opportunity to select a contemporary issue and develop a problem for independent research under the guidance of a member of Social Sciences Division utilizing scholarly tools of research. An oral and documented written report are required. This course is conceived as an honors course and hence permission from the Division Chairman is mandatory prior to registration.

Prerequisite: 6 hours of Social Sciences. Hours of class per week: 3.

SS 293 Diplomatic History of the United States Before 1900 **3 s.h.**

This course will examine the relations of the United States with foreign nations from the American Revolution until the Spanish American War.

Prerequisite: SS 283. Hours of class per week: 3.

Political Science

SS 272 Comparative Political Systems **3 s.h.**

A comparative analysis of major political institutions, processes, practices, and policy problems of government and politics in representative democratic, totalitarian, and modernizing political systems. The analysis will focus on the political systems of Great Britain, France, West Germany, the U.S.S.R., and The People's Republic of China.

Hours of class per week: 3.

SS 287 International Organizations **3 s.h.**

Emphasis is on an examination of international organization with primary consideration of the United Nations. This involves a study of the major crises which have confronted the United Nations since its establishment and those which it presently faces: the use of the veto, the specialized agencies, and the constitutional and political issues involved in the question of Chinese membership. A two-day field trip to the United Nations in New York City is required.

Prerequisite: 6 hours of Social Sciences. Hours of class per week: 3.

SS 282 American Political System **3 s.h.**

The objective of this course is to describe, analyze, annd explain the American Political System as it actually works. The approach will be primarily behavioral and not institutional. The fundamental question of this course will be "Who Gets What, When, How" in American politics?

Hours of class per week: 3.

SS 383 Subnational Government and Politics **3 s.h.**

An analysis of the multitude of governmental institutions and political practices at the subnational level. The emphasis of the course will be on intergovernmental relations and on the practical consideration of the ways subnational governments—state, county, local-daily affect the activities of the average citizen. Attention will be paid not only to welfare, educational and taxing policies, but also to the growing problems of the metropolitan areas such as social unrest, environmental problems, financial crises, alienation, and the quality of life. The relationship between political institutions and practices and policy outputs will also be examined.

Prerequisite: SS 282 or permission of the instructor. Hoursof class per week: 3.

SS 385 Community Power Structure **4 s.h.**

An examination of conflicting theories concerning the power structure and decision-making apparatus in community politics, along with the study of related empirical data. Also, an analysis of democratic theories in view of recent empirical findings. The student will become directly involved in an empirical investigation.

Prerequisite: 3 credit hours of Political Science or Sociology. Hours of class per week: 3 (2 Hours Lab)

Psychology

SS 291 General Psychology 3 s.h.

A basic orientation in the psychology of human behavior is provided. A study of the aims and inter-relationships of heredity and environment as determiners of behavior as well as an investigation of learning, motivation, and the nature of emotion.

Hours of class per week: 3.

SS 292 Abnormal Psychology 3 s.h.

A consideration of the historical background of abnormal psychology, scope of abnormal disorders, definitions, descriptions, causation, development, and treatment approaches for major abnormalities of behavior.

Prerequisite: SS 291 and SS 297. Hours of class per week: 3.

(NOTE: At this time this course is only being offered through the Continuing Education Division).

SS 297 Developmental Psychology 3 s.h.

A systematic examination of the patterns of development and behavior changes which occur during each of the principal stages of life, i.e., childhood adolescence, adulthood, and old age. Attention is given to cultural and social, as well as genetic forces affecting human development.

Prerequisite: SS 291 or permission of the instructor. Hours of class per week: 3.

SS 383 Personality Theories 3 s.h.

A study of personality as a theoretical construct which includes an organized system of structures and processes. Major models and how they are derived are used to pursue basic concepts of personality. *Prerequisite: SS 291 and SS 297 or permission of the instructor. Hours of class per week: 3.*

(NOTE: At this time this course is only being offered through the Continuing Education Division.)

Sociology

SS 281 Introduction to Sociology 3 s.h.

An introductory course designed to acquaint the student with the study of sociology as one of the sciences that deals with man in his relationships with the members of his society and the world in which he lives. The methods and objectives of sociological research, the varying patterns of social organization, and the study of society in relation to individual and group behavior are major areas of study.

Hours of class per week: 3.

SS 381 Social Problems 3 s.h.

An attempt to explore our rapidly changing society through the sociological analysis of significant social problems including juvenile delinquency, adult crime, organized gambling, alchoholism, drug addiction, personality disorders, suicide, marital problems, and discrimination. The course will attempt to introduce theory and methods for studying social problems and techniques for understanding and coping with these problems.

Prerequisite: SS 281. Hours of class per week: 3.

SS 382 Political Sociology 3 s.h.

This course will develop the application of sociological theory to the study of political systems, the process of adult and child political socialization, theories of assimilation and acculturation. Systems analysis as a method of explanation will be utilized.

