MANDL SCHOOL

THE COLLEGE OF ALLIED HEALTH

254 West 54th Street

New York, NY 10019

212-247-3434

CATALOG

2017-2018

VOLUME XIV

EFFECTIVE SEPTEMBER 2017



A Message from the President

Dear Student,

Welcome to Mandl! You are about to become part of a long and rich tradition that spans over 90 years. During this time, Mandl has evolved from an institution training doctor's assistants to a college offering occupational degree programs that prepare professionals for the healthcare field.

The healthcare field demands an individual who cares for fellow human beings with a passion that goes beyond all other professions. However, with all the passion that you may have, if you do not attend a college that has the same fervor, then your goals may never be achieved.

Mandl is unique because the college provides you not only with the foundation for your future success - a quality education, training for industry certifications, program and placement assistance - but also an understanding that regardless of whether you work in the clinical or administrative area of a health facility, the love, the passion and the empathy that you have for those who need your help is the most important thing you will have gained from your Mandl experience. As a Mandl graduate you are empowered with the knowledge that you can make a difference in someone's life.

All Mandl asks of our students is a commitment that every semester you will give 100% of your effort. In exchange, Mandl will provide you with a qualified and caring faculty and an administrative staff of devoted individuals who will enable you to achieve everything you strive for in life.

* *Per Aspera Ad Astra!*
(**Through Hard Work to the Stars*!)

Mel Weiner,
President
The Mandl School

CONTENTS

ACADEMIC CALENDAR ***6***

GENERAL INFORMATION ***7***

Mission Statement
Mandl Institutional Goals History
Description
Hours of Operation
Faculty and Student Body
Retention and Placement Rates
Graduation Rates
Accreditation, Certifications, and Memberships
Statement of Ownership
Academic Freedom
Non-Discrimination Policy
Privacy Act-FERPA
Campus Security
Anti-Harassment Policy Statement

ADMISSIONS ***15***

Admission Requirements
Application Procedures
Placement and Testing
Advanced Standing
Transfer from Accredited Institutions
Residency Requirement
Credit by Examination
International Students
Matriculated Students
Non-Matriculated Students
New York State Immunization Requirement

TUITION, FEES, AND EXPENSES ***20***

Tuition and Fees
Other Fees and Expenses
Changes of Status During First Week
Method of Payment
Refund Policy

FINANCIAL AID ***25***

Application Procedures
Eligibility for Federal Student Aid Programs
Policies and Procedures for Verification
Federal Student Aid Programs
Satisfactory Academic Progress Requirements for
Maintaining Eligibility for Financial Aid
Eligibility for State Student Aid Programs
State Financial Aid Programs
Veterans Administration Information
Academic Grade Level Progression Policy
Waiver
Reinstatement

STUDENT SERVICES ***33***

Orientation
Academic Advising
Career Development Center
Learning Resource Center

ACADEMIC POLICIES ***35***

Requirements for Graduation
Student Conduct
Course Load
Grading System
Academic And Grading Policies For Respiratory Therapy Program
Grade Appeal Policy & Procedure
Remedial Coursework: Pass/Fail
Auditing
Withdrawal from a Course
Grade Point Average (GPA)

Dean's List
President's List
Graduation with Latin Honors
Transcripts
Satisfactory Academic Progress
Academic Warning
Academic Probation and Dismissal
Appeal of the Application of SAP Standards
Academic Reinstatement
Leave of Absence
Withdrawal
Readmission
Student Grievances Procedures
CPR Certification Requirement
Testing and Remediation
Externships

ACADEMIC PROGRAMS ***49***

Degree and Certificate Programs
Gainful Employment Disclosures
A.A.S. in Health Care Administration
A.A.S. in Health and Human Services
A.O.S. in Medical Assisting
Medical Assisting – Certificate
A.A.S. in Respiratory Therapy
A.O.S. in Surgical Technologist
Dental Assistant – Certificate (Credit-Bearing)

COURSE DESCRIPTIONS ***66***

ADMINISTRATION, BOARD OF TRUSTEES & FACULTY ***85***
Administration
Board of Trustees
Faculty and Courses of Instruction

DIRECTIONS TO CAMPUS ***90***

ACADEMIC CALENDAR

FALL 2017

August 28th - September 1st	**Orientation and Registration**
September 4th	**Labor Day – School Closed**
September 5th	**Faculty Meeting**
September 6th	**Day and Evening Classes Begin**
September 15th	**Last Day to Drop/Add Day or Evening Classes**
September 20th	**Rosh Hashanah - Classes Meet**
September 30th	**Yom Kippur – Classes Meet**
October 9th	**Columbus Day – Classes Meet**
October 13th	**Last Day for Official Withdrawal from Day/Evening Classes**
November 11th	**Veteran's Day – Classes Meet**
November 13th – 18th	**Continuing Student Registration**
November 15th	**Last Day for Official Late Withdrawal from Day/Evening Classes**
	Deadline for Filing Graduation Application for December 21st Graduates
November 23rd - 25th	**Thanksgiving – School Closed**
December 21st	**Last Day of Classes**
December 25th – January 2nd	**Winter Break – College Closed**

WINTER 2018

January 2nd -5th	**Orientation and Registration**
January 5th	**Faculty Meeting**
January 8th	**Day and Evening Classes Begin**
January 15th	**Martin Luther King, Jr. Day – College Closed**
January 19th	**Last Day to Drop/Add Day or Evening Classes**
February 12th	**Last Day for Official Withdrawal from Day/Evening Classes**
February 19th	**President's Day – College Closed**
March 19th	**Last Day for Official Late Withdrawal from Day/Evening Classes**
	Deadline for Filing Graduation Application for April 26th Graduates
March 26th – 31st	**Continuing Student Registration**
April 25th	**Last Day of Classes**

SPRING 2018

April 30th- May 5th	**Orientation and Registration**
May 5th	**Faculty Meeting**
May 7th	**Day and Evening Classes Begin**
May 18th	**Last Day to Drop/Add Day or Evening Classes**
May 28th	**Memorial Day – College Closed**
June 12th	**Last Day for Official Withdrawal from Day/Evening Classes**
July 4th	**Independence Day Observed – College Closed**
July 21st	**Last Day for Official Late Withdrawal from Day/Evening Classes**
	Deadline for Filing Graduation Application for August 22nd Graduates
July 20th	**Commencement**
July 23rd – 28th	**Continuing Student Registration**
August 22nd	**Last Day of Classes**

GENERAL INFORMATION*

MISSION STATEMENT

Mandl is dedicated to educating men and women, regardless of their backgrounds, to serve ably and effectively in the health industry. To accomplish this mission, Mandl offers academic programs specifically designed**:**

- To provide educational and employment opportunities through concentrated, highly structured programs of study that prepare students for entry-level positions within the broad and varied field of health.
- To provide curricula in health that reflects the needs of a changing job market.
- To provide an opportunity for students to acquire the skills for occupational growth, including the understanding of employer expectations.
- To provide graduates with assistance in securing employment within the health care field.
- To provide students with the foundation for lifelong learning.

INSTITUTIONAL GOALS

- Curricula: To offer academic programs of high quality that emphasizes the integration of theory and practical application.
- Faculty: To develop an outstanding faculty consisting of individuals who are highly qualified by experience and training and who are dedicated to the individual development of their students.
- Student Services: To maintain a wide range of student services, including academic advising, financial aid and career placement.
- Resources: To support the academic programs by providing appropriate facilities, equipment, and learning resources.

HISTORY

The first students were enrolled in The Mandl School for Doctor's Assistants in 1924. Mr. M.M. Mandl established the school to fill the need for trained assistants to work in physician's offices. This training was not being provided by nursing or public schools. Mr. Mandl believed that a school that could train students to work in the medical world would prove to be a benefit for young people entering a highly competitive and modern work force. As a long time educator, he knew that education needed to lead to jobs, as well as intellectual development and personal growth.

Mr. Mandl realized that physicians required personnel trained in routine medical procedures, the operation of medical apparatus, and in office management. With an assistant in the office, physicians were free to devote more time to the examination and treatment of patients. By providing thorough and comprehensive schooling, Mr. Mandl was able to free the physicians from the time and expense of training personnel.
As the demand for trained health care professionals grew, so did the school. Programs were added to meet the ever changing needs of the medical world, including a range of career training options in the allied health industry.

---

* **Every effort has been made to ensure the accuracy of the information in this Catalog. However, calendar, courses and programs, etc… listed herein are subject to change. Students are advised to consult their advisors regularly concerning their programs of study. Mandl does not guarantee enrollment into specific sections of desired courses. The Administration reserves the right to change the programs, requirements, tuition, fees, and other provisions set forth in this catalog as they deem necessary.**

DESCRIPTION

Mandl offers training in the Dental Assistant, Health and Human Services, Health Care Administration, Medical Assisting, Respiratory Therapy and Surgical Technologist fields in New York State. Currently, the state requires credentials - such as a certification or licensure - to secure employment in these occupations excluding Health Care Administration and Medical Assisting. Although a credential is not required by the state for all programs, companies may make it a condition of employment, along with conducting a criminal background check, including mandatory fingerprinting. An applicant may consider and personally evaluate whether or not there are personal circumstances or physical limitations that may adversely impact his/her ability to complete a program at Mandl. Should you have any concerns regarding this matter, and wish to speak with someone further, please contact a representative in the Office of Admissions.

Mandl's academic degree programs are professionally oriented, offering intensive highly structured skills training in the health field. The degree and certificate programs require an externship, which give the students an opportunity to integrate classroom learning with real-world experience and to further develop their skills in preparation for successful employment. Mandl's typical class size varies from 15-30 students per instructor depending on program and subject and ensures a maximum of student-faculty contact, which is directly responsible for the college's high success rate.

The campus is located at 254 West 54th Street, within the famous Studio 54 building, in the heart of Manhattan's business and theatre district. The college occupies over 35,000 square feet on eight air-conditioned floors, containing classrooms, laboratories, administrative and faculty offices, library, and student lounge. The campus is conveniently located near bus and subway transportation.

The Library has a variety of medical books, volumes and periodicals with computers available for student use. The Library's collection is augmented by the collection and services available to Mandl's students at the New York Public Library branch on West 53rd Street and the NY Public Library's nearby main branch in midtown, the largest and most comprehensive collection in the world.

HOURS OF OPERATION

Mandl is open Monday through Thursday from 8:30 A.M. to 10:30 P.M.; on Friday from 7:30 A.M. to 5:00 P.M.; and on Saturday from 8:00 A.M. to 5:00 P.M. Please refer to the Academic Calendar for official dates for holidays, school closings, and other scheduling information.