Prerequisite: 6 hours of social sciences or permission of instructor. Hours of class per week: 3.

HEALTH AND PHYSICAL EDUCATION

100 Series-Service Program
1 s.h. each

Courses are designed to provide the students with a variety of lifetime sports and fitness activities. Emphasis is on making fitness through physical activity a part of everyday living.

PE 110 - Slimnastics and Physical Fitness
112 - Introduction to Archery, Tennis, Paddleball
113 - Field Archery and Hunting
114 - Canoeing & Hiking
116 - Golf — Racket Activities
117 - Volleyball & Paddleball
119 - Racket Activities
120 - Tennis & Aquatics
122 - Tennis & Bowling
123 - Bowling & Aquatics
125 - Skiing (Beginning)
126 - Skiing (Advanced)
128 - Dance (Modern & Jazz)
130 - Seminar for Veterans (Permission of Instructor)
141 - Beginning Swimming
142 - Intermediate Swimming
143 - Lifesaving*
144 - Skin & Snorkel Diving
145 - Water Sports
149 - Water Safety Instructors*
*Prerequisite

160 Series-Majors Program
1 s.h. each

These activity courses are designed for the H.P.E.R. major. Special emphasis is placed on student performance and teaching techniques.

PE 161 - Tumbing & Gymnastics (men)
162 - Tumbling & Gymnastics (women)
165 - Soccer & Wrestling
166 - Softball & Fitness
168 - Dance -Folk and Square
241 - General Aquatics for P.E. Majors

PE 141 Beginning Swimming 1 s.h.

This course is designed for students who are either non-swimmers or marginal swimmers as determined by preliminary screening. The course objective is to have the student acquire enough basic knowledge and skill to effectively protect themselves and assist others, when in the proximity of water, under conditions of danger and stress. (student option)

Prerequisite: Satisfactory medical examination. Hours of class per week: 2.

PE 142 Intermediate Swimming 1 s.h.

This course is designed for the student who has completed basic swimming or is capable of swimming with confidence. Intermediate swimming will include the learning of the four competitive swimming strokes. The basic rudiments of diving will also be taught.

Prerequisite: Basic swimming. Hours of class per week: 2.

PE 143 Lifesaving and Water Safety
1 s.h.

A course structured for the highly skilled swimmer. All students who pass the initial screening criteria must also pass an additional aquatic skill test to be eligible to enroll in this course. Basically this individual should be able to do all the basic and advanced swimming strokes and have a reasonable level of stamina and endurance.

Upon successful completion of the course a student, based on his newly acquired skill, will be able to effectively and efficiently assist or rescue a drowning individual. This class will be co-ed.

Prerequisite: Satisfactorily pass the aquatic screening test, and satisfactory medical examination. Hours of class per week: 2

PE 144 Skin and Snorkel Diving
1 s.h.

A preliminary lead-up course to Scuba. Students will learn all the fundamental skills and basic concepts associated with self contained underwater breathing apparatus. (Scuba)

Principles of Scuba Diving, safety,

emergency techniques, physical endurance, (associated with diving) and some of the basic physics and medical aspects of diving will be taught. PE 144 will carry no certification.

Hours of class per week: 2.

PE 145 Water Sports 1 s.h.

A course for the aquatic minded aquanaut and aquanet in the area of water sports.

The student who registers for this course can anticipate learning and playing water basketball, water polo and water volleyball.

Since each of these sports are played in shallow and deep water, all participants should be able to swim. Upon completion of the course each student can anticipate considerable improvement in their general overall physical fitness.

PE 149 Water Safety Instructors 1 s.h.

This course will be a sequence to Senior Lifesaving. Students enrolling for W.S.I. will be afforded instruction on teaching techniques. They will be involved in at least one independent study project and their practical work will include V.T.R. self-evaluation. Each candidate will have student teaching responsibilities and evaluations.

Hours of class per week: 2.

PE 201 Introduction to Health, Physical Education and Recreation 3 s.h.

Provides an historical background and understanding of the role of health and physical education in education. Individual objectives and qualifications are reviewed, as are the opportunities in the profession.

Hours of class per week: 3.

PE 231 Camping 3 s.h.

Selected, guided experiences in camping including nature and conservation, camp craft, nature craft, waterways, and conduct and management of resident and day camps.

Hours of class per week: 3.

PE 235 Outdoor Education 3 s.h.

This course is designed for students interested in management of wildlife and natural resources in New York State. Topics to be included are fisheries, wildlife management, and land control. Field trips will be coordinated with the New York State Department of Fish and Game and the Conservation Department. Special emphasis will be on Federal and State controls.

Hours of class per week: 3.

PE 241 General Aquatics For Physical Education Majors 1 s.h.

This required course is a broad introduction to aquatic activities including: Basic strokes, simple forms of rescue, survival swimming, springboards diving, small craft, mask-snorkel-fins, and the American National Red Cross Swimming Program.

Hours of class per week: 2.