FACULTY AND STUDENT BODY

As of the latest released NCES IPEDS figures of Fall 2015, 87% of the student body are female, the ages range from 18 to over 60 years of age. At least 70% of Mandl's students receive some sort of financial aid. The current student population is approximately 46% African-American, 3% Asian, 3% Caucasian non-Hispanic, 45% Hispanic, Two or More Races 1%, and 2% not reporting.

Mandl's faculty is composed of individuals of diverse background, highly qualified by experience and training, and uniquely dedicated to the individual development of their students. Their continued professional involvement within the medical community keeps Mandl on the cutting edge in health career education and job placement.

RETENTION AND PLACEMENT RATES

Retention and placement rates are closely tracked as two of the most readily available and important indicators of the success of the academic programs and the institution in meeting the needs of the students. Placement rates for the period from July 1, 2015, to June 30, 2016, are as follows:

Placement rates are calculated according to the following formula: (F + R) / (G - U) = P%.

F = Graduates placed in their field of training
R = Graduates placed in a related field of training
G = Total graduates
U = Graduates unavailable for placement
P = Placement percentage

Program Name	Placement Rate
Dental Assistant	**80%**
Health & Human Services	**100%**
Health Care Administration	**72%**
Medical Assisting. (AOS)	**72%**
Medical Assisting (Cert.)	**70%**
Respiratory Therapy	**76%**
Surgical Technology	**76%**

Retention rates for the period from July 1, 2015, to June 30, 2016, are as follows:
Retention rates are calculated according to the following formula: (EE + G) / (BE + NS + RE) = R%

EE = Ending Enrollment
G = Graduates
BE = Beginning Enrollment
NS = New Starts
RE = Re-entries
R% = Retention Percentage

Program Name	Retention Rate
Dental Assistant	**79%**
Health & Human Services	**60%**
Health Care Administration	**81%**
Medical Assisting. (AOS)	**81%**
Medical Assisting (Cert.)	**77%**
Respiratory Therapy	**88%**
Surgical Technology	**84%**

GRADUATION RATES

Graduation rates for students expected to graduate within three years of beginning their program since Fall 2014 are as follows:

Program	Cohort Graduation Rate
Dental Assistant	**55%**
Health & Human Services	**N/A***
Health Care Administration	**35%**
Medical Assistant	**54%****
Respiratory Therapy	**65%**
Surgical Technology	**56%**

*Program's first class cohort began in Winter 2015.
**Figures include graduates from both the AOS and Certificate programs.

ACCREDITATION, CERTIFICATIONS, AND MEMBERSHIPS

Mandl is authorized by the Board of Regents of the University of the State of New York to award the Certificate in Dental Assistant, the degree of Associate of Applied Science (A.A.S.) in Health and Human Services, Health Care Administration and Respiratory Therapy, Associate in Occupational Studies (A.O.S.) and the Certificate in Medical Assisting, and the Associate in Occupational Studies (A.O.S.) in Surgical Technologist.
Mandl is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES) which is located at 7777 Leesburg Pike, Suite 314 North, Falls Church, VA 22043, (703) 917-9503.

Mandl's Respiratory Therapy Program holds Provisional Accreditation from the Commission on Accreditation for Respiratory Care (CoARC) which is located at 1248 Hardwood Road, Bedford, TX 76021-4244, (817) 283-2835, and can be found online at www.coarc.com. Enrolled students completing the program under Provisional Accreditation are considered graduates of a CoARC accredited program.

National Certification

As a graduate of Mandl's programs, a student is eligible to sit for a national registry or certification examination. Becoming a member of one of these organizations provides some of our graduates continuing education opportunities, recognition by their peers as well as a nationally recognized credential. The following is a listing of those organizations certifying or registering Mandl's graduates:

The American Medical Technologists (AMT)
- Registered Medical Assistant (RMA)
- Registered Dental Assistant (RDA)
- Registered Phlebotomy Technician (RPT)

American Association of Medical Assistants (AAMA)
- Certified Medical Assistant (CMA)

American Medical Certification Association
- Clinical Medical Assistant Certification

National Board for Respiratory Care
- Registered Respiratory Therapist (RRT)

National Board of Surgical Technology and Surgical Assisting
- Certified Surgical Technology (CST)

National Center for Competency Testing
- ECG Technician (NCET)
- Medical Assistant (NCMA)
- Phlebotomy Technician (NCPT)
- Tech in Surgery-Certified (TS-C)

National Healthcareer Association
- Clinical Medical Assistant
- Operating Room/Surgical Technician
- Patient Care Technician

Mandl is approved by:
Department of Education for Training Veterans
New York State Higher Education Service Corporation – Tuition Assistance Program (TAP)
Federal Aid - Title IV Programs
U.S. Immigration and Customs Enforcement (ICE)
Adult Career and Continuing Education Services – Vocational Rehabilitation (ACCES) [Formerly VESID]

Mandl faculty and/or staff, maintain memberships in the following professional higher education and civic organizations:
American Association of Collegiate Registrars and Admissions Officers (AACRAO)
American Association for Respiratory Care (AARC)
Career Education Colleges and Universities (CECU)
Association of Surgical Technologists (AST)

STATEMENT OF OWNERSHIP

Mandl School - The College of Allied Health, is solely owned and operated by Mandl School, Inc., located at 254 West 54th Street, New York, New York 10019. Its Officers are Melvyn Weiner, Nettie Weiner, and Stuart Weiner.

ACADEMIC FREEDOM

Mandl adheres to the principles of academic freedom with correlative responsibilities as expressed in the 1940 "Statement of Principles on Academic Freedom and Tenure" jointly formulated by the American Association of University Professors and the Association of American Colleges. Academic freedom and, more generally, freedom of expression are of paramount value in an academic community.

Academic freedom is essential to the functioning of a college. It applies to its teaching, research, and public service and involves both faculty and students. The principle of academic freedom is designed to protect the faculty member's freedom to teach and to conduct research. It also protects the student's freedom to learn. Faculty members are responsible for providing students with the same kind of freedom, which they claim for themselves, namely, the freedom to consider conflicting views and to make their own evaluation of data, evidence, and doctrines. Furthermore, faculty members have a responsibility to maintain an atmosphere conducive to intellectual inquiry and rational discussion.

It is not the responsibility of a faculty member in a democracy to misuse his or her authority in the classroom and indoctrinate his/her students with ready-made conclusions on controversial subjects. The faculty member is expected to educate a student to think for him or herself, and to provide the student with access to those materials that one may need if one is to think intelligently. Hence, in giving instruction upon controversial matters the faculty member is expected to be of a fair and judicial mind, and to set forth justly, without suppression or innuendo, the divergent opinions of other investigators.

It is the policy of Mandl that an atmosphere of freedom should prevail and that there should be no political or religious propagandizing in the academic programs. Academic freedom, however, does not mean academic license. With freedom there must be responsibility for statements, speeches, and actions. In the college, as in society as a whole, freedom of speech and expression cannot be absolute. For example, speech that is libelous, slanderous, incites to riot, or is unlawfully harassing is not constitutionally protected; in addition, speech directed at persons with clear intent to cause substantial injury is not protected by academic freedom.

Freedom of speech and expression is the right of both members of the Mandl community and of invited guests. Once members of Mandl extend an invitation, others may not abridge a speaker’s freedom of expression because they dislike or oppose the speaker, find her or his ideas objectionable, or perceive the speaker to be associated with policies or practices believed to be erroneous or even evil.

Freedom of speech and expression is the right of opponents of a speaker as well. Opponents may make their views known in a variety of ways so long as they do not thereby interfere with a speaker’s ability to make hers or his known, or with the rights of others to listen.

NON-DISCRIMINATION POLICY

Mandl is committed to equal opportunity in educational programs, admissions and employment. It is the policy of the college to provide equal opportunity for all qualified applicants, students, and employees; and to prohibit discrimination on the basis of race, color, gender, religion, national origin, age, sexual preference, disability, or marital status, except as such condition may constitute some bona fide occupational or assignment qualifications. The following positions have been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Chief Compliance Officer.

Mandl is dedicated to ensuring that students with disabilities receive equal access to curricular and co-curricular opportunities in the academic community, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The facility can accommodate the disabled with its street level entry. There is an elevator inside the building and all corridors are wide enough to accommodate wheelchairs.

The College offers the following services to all of its students:

- Academic Advising
- Counseling
- Placement
- Tutoring

Mandl assists students with disabilities in becoming fully integrated at the College through the development of life skills, personal growth, and by promoting greater awareness and understanding of the needs of student with disabilities. Certain programs may require manual dexterity. Please consult the College for further information.

PRIVACY ACT – FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

A student should submit to the Registrar, a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar to whom the request was submitted, the Registrar shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Mandl to amend a record should write the Registrar or other designated College official who is responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Mandl decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before Mandl discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Unless written objection is received 30 days after the commencement of the academic year, Mandl will treat name, address (permanent and mailing), telephone (land and cell), email address, date and place of birth, major field of study, dates of attendance, grade level, photograph, degrees and awards/recognitions received, the name of the undergraduate college(s) attended, post-graduation employer, job title, most recent previous secondary and post-secondary educational institution attended by the student and marital status as directory information. In addition, information on all students offered admission to Mandl may be submitted to the state police for checking against the sexual offender registry as required under the Wetterling Act. Students are not entitled to inspect and review financial records of their parents. If the student is a classified as dependent for financial purposes, parental access to a student's records will be allowed without prior consent.

Mandl also discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Mandl has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Mandl. Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

Students concerned about the confidentiality of records are requested to bring their concerns first to the attention of the Dean of Records & Registration located on the ninth floor. Complaints regarding alleged violations of rights accorded students by or regulations promulgated by the Act, may be directed to: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-5920.

CAMPUS SECURITY

The Chairperson of the Campus Safety and Security Advisory Committee will provide upon request a hard copy of all campus statistics as reported to the United States Department of Education. This information is available from the Title IX Coordinator who can be reached at (212) 247-3434. The United States Department of Education's web site for campus crime statistics is **http://nces.ed.gov/surveys/peqis/publications/97402/**. For Mandl statistics during recent calendar years, please visit the following DOE website at http://ope.ed.gov/security. Mandl fully complies with **Article 129-A of New York State Education Law** as it pertains to the dissemination of campus-wide information and procedures regarding the prevention of sexual assault, of bias/hate crime, and of the investigation of violent felonies. Additional information regarding these matters may be found in the Mandl Student Handbook and discussed during Orientation.