PE 244 Scuba - Vehicle to Under-Sea Discovery 3 s.h.

An all encompassing course on (Scuba) self-contained breathing apparatus to include: The physics of diving, medical hazards of diving, compressed gasses, equipment, aquatic environments, skill of diving, safety and first aid, dangerous marine life, U.S. Navy decompression tables, planning a dive, etc.

Hours of class per week: 3.

PE 251 Lifetime Sports 2 s.h.

Philosophy and instructional techniques in two of the lifetime sports. Activities include golf and badminton.

Hours of class per week: 2.

PE 252 Lifetime Sports 2 s.h.

Philosophy and instructional techniques in two of the lifetime sports. Activities include bowling and tennis.

Hours of class per week: 2.

PE 253 Lifetime Sports 2 s.h.

Philosophy and instructional techniques in two of the lifetime sports. Activities include volleyball and archery.

Hours of class per week: 2.

PE 299 Independent study in Physical Education **1-3 s.h.**

Will provide an opportunity for Physical Education majors to investigate areas of study not available in the existing Physical Education curriculum and related courses.

HE 135 Personal Health **3 s.h.**

A one-semester course dealing with the application of scientific principles of effective, healthful living. Topics include critical areas of health, the cause and effects of health problems, and the practical application of this knowledge toward positive action. Drugs as well as environmental health, family hygiene, mental health, and social diseases will be covered.

Hours of class per week: 3.

HE 136 First Aid & Safety Education **3 s.h.**

A one-semester course to include accident causation and prevention in industry, recreation, home, and community. The Red Cross standard and advanced first aid certification will be granted following satisfactory completion of an emergency unit as outlined by the American National Red Cross.

Hours of class per week: 3.

HE 235 Community Health **3 s.h.**

A detailed investigation of communicable disease including definition, transmission, and control in respect to prevention of disease and promotion of health. Organized public health activities as conducted by local, state, national and international agencies.

An introduction to air and water pollution control, including effects and sources of pollution. Field trips are arranged.

Hours of class per week: 3.

HE 236 First Aid Instructor **1 s.h.**

A course designed for the training of First Aid Instructors. Standards for the course are set forth by the American National Red Cross.

Hours of class per week: 1.

HE 299 Independent study in Health Education **1-3 s.h.**

Will provide an opportunity for students interested in health related fields to investigate areas of study not available in the existing Health Education curriculum and related courses.

EDUCATIONAL RESOURCES

ER 100 Library Research Methods **1 s.h.**

The student will learn to recognize and use the many specialized tools contained in a Library-learning center, and will be asked to prepare an introductory statement and bibliography using them. Subject area will be of the student's choice, and may be suggested by a course concurrently taken, one to be taken in the future, or a personal interest. Four areas are considered: classification systems, card catalogs, periodicals and reference materials, with all formats of information incorporated. Unit worksheets are given. There will be seven class sessions, then independent work with a Librarian available for consultation. Later, individual appointments will be made between Librarian and student for evaluation of work presented, also for the student's evaluation of the course.

Hours of class per week: 1.

ER 103 Principles of Photography **3 s.h.**

This course covers: the basic camera, various methods of photographing with different types of lighting, films, lenses, cameras, and subjects. A completed 8 x 10 or slide portfolio of the students work is required at the end of the course.

Hours of class per week: 3.

HD 100 Studies of the Person 3 s.h.

This seminar offers the student an opportunity to find out about himself; to explore his own personality and development from several perspectives (biological, psychological, and cultural). Course content is developed around three major issues:

1. Identity (Finding answers to the question, "Who am I?"
2. Connectedness (Relationships with others and the Environment)
3. Power (Exercising control over one's own life)

Topics include: Values and varying life-styles, impact of heredity and/or environment on human development, interpersonal relationships, methods of functioning in a rapidly changing world (decision-making and conflict management), self-actualization and the development of human potential.

Limited to 15 students per section. Hours of class per week: 3.

HD 130 Supervised Community Service 3 s.h.

Students will be assigned to work with clients in human services agencies in the community. In addition to their client contact, they will attend regularly scheduled class session for the purpose of reflecting upon their experience and integrating the insights they have obtained in their work. It is expected that students will acquire learning in the following areas:

1. The dynamics of "helping relationship."
2. The function of community human service agencies.
3. "Reality testing" in relation to their own career goals in the "helping" professions.

Prerequisites: Permission of the instructor. Hours of class per week: 1.

HD 150 Reading and Learning Skills 3 s.h.

This course will include techniques designed to improve comprehension, vocabulary, reading rate and critical reading. Various learning skills, such as: note-taking, study schedules, writing research papers, Xerox Listening Lab and techniques of study for different courses will also be taught.

Hours of class per week: 3.

HD 221 Human Relations and Group Dynamics 3 s.h.

This course is designed to assist students in developing knowledge and skills which will enable them to relate more effectively to other people, either in groups or on an individual basis. Learning activities include participation in role-playing, skill training and grip process observation as well as lecture presentations of various theories of interpersonal communication and group behavior.