ANTI-HARASSMENT POLICY STATEMENT

Mandl has adopted a policy of "zero tolerance" with respect to harassment. All members of the Mandl community have the right to study and work in an environment free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive. Consistent with Mandl's respect for the rights and dignity of each employee, harassment based on race, color, religion, sex, sexual orientation, national origin, age,

status as a qualified individual with a disability, marital status, veteran status, citizenship or any other characteristic protected by law, will not be sanctioned or tolerated.

ADMISSIONS

GENERAL ADMISSIONS REQUIREMENTS

In order to qualify for admission, applicants must have received a high school diploma or equivalent (GED or TASC).

A personal interview is required to evaluate the applicant's motivation and potential. Applications for admission are accepted without regard to race, creed, sexual preference, or national or ethnic origin.

ADMISSIONS REQUIREMENTS FOR RESPIRATORY THERAPY

In addition to the above requirements, applicants for the Respiratory Therapy (RT) degree program must meet the following requirements: a passing score on the TEAS exam that meets the minimum acceptance on the entrance test in order to be admitted into the RT program by the Department Chair. In addition to taking the TEAS exam, Non-native speakers of English must earn a score of 20 in each section of the TOEFL IBT or 500 on the paper-based or 215 on the computer-based TOEFL tests order to enter the respiratory therapy program.

Transfer students must provide official transcripts that prove a minimum cumulative GPA of 2.5 from previous colleges attended, as well as achieve the minimum score on the TEAS test. Lastly, each applicant will be required to provide documentation of a health screening and background check prior to the clinical portion of the Respiratory Therapy program.

A waiver for not meeting the above requirements may be approved at the discretion of the Vice President for Academic Affairs and/or the Respiratory Therapy Department Chair for candidates, who may be suitable for the program, and will thus be judged on other factors in addition to qualitative information.

ADMISSIONS REQUIREMENTS FOR SURGICAL TECHNOLOGIST

In addition to the general admissions requirements, applicants pursuing this program must meet minimum scores on the Accuplacer exam of 78 in Reading Comprehension and 80 in Sentence Skills. Remedial courses are not permitted for applicants interested in enrolling in the Surgical Technologist program.

APPLICATION PROCEDURES

- Secure an application for enrollment from the Admissions Department at the school.
- Enrollees are requested to obtain a copy of their high school transcript(s) of grades to be sent directly to Mandl Admissions Department. Applicants may substitute a copy of their High School diploma. Applicants who have taken the GED or TASC must submit evidence of satisfactory performance on either exam to the Admissions Department. Students who receive a secondary school diploma from a distance learning or on-line educational institution must demonstrate that the institution’s curriculum is either approved by a New York State school superintendant or is accredited by an accrediting body authorized to accredit by the U.S. Department of Education or is appropriately registered by a state department of education outside of New York State.
- The applicant must have a personal interview with the Director or a representative of the Admissions Department.
- Upon acceptance to Mandl, a registration fee is to be paid by the applicant. The fee is non-refundable.

Applicants who have completed their education outside of the United States and who, because of exceptional circumstances, are not able to produce their educational credentials at the time of the interview may submit a

notarized declaration of high school graduation that must be dated and signed by the student at the time of admission. If the educational credentials are in a language other than English, it is the responsibility of the student to provide the College with a copy of the credentials translated and evaluated by an evaluation service.

Applicants who have attended other post-secondary institutions may arrange for each institution to mail a transcript to Mandl. Transcripts will be evaluated for the purpose of advanced standing.

Once Mandl has determined that an applicant has met the admissions requirements, an acceptance letter is sent to the applicant. An applicant who does not satisfy the admissions requirements will be notified by the College.

Admission to Mandl is granted only for the semester of acceptance and applicants who do not start as planned must apply to reactivate the application for subsequent terms and may be required to pay an additional application fee.

PLACEMENT AND TESTING

All matriculated students must take placement examinations to determine readiness to engage in college-level work in English and subjects requiring the application of mathematics. Depending on examination results, students may be placed in one or more of three non-credit remedial courses (ENG 001, ENG 002, or MAT 001). Students who decline to take placement examinations, and who do not provide evidence of academic attainment equivalent to the successful completion of the college's remedial courses, are automatically placed into remedial courses at the discretion of the Vice President for Academic Affairs or his or her designee.

Demonstration of academic attainment equivalent to the successful completion of the college's remedial courses may include one or more of the following:

- A recent official transcript from another accredited institution of higher education indicating successful completion of an equivalent remedial course with a grade of Pass, or "C" or better, depending on the institution's system of grading.
- Minimum Combined SAT verbal score of 960 or English ACT score of 20.
- Old SAT combined score of 1410.
- Minimum on SAT mathematics score of 480 or Math ACT score of 20.
- A grade of 80 or above on the New York State English Regents' examination taken in the junior or senior year of high school.
- A grade of 75 or above on the New York State Math Regents' examination in Sequential Math 2 or 3 or Math A.
- TOEFL Test scores of 550 or above (paper/pencil version) or 213 or above (computerized version).

Students who provide evidence of Bachelor's degree from an accredited U.S. institution of higher education or equivalent foreign educational institution are exempt from placement testing for academic purposes. Depending on further evaluation, as well as assessment of the student's professional and academic background, those holding an Associate's degree may be considered for exemption from placement testing. Students who have successfully completed credit bearing, college level courses in English and Math at accredited postsecondary institutions are also exempt from placement testing. It is the responsibility of any student with foreign degree(s) to provide the College with a copy of the credentials evaluated by an evaluation service – and translated into English if applicable – in order to be exempted from placement testing.