Hours of class per week: 3.

HD 021 Personal Development 3 s.h.

A seminar designed to help individuals take positive action in selecting and accomplishing their goals. The emphasis is on discovering personal strengths and abilities which the individual possesses but which he may not be using fully. The intent of the program is to help the individual decide for himself what he wants to do and then to devise his own system for doing it.

Hours of class per week: 3.

HD 122 Educational and Vocational Exploration 3 s.h.

A seminar designed to aid students in formulating educational and vocational goals.

Group discussion includes in-depth examination of various occupations and professions in terms of: educational requirements; job demands, and satisfactory advancement potential, financial regards, and other aspects of employment.

Hours of class per week: 3.

GUIDELINES FOR USE OF FREE COLLEGE HOURS

Free College hours provide a maximum opportunity for faculty-student interaction at all levels. By providing adequate and structured times for various organizations, committees, divisions, clubs, etc. to meet, it is felt that an environment can be created to enhance student life as well as college life in general.

I. Mondays - Common Hours; 11:00-1:00 p.m. Weekly
   A. Professional Staff meetings - 2nd Monday of each month from; 11:00-1:00 p.m. (by contract)
   B. F.A.C.E. Meetings - 3rd Monday of each month; 12:00-1:00 p.m. (by contract)
   C. SGA Senate Meetings - 1st and 4th Mondays of each month; 11:00-1:00 p.m.
   D. Other meeting for the faculty, e.g. Division, Committtees, etc.

II. Wednesdays - Common Hours; 1:00-4:00 p.m. Weekly
   A. Student club and organization meetings; 1:00-2:00 p.m.; 1st and 3rd Wednesdays
   B. Other student activities e.g.: films, speakers, concerts, intramurals, intercollegiate athletic contests, open recreation in gym and college union; 2:00-4:00 p.m. Weekly.

III. Additional Guidlelines:
   A. All meetings, student, faculty, administrative, outside conferences, staff, etc. MUST be registered, booked and scheduled with the Office of Community Relations. A master schedule of daily events will be kept by this office and posted daily on bulletin boards in the Classroom and College Union Buildings. Also a weekly list of activities, meetings, etc. will be published in the *College Weekly Bulletin.*
   B. Faculty members are prohibited from scheduling make-up examinations, field trips, labs, tests and other academic or class-related activities on Wednesday between 1:00-4:00 p.m.
   C. No meetings of the faculty, professional staff, FACE, Committees, Divisions, etc. are to be scheduled on Wednesday between 1:00-4:00 p.m. unless authorized in advance by the President.

RESERVING COLLEGE FACILITIES

Any college approved organization can reserve college facilities for a duly authorized function. The activity must be registered with the Office of Community Relations. At that time the date will be "cleared" and the

space-request form will be issued. If the form is not returned within one week from the date of issue, the date is no longer "cleared" and the sponsoring organization must check with the Office of Community Relations before continuing with their plans. Facilities should be requested well in advance of the function (at least three weeks) to allow for proper planning.

No organization is guaranteed the use of a college facility. In the event of a conflict, the case will be referred to the proper committee.

The college does not allow an organization to use the campus facilities for personal or group gain or profit.

The college reserves the right to charge the sponsoring organization any or all cost which the college incurs as a result of said function.

GAMBLING

Gambling is prohibited on any campus owned, operated, leased or supervised properties as well as off-campus trips, excursions or programs under the direct supervision of the college. Exceptions to the regulation may include, but not limited to, a duly sponsored and college approved event for the purpose of raising funds in conjunction with an appropriate charitable activity.

OFF-CAMPUS DANCES AND MIXERS

Any student group wishing to sponsor a dance or mixer off-campus must schedule the event with the the College Union Office. The sponsoring group must complete all forms, etc., at least two weeks in advance of the event.

ON-CAMPUS INTERVIEWS BY EMPLOYMENT RECRUITERS

Adopted, Board of Trustees
March 14, 1968

Fulton-Montgomery Community College believes that a student's decision about his career plans has major significance both for him and our society, for it is only through the maximum utilization of talent that a society can progress. It is the obligation of the College to make available to its students the opportunity to consider a range of alternate carreer opportunities and assist him in reaching an appropriate decision. To help achieve this objective, the College, through its office of Career Planning, has encouraged representatives of educational institutions, industrial and business concerns, and governmental agencies to visit the campus in order to acquaint students with the career opportunities available to them. An increasing number of representatives are being invited to the

College to offer the students a greater opportunity to investigate career opportunities.

While encouraging the visit of recruiters from various agencies to our campus, the College realizes that each student must decide for himself if any particular agency could assist him in reaching a career objective. A student is under no compulsion to meet with the representatives of any educational institution, industrial and business concern or governmental agency, but all students who wish to avail themselves of this opportunity must be free to do so. The College belives it to be an imposition on the student's freedom of choice to require him to be interviewed by a recruiter. It would also view any action that impedes students from meeting with an authorized campus recruiter as an infringement of the rights of other students and thus subject to appropriate disciplinary action.

The Office of Career Planning is responsible for inviting recruiters from education, business, industry, and government to visit the college for the purpose of discussing career opportunities with students. Only these agencies invited by this office will be considered authorized campus recruiters and subject to this policy. The Office of Career Planning invites suggestions and discussion concerning appropriate agencies to be invited to the college.

POLICY FOR OFF-CAMPUS TRIPS, EXCURSIONS, ATHLETIC EVENTS, ETC.

The college recognizes and supports the concept of off-campus educational trips by members of the college community. Approved trips of this nature are a very significant part of our college environment and should therefore be encouraged.

As is true with any function sponsored and approved by an organization or office of the college, the college inherently assumes full responsibility for said function. With regard to off-campus trips, excursions, athletic events, etc., the added responsibilities in terms of liability requires that the college act in a reasonable and prudent manner. Therefore the college requires the following information in advance of any off-campus trip:

1. Dates and destination of proposed trip.
2. Sponsoring organization, office, department of college group or team.
3. Type of transportation (name of bus company if applicable or driver of college automobile to be used).
4. Names, local addresses and telephone numbers of advisors attending.

5. Names, local addresses and telephone numbers of students attending.
6. Departure and return times.

The purpose of this information is to protect the college and sponsoring organization in the event of an accident or emergency situation. Put simply, the college must act judiciously in those matters where it has direct responsibilities.

In addition to the above, students must be transported in college approved carriers. Buses, rented cars and college owned vehicles must be used for these types of trips. This means the use of personal vehicles to transport students representing the college at any officially approved off-campus event is prohibited.

The above information will be turned into the respective Dean or Director of Athletics as specified below, at least 24 hours before the listed departure time.

A. Academic Dean: Off-campus trips required as part of an academic program or curriculum.
B. Dean of Students: Off-campus trips sponsored and approved by an appropriate Student Government Organization or College Office or Department that are of an extra-curricular or co-curricular nature.
C. Director of Athletics: Off-Campus Trips sponsored and approved by the Division of Physical Education including athletic contests, playdays, ski outings, field trips, etc.

Upon the completion and successful return from a scheduled and approved trip all information received by the respective Dean or Director of Athletics will be destroyed.

Approved by Student Life Committee - February 18, 1970
Approved by Faculty - June 3, 1970

POLICY FOR ON CAMPUS USE OF ALCOHOLIC BEVERAGES

Approved, Board of Trustees
July 2, 1970

The Student Life Committee believes that consumption of alcohol is a part of society at this point and time, and that students should have the opportunity for learning and demonstrating appropriate patterns of mature behavior. The Committee also recognizes that the very nature of the college must provide for a maximum of individual freedom coupled with a high degree of individual responsibility. All members of the academic community must respect the right of the individual to choose whether or not he will drink, and the Committee clearly recognizes the need to protect the rights and privilieges of the "non-drinker."

In drafting this policy the Committee took into consideration the educational responsibilities of the college with emphasis on initiation and preparation of its students to "reality of life." Restriction on the consumption of alcohol should be established on a practical basis and in conjunction with existing civil laws and practices and with the college's aims and purposes.

GUIDELINES FOR IMPLEMENTING THE ON CAMPUS USE OF ALCOHOLIC BEVERAGES

1. That the kind of alcohol to be served should NOT be restricted to beer or any one kind of alcohol, but that the kind of alcohol to be served should be appropriate for the occasion and/or atmosphere of the location.
2. That all legal restrictions are to be upheld with particular recognition to the following:
   - 2a. Food and non-alcoholic beverages must be available when alcoholic beverages are served.
   - 2b. The proof-of-age provision must be met by presentation of the individual student identification card or in the case of guests of students by the presentation of a valid and acceptable piece of identification.
3. The rights and privileges of both drinkers and non-drinkers must be assured.
4. The responsibility for upholding civil law and college policies is shared among the college, the sponsoring orgnization, the leadership of the organization, and the membership as well.
5. The responsibility for advising groups in these matters, rests with those faculty advisers in conjunction with the director of student activities.
6. The sponsoring organization should sell alcoholic beverages at a price designed to cover the total cost of purchase, delivery and service rather than for the motive of profit making. The possible exception to this statement are those cases during which money is being raised for a charitable purpose of an all-college nature.
7. The consumption of alcoholic beverages for registered and approved events will be permitted in the following areas:
   - 7a. The College Union: Special events with the use of alcoholic beverages may be held in the following areas, e.g. cafeteria, the unconstructed area of the basement, the Tryon Room, Lounges, etc.
   - 7b. Academic Facilities (Classroom building, Library, Physical Education building, Administration building). The serving of

alcoholic beverages in these facilities should only be considered in those public lounge areas on a scheduled, special event basis, and in conjunction with the activities of the college, academic deparment, or academic division.