All remedial course placement decisions are made at the discretion of the Vice President for Academic Affairs or his or her designee after a careful evaluation of a student's overall academic record prior to matriculation. The decision of the Vice President for Academic Affairs or his or her designee on these matters is final.

ADVANCED STANDING

An applicant accepted into a degree or certificate program may be granted advanced standing to a maximum of one half of the total number of the program's required credits. Credits gained by advanced standing are considered full college credits and need not be made up by other courses. This will not affect the student's grade point average, but it will affect a students' rate of progress (i.e., attempted credits) in terms of Satisfactory Academic Progress. Advanced standing may be granted by any one or a combination of the following:

TRANSFER CREDIT FROM ACCREDITED INSTITUTIONS

Requests for transfer credit will be considered from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). The institutions must also be recognized with the New York State Board of Education (NYSED) and be accredited by a secondary organization recognized by NYSED. Examples of the latter would include, but not be limited to, ABHES and Middle States Commission for Higher Education.

To be considered for transfer credit, a transcript should be provided to the College for review. Final credit for courses will only be awarded upon receipt of an official transcript that must be submitted to the College prior to the end of the first semester. If the College does not receive an official transcript within said timeframe, then the student will have to successfully complete the courses at Mandl.

Furthermore, the College will evaluate for credit exams from CLEP, DANTE, and or Excelsior College (Regents), as well as certifications obtained from nationally recognized organizations such as Microsoft, CISCO, and Suns Systems, etc…. For more information regarding certification evaluation, see the section on **CREDIT BY EXAMINATION**.

Transfer credit may be granted for coursework recently completed at an accredited postsecondary institution with a minimum grade of C, provided the level and the content are substantially equivalent to that offered at Mandl. Transfer credit is typically awarded for courses applicable to a specific degree or certificate program, and the coursework cannot be generally older than seven (7) years for Liberal Arts courses, no more than two years for computer and science/clinical courses.

The transferring of educational credits for returning Mandl proprietary graduates are as follows:

Mandl Proprietary Graduates returning to obtain an AOS degree will be expected to:

- Take a challenge exam representative of academic fields within the curriculum and achieve a score greater than 70% to be accorded transfer credit from prior academic transcript (scores between 65-69% will be judged on an individual basis in relation to the scores on other sections).

- Demonstrate recent and continuous employment - as a medical assistant or surgical techonologist depending on what was the former student's prior enrollment - since graduation with active involvement in clinical skills such as phlebotomy, urinalysis, vital signs, and EKG. If the student is unable to verify such involvement, then all clinical skills courses must be repeated.

The number of credits required to obtain a degree will be determined after the above conditions are evaluated, but may be up to the full number of credits – depending on the program - necessary for graduation.

RESIDENCY REQUIREMENT

Transfer students are required to complete a minimum of fifty-one percent of their degree program in residency taking Mandl courses.

CREDIT BY EXAMINATION

Credit may be granted for coursework where the individual has gained knowledge and mastery of the subject matter or has attained a satisfactory level of proficiency in a skill through life experience. The student will be required to verify his/her level of achievement by means of external examinations such as CLEP, DANTE, Microsoft Office Specialist (MOS) certification, etc…, and/or internal final college exams, subject to the approval and authorization of the Department Chairperson and the Vice President for Academic Affairs.

INTERNATIONAL STUDENTS

Mandl is authorized under Federal law to enroll F-1 nonimmigrant students.

Foreign students are to submit a transcript of completed secondary studies and/or completed post secondary studies if applicable. If the educational credentials are in a language other than English, it is the responsibility of the foreign student to provide the College with a copy of the credentials translated and evaluated by an evaluation service.

Mandl may also require evidence of English language ability from all international students whose native language is not English. This evidence may include a satisfactory score on the Test of English as a Foreign Language (TOEFL) or a notarized evaluation by an appropriate functionary of a U.S. bi-national cultural center, which evaluated the candidate's ability to undertake a program of college-level study taught entirely in English. For further requirements, please speak with the Designated School Official (DSO) who is Mrs. Randie Senser.

MATRICULATED STUDENTS

A matriculated student is one who has filed a written application and has been formally accepted for admission by Mandl as a candidate for one of its registered academic programs leading to a degree or certificate.

Matriculated students may apply for financial aid. The conditions that apply to be considered fully matriculated for State award purposes are stated in the Financial Aid section of this catalog. A student is no longer considered matriculated if he or she is academically dismissed.

NON-MATRICULATED STUDENTS

Mandl accepts students who apply to take individual courses without seeking a degree or certificate. Acceptance into courses is determined by an interview with an academic advisor to determine if there are any prerequisites and if they have been satisfied by the applicant. Students who complete individual courses will receive a transcript and a letter of completion. Credits completed as a non-matriculated student may be applied toward a higher credential should the student elect to matriculate into a degree or certificate program.

NEW YORK STATE IMMUNIZATION REQUIREMENT

New York State law requires college students who register for six or more credits per semester to be immunized against measles, mumps, and rubella. The law applies to all students born on or after January 1, 1957.

Full-time students will have to show proof of immunity. Proof of immunity consists of:

1. Measles: two doses of live measles vaccine administered after 2 months of age, physician documentation of measles disease or a blood test showing immunity.
2. Mumps: one dose of live mumps vaccine administered after 12 months of age, physician documentation of mumps disease or a blood test showing immunity.
3. Rubella: one dose of live rubella vaccine administered after 12 months of age or a blood test showing immunity.

Students must provide the required proofs of immunization to the Registrar within 30 days - and 45 days for out of state students - of the first day of classes for their first semester of attendance. Students who begin attending but fail to provide the required proofs may be subject to removal from class and other appropriate disciplinary sanctions.

Students enrolled at the College with six (6) or more credits have the option of obtaining a meningitis immunization. If the student has been immunized for meningitis, then evidence must be provided to the College. If a student has not been vaccinated for meningitis, and will not undergo such a vaccination, then the student must sign documentation stating that they have been provided information regarding the disease and have elected not to be immunized.

TUITION, FEES AND EXPENSES

Tuition for each term is due on or before the first class day. However, Mandl may agree to accept payment from a qualified student's financial aid sources in lieu of cash payments of equal amounts, and/or the tuition in installments, if agreed upon by the Bursar/ Student Accounts Office and the student prior to the start of each term. Failure to make pay the tuition at the start of a semester or in an agreed timely manner may result in the student being charged a $100 late fee for the semester, the registration cancelled or placed on hold until the student resumes payment obligations, and the student assuming tuition liability and placed into collections. A reduction in credit hour registration may cause either a reduction or loss of financial aid. **(Each semester of enrollment, it is the student's responsible to make sure that requested documents for financial aid are submitted in a timely manner, that payments are made on a timely basis and obtain a tuition statement, if they have not received one)**. Changes to the students demographic information, such as current phone and mailing address are the student's responsibility. The changes must be provided to the Registrar's Office.

Tuition and fees and any previous balance must be paid in full each semester before the official registration deadline. Deposits made on acceptance of admission are credited to the student's semester account. Mandl reserves the right to change tuition rates, fees, and other charges at its discretion when it is deemed advisable.

It is the policy of Mandl to withhold all certificates, degrees, official transcripts, and other official recognition of work completed from students who have any outstanding overdue debts to the college. No student may withdraw in good standing or graduate from the college unless all financial obligations have been paid in full.

TUITION AND FEES:

CREDIT BEARING CERTIFICATE DENTAL ASSISTANT PROGRAM

Tuition for full-time Matriculated Students: For 2017-2018, tuition for full time matriculated students (12 or more credits/remedial hours) is $ 9,000.00 per semester.

Tuition for part-time Matriculated Students: For 2017-2018, tuition for part time matriculated students (less than 12 credits/remedial hours) is $700.00 per credit.

Tuition for Non-Matriculated Students: Non-matriculated students are charged the per credit tuition.

Tuition for Students Taking Excess Credits: Students are charged the per credit tuition for each credit taken in excess of 20 credits in a semester.

Tuition during Externship: The final term in which **only an externship class is taken**, all externship credits will be charged at $150 per credit.

CREDIT BEARING CERTIFICATE MEDICAL ASSISTANT PROGRAM

Tuition for full-time Matriculated Students: For 2017-2018, tuition for full time matriculated students (12 or more credits/remedial hours) is $ 7,000.00 per semester.

Tuition for part-time Matriculated Students: For 2017-2018, tuition for part time matriculated students (less than 12 credits/remedial hours) is $600.00 per credit.

Tuition for Non-Matriculated Students: Non-matriculated students are charged the per credit tuition.

Tuition for Students Taking Excess Credits: Students are charged the per credit tuition for each credit taken in excess of 18 credits in a semester.

Tuition during Externship: The final term in which **only an externship class is taken**, all externship credits will be charged at $150 per credit ($ 600).

A.A.S. HEALTH CARE ADMINISTRATION PROGRAM

Tuition for full-time Matriculated Students: For 2017-2018, tuition for full time matriculated students (12 or more credits/remedial hours) is $ 7,000.00 per semester.

Tuition for part-time Matriculated Students: For 2017-2018, tuition for part time matriculated students (less than 12 credits/remedial hours) is $600.00 per credit.

Tuition for Non-Matriculated Students: Non-matriculated students are charged the per credit tuition.

Tuition for Students Taking Excess Credits: Students are charged the per credit tuition for each credit taken in excess of 18 credits in a semester.

Tuition during Externship: The final term in which **only an externship class is taken**, all externship credits will be charged at $200 per credit ($600).

A.A.S. HEALTH AND HUMAN SERVICES PROGRAM

Tuition for full-time Matriculated Students: For 2017-2018, tuition for full time matriculated students (12 or more credits/remedial hours) is $ 7,000.00 per semester.

Tuition for part-time Matriculated Students: For 2017-2018, tuition for part time matriculated students (less than 12 credits/remedial hours) is $600.00 per credit.

Tuition for Non-Matriculated Students: Non-matriculated students are charged the per credit tuition.

Tuition for Students Taking Excess Credits: Students are charged the per credit tuition for each credit taken in excess of 18 credits in a semester. **Tuition during Externship:** The final term in which **only an externship class is taken**, all externship credits will be charged at $200 per credit ($1200).

A.O.S. MEDICAL ASSISTANT PROGRAM

Tuition for full-time Matriculated Students: For 2017-2018, tuition for full time matriculated students (12 or more credits/remedial hours) is $ 7,000.00 per semester.