7c. Athletic Fields and Gymnasium: The Student Life Committee agrees that there is no necessity for the serving or consumption of alcoholic beverages in these areas. The only possible exception to be considered would be an all-college event scheduled for one of these areas. The responsibility for approving this exception would rest with the Student Life Committee or its designee.

7d. General Out-of-Doors Areas: The Committee agrees that there may be an event or occasion where it would be appropriate for the serving of alcoholic beverages in one of the out-of-doors sites on-campus. The responsibility for approving this type of event would rest with the Student Life Committee or its designee.

Conclusion

The responsibility for the implementation and continuing review of the on-campus alcohol policy rests clearly with the Student Life Committee. The above statements are simply guidelines for the institution of an on-campus alcohol policy. Specific procedures for the registration, approval, and execution of events where alcoholic beverages will be served will be formulated by the Student Life Committee.

Approved by Student Life Committee - May 13, 1970
Approved by Faculty - June 3, 1970

GUIDELINES FOR APPLICATION FOR ON CAMPUS CONSUMPTION OF ALCOHOLIC BEVERAGES

1. Application must be submitted to the Director of Student Activities at least three weeks prior to the event.
2. Upon final completion of the application, five copies will be prepared; for distribution to: Dean of Students
   Director of Student Activites
   Sponsoring Organization
   Student Government Association
   Student Life Committee
3. The Director of Student Activities should be notified in advance that an application will be submitted. The Director of Student Activities will notify the organization so that representatives may attend the meeting (if necessary). The representatives should include: President of the organization, chairman of the event, and the faculty advisor or other representative.

4. A written report following the event is required within three class days following the event. Constructive and/or negative criticism are to be included. The report should be prepared by the persons named in the application and turned in to the Director of Student Activities.

POLICY ON DISSENT, DEMONSTRATIONS AND DISRUPTIONS

Approved, Board of Trustees, October 9, 1969

Policy on Dissent and Demonstrations

The freedom to dissent is one of the characteristics of democratic society. Our nation has traditionally allowed and even encouraged orderly displays of dissent.

Dissent is one means for exposing error and uncovering truth. Individuals and groups who disagree with social institutions can preserve and strengthen our society by calling attention to rules, policies, and beliefs which they feel are unjust or wrong.

In the academic community, the search for knowledge and truth is a primary concern. Open inquiry and freedom of expression are necessary in this search. All members of the academic community are encouraged to register their dissent on any issue and to demonstrate that dissent through orderly means, using the procedures developed to express this dissent, and to implement changes. However, any demonstration of dissent that interferes with the operation of the college and thereby interferes with freedom of expression and inquiry is a threat to the academic community. Such interference will be considered a matter of serious concern; it shall be dealt with internally unless external intervention is required to preserve order.

College Policy Regarding Disruptions

1. Disruptions are those actions which interfere with the orderly operation of the college, including:
   a) Intentional obstruction or disruption of teaching or other educational activities on the college campus or other college property used for educational purposes.
   b) Intentional obstruction which unreasonably interferes with the freedom of movement, both pedestrian and vehicular, on the campus or other college property used for educational purposes.
   c) Possession or use of fire arms, explosives, dangerous chemicals or other dangerous weapons or instruments on the campus or other college property used for educational purposes in contravention of law or institutional regulation.
   d) Intentional detention or physical abuse of any person or conduct which is intended to threaten imminent bodily harm or endanger

the health of any person on any property owned or controlled by the college.

e) Malicious damage or misuse or theft to, or of, college property, or the property of any person where such property is located on college owned or controlled property.

f) Refusal to comply with an order of ejection properly made under the provision on ejections.

2. In the event of a disruption, the college will attempt to resolve the matter internally, through procedures provided in the college's policy on student rights and responsibilities and in the employees' contract. Such resolution requires members of the academic community involved to comply with the request of the appropriate administrative officer to cease the disruption. A warning will be issued, whenever possible, to individuals whose conduct threatens to disrupt the campus; if time permits, the administrative office will review the situation with the appropriate student-faculty committee. A review of action taken shall be made within 24 hours by the appropriate student-faculty committee.
3. Failure to comply promptly with such a request will compound the offense and reduce the college's ability to resolve the problem internally. More specifically, failure to comply will result in the imposition of discipline following procedures already established. Student violators will be liable for the following penalties: admonition, warning, censure, disciplinary probation, restitution, suspension, or expulsion. Faculty and staff violators will be liable for the following penalties: oral or written reprimand, oral or written censure, restitution, probation, or dismissal.
4. Refusal to cease disruption may require a request for off-campus assistance. Such assistance may include the use of an injunction or the calling in of police authority, subjecting those involved to ejection and making liable for civil and criminal penalties.

The preceding shall apply to members of the academic community. Participants in the disruption who are not members of the academic community will be dealt with by off-campus authority as trespassers subject to ejection and appropriate civil and criminal penalties.

POLICY ON STUDENT RIGHTS AND RESPONSIBILITIES

Approved, Board of Trustees, May 8, 1969

Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of

society. Free inquiry, free expression, and a strong sense of responsibility, are indispensable to the attainment of these goals. As members of the Fulton-Montgomery Community College academic community, students will be encouraged to develop the capacity for critical judgement and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends on appropriate opportunities and conditions in the classrroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Fulton-Montgomery Community College has a duty to develop policies and procedures which safegrard this freedom within a framework of general standards and with the broadest possible particpation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for the student's freedom to learn.

I. Freedom of Access to Higher Education

Consistent with the policy of the State University of New York, under no circumstances will a student be barred from admission to Fulton-Montgomery Community College on the basis of race, creed, or religious faith. Within its limits, the facilities of Fulton-Montgomery Community College will be open to all its students, and the college will use its influence to secure equal access for all students to public facilities in the local community.

II. In the Classroom

Information about student views, beliefs, and political associations which professors acquire in the course of their work as teachers, advisors, and counselors will be considered confidential and will not be considered in evaluating student performance. Judgments of ability and character may be provided under appropriate circumstances.

III. Student Records

Academic records of all students shall be maintained in confidence in files under the responsibility of the Dean, with access thereto limited to his approval. Transcripts of academic records shall be made only on authorization of the Registrar and the student whose record is to be transcribed. Transcripts of academic records will contain only information about academic status.

Tests and nondisciplinary counseling records shall be maintained in files under the responsibility of the Dean of Students, who shall determine limits of access thereto. Disciplinary records shall be maintained in the same way, but will not be accessible without the student's consent.

IV. Student Affairs

A. Freedom of Association

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They will be free to organize and join associations to promote their common interest.

1. The membership policies and actions of a student organization will be determined by vote of only those persons who hold bona fide membership in the collge.

2. Affiliation with an extramural organization will not of itself disqualify a student organization from institutional recognition.

3. Each student organization recognized by the Student Government Association will select a faculty consultant whose role will be that of a resource person. He will present ideas for consideration, refer the organization to experts in a particular area, and work with the officers of the organization to develop leadership qualities.

B. Freedom of Inquiry and Expression

1. Students and student organizations will be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately, provided they are not acting as spokesmen for the college. They will always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it will be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.

2. Students will be allowed to invite and to hear any person of their choosing. Before a guest speaker is invited to appear on campus, routine procedures will be designated only to insure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities will not be used as a device for censorship. Sponsorship of guest speakers does not imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

C. Student Participation in Institiutional Government

As constituents of the academic community, students will be free, individually and collectively, to express their views on issues of the institutional policy and on matters of interest to the student body. The student body will participate in the formulaton and application of institutional policy affecting academic and student affairs, through student membership on appropriate committees and the Student Government Association. The role of the Student Government and its general and

specific responsibilities will be made explicit, and the actions of the Student Government within the areas of its jurisdiction will be reviewed only through orderly and prescribed procedures.

D. Student Publications

Student publications bring student concerns to the campus community, encourage commitment to local and world issues, help establish an atmosphere of free discussion, and provide a channel for creative abilities. To carry out these functions, students and faculty consultants should work in an atmosphere free of censorship. Therefore, editors and managers will be free to develop their editorial policies, and will be protected from arbitrary suspension and removal because of campus or public disapproval of their publication's policy or content. However, since the ultimate legal responsibility rests on the institution, this delegation of editorial responsibility to students presupposes that students will work within guidelines—to be created by institutional authorities in consultation with students and faculty—which clarify the role of student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. For example, student editors and managers, while free to develop policies, will at the same time be governed by the canons of responsible journalism, and will be subject to removal under orderly and prescribed procedures following proper and stated causes by the agency responsible for their appointment.

V. Off-Campus Freedom of Students

A. Exercise of Rights and Citizenship

As citizens, students will enjoy the same freedom of speech, peaceful assembly, and the right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administrative officials will insure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.

B. Institutional Authority and Civil Penalties

When activities of students result in violation of law or when students feel that their civil rights have been violated, institutional officials will be prepared to inform students of sources of legal counsel and may offer other assistance. Institutional authority will never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved, will the special authority of the institution be asserted. The student who incidentally violates institutional reguations in the course of his off-campus

acitvity, such as those relating to class attendance, will be subject to no greater penalty than would normally be imposed. Institutional action will be independent of community pressure.

The college will take no action affecting a student's status while his case is before the courts and awaiting final determination. If the student is convicted, the college will attempt to support the intent of the courts. If the court places a student on probation, the college will co-operate with the court to determine the most desirable course of action for the student, the college, and society. Normally when an individual is returned to society, the intent of the court is to allow him to return to the position held before commission of the offense for which he was convicted; thus the college will normally allow such a student to remain in the instutution or return to it unless there is evidence that his presence imposes a clear danger to the orderly operation of the college.