Tuition for part-time Matriculated Students: For 2017-2018, tuition for part time matriculated students (less than 12 credits/remedial hours) is $600.00 per credit.

Tuition for Non-Matriculated Students: Non-matriculated students are charged the per credit tuition.
Tuition for Students Taking Excess Credits: Students are charged the per credit tuition for each credit taken in excess of 18 credits in a semester.

Tuition during Externship: The final term in which only an externship class is taken, all externship credits will be charged at $150 per credit ($600).

A.A.S. RESPIRATORY THERAPY PROGRAM

Tuition for full-time Matriculated Students: For 2017-2018, tuition for full time matriculated students (12 or more credits/remedial hours) is $ 9,935.00 per semester.

Tuition for part-time Matriculated Students: For 2017-2018, tuition for part time matriculated students (less than 12 credits/remedial hours) is $875.00 per credit.

Tuition for Non-Matriculated Students: Non-matriculated students are charged the per credit tuition.

Tuition for Students Taking Excess Credits: Students are charged the per credit tuition for each credit taken in excess of 18 credits in a semester.

A.O.S. SURGICAL TECHNOLOGIST PROGRAM

Tuition for full-time Matriculated Students: For 2017-2018, tuition for full time matriculated students (12 or more credits/remedial hours) is $ 8,500.00 per semester.

Tuition for part-time Matriculated Students: For 2017-2018, tuition for part time matriculated students (less than 12 credits/remedial hours) is $725.00 per credit.

Tuition for Non-Matriculated Students: Non-matriculated students are charged the per credit tuition.

Tuition for Students Taking Excess Credits: Students are charged the per credit tuition for each credit taken in excess of 18 credits in a semester.

Tuition during Externship: The final term in which **only an externship class is taken**, all externship credits will be charged at $600 per credit ($3600).

OTHER FEES AND EXPENSES

Administration Fee: There is a non-refundable fee of $100.00 that may be assessed to support each matriculated student per semester of instruction.

Application Fee: There is a non-refundable application fee of $25.00 for first-time students in all programs except Surgical Technology and Respiratory Therapy which have non-refundable application fees of $35.00.

Background Check Fee: A fee of $25.00 will be charged to students in the Respiratory Therapy program to cover the cost associated with a background check for the clinical component of the program.

Cancel Check Fee & Re-Issue Fee: There is a $35 fee assessed to stop payments on an issued check that is lost or misplaced that requires being re-issued.

Change of Program Fee: A **$75 change of program fee** will be accessed for each change of program(s).

Cardiopulmonary Resuscitation (CPR): Each student in the Dental Assistant, Medical Assisting, and Surgical Technologist must pass CPR training, and provide evidence of such completion as a prerequisite prior to registering for certain courses. Students may take their training on-site at Mandl for a one-time charge of $80, or select another location of their choosing. RT students must pass ALCS training, and have to speak with the Department Chair for additional details on how the training relates to the program.

Clinical/Technology Fee: A fee of $100.00 is assessed each semester to provide and maintain technology and clinical supplies support for matriculated students. A fee of $1,250 will be assessed to Respiratory Therapy students per every term there is a clinical rotation.

Duplicate Records: For replacements of duplicates, the charges are as follows: duplicate degree or certificate: $25.00; student transcript (unofficial): no charge; and official transcript: $15.00.

Graduation Fee: A **fee of $100.00** is charged to students filing an application for graduation, and is non-refundable.

Late Fee: There is a non-refundable late fee of $100.00 per occurrence for full-time and part-time students who complete their official registration during the late registration period or thereafter.

Late Payments: There is a **nonpayment service fee of $100.00** that applies to students whose payments of tuition and fees are delinquent. This fee must be paid in addition to all outstanding bills to regain fiscal good standing and to have all other rights and privileges reinstated including the right to attend classes, access student records, and use of college facilities.

Re-Entry: There is a **$100.00 fee** for students who are granted readmission to the College.

Registration Fee: There is a $35.00 registration fee per semester for all programs except Surgical Technologist and Respiratory Therapy, which are $65.00 per term.

Respiratory Therapy Ancillary Fees: All students in the RT program will be assessed a fee of $50.00 for the Therapist Multiple Choice (TMC) exam, as well as a fee of $70 to take the Clinical Simulation Exam (CSE), and lastly, there is a fee of $69 for the LindseyJones test. In addition, students in the Respiratory Therapy program are responsible for obtaining insurance coverage during the clinical component of the program. Please see the Department Chair for additional details.

Returned Checks: For student payments made by check, there is a $35.00 reprocessing fee if the check is returned for any reason, except for an error made by the bank.

Uniforms, Books and Supplies: Students are required to purchase their own uniforms. (See DRESS CODE). The estimated cost of books and supplies is $600.00 per academic semester.

CHANGES OF STATUS DURING FIRST WEEK (DROP/ADD PERIOD)

In the first week of the term, the college permits students to officially drop or add a course with written permission from the Vice President for Academic Affairs. If, during the first week only, by officially withdrawing from a course or registering for an additional course there is a change to the student's status--either from full time to part time or from part time to full time--billing will be calculated according to the final status at the end of the first week. The student is financially responsible for any changes to his or her status and must consult with the Financial Aid Office regarding adjustments.

REFUND POLICY

PROGRAM CANCELLATION BEFORE COMMENCEMENT OF CLASSES

An applicant has the option of cancelling within three business days of signing an enrollment agreement or matriculating at the College, with