VI. Procedural Standards in Disciplinary Proceedings

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance, and admonition. When the preferred means fail to resolve problems of student conduct, proper procedural safeguards will be observed to protect the student from the unfair imposition of penalties that affect his status at the institution. At the same time, educational institutions have a duty and the corollary disciplinary powers to protect their educational purpose through the setting of standards of scholarship and conduct for the students who attend them and through the regulations of the use of institutional facilities.

The administration of discipline will guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions which may be applied. Disciplinary practices will also take into account the degree to which those sitting in judgement on a case are acquainted with the involved students and circumstances of the alleged misconduct. The jurisdictions of faculty or student judicial bodies, the disciplinary responsibilities of institutuional officials and the regular disicplinary procedures, including the student's right to appeal a decision, will be clearly formulated and communicated in advance. Minor penalties may be assessed informally under prescribed procedures.

In all situations, procedural fair play requires that the student be informed of the nature of the charges against him, that he be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision.

A. Standards of Conduct Expected of Students

In order to insure the orderly functioning of the academic life of students, the following general code is established. Serious disciplinary action may result for, but is not limited to, the following:

1. Academic dishonesty such as cheating or plagiarism.
2. Furnishing false information to the college with intent to deceive.
3. Forgery, alteration, or misuse of college documents, records or identification cards.
4. Abuse of another person in the college community.
5. Willful disruption of official activities at the college.
6. Willful defamation of a member of the academic community.
7. Disorderly conduct.
8. Malicious destruction, damage, or misuse of college property including library materials, or of private property on the campus.
9. Any violation of civil statutes or laws that occurs on campus or at campus sponsored functions.

Disciplinary proceedings will be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations.

B. Investigation of Student Conduct

1. Except under extreme emergency circumstances on campus premises occupied by students, the personal possessions of students will not be searched unless appropriate authorization has been obtained. For permises such as residence halls, controlled by the institution, an appropriate and responsible authority will be designated to whom application should be made before a search is conducted. The application should specify the reasons for the search and the objects or information sought. The student should be present during the search. For premises not controlled by the institution, the ordinary requirements for lawful search will be followed.

2. Students detected or apprehended in the course of serious violations of institutional regulations, or infractions of ordinary law, will be informed of their rights. No form of harassment will be used by institutional representatives to coerce admissions of guilt or information about conduct or other suspected persons.

C. Status of Student Pending Final Action

Pending action on the charges, the status of a student will not be altered, or his right to be present on the campus and to attend classes suspended, except for reasons relating to his physical or emotional safety and well-being or for reasons relating to the safety and well-being of students, faculty or college property.

VII. Disciplinary and Appeal Procedure

The academic Dean or the Dean of Students will judge cases of misconduct committed against the college community and prescribe the punishment. He will initiate action independently or upon request of any member of the student body, the faculty, or an appropriate committee.

If the student wishes to appeal the disciplinary action, he may be heard before a regularly constituted appeals committee.

A. The appeals committee will include four faculty and three student members. The members of this committee are to be nominated annually by the Student Life Committee and confirmed by the faculty senate and the student government. Members may be replaced by the same procedure.

B. The appeals committee will hold the power of review over any disciplinary action. When the appeals committee initiates review, its penalty cannot be more severe that the responsible dean's penalty. In cases appealed by the student, the appeals committee is not bound by this restriction.

C. The academic Dean or the Dean of Students may ask permission of the appeals committee to be relieved of jurisdiction in any case, but his request must be approved by a majority of the committee.

D. The student, also, may request that he be heard by the appeals committee, which will then act as a hearing committee instead of the responsible dean.

E. The following hearing committee procedures satisfy the requirement of procedural due process in situations requiring a high degree of formality.

1. The student will be informed in writing of the reasons for the proposed disciplinary action with sufficient particularity, and in sufficient time, to insure opportunity to prepare for a hearing.

2. When appearing before the responsible dean or the appeals committee, the student will have the right to be assisted in his defense by an advisor of his choice from the academic community.

3. The burden of proof will rest upon the individuals bringing the charge.

4. The student will be given an opportunity to testify and to present evidence and witnesses. He will have an opportunity to hear and question adverse witnesses. In no case will statements be considered against him unless he has been advised of their content and of the names of those who made them, and unless he has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.

5. All matters upon which the decision may be based must be introduced into evidence at the proceeding before the responsible dean

or appeals committee. The decision will be based solely upon such matters. Improperly acquired evidence will not be submitted.

6. In absence of a transcript, there will be both a digest and a verbatim record, such as a tape recording, of the hearing. In case of an appeal, this transcript or substitute shall be made available to the appeals committee. The responsible dean shall also make available to the committee all evidence and information used in arriving at judgment and penalty.

7. The decision of the appeals committee will be final, subject only to the student's right of appeal to the president.

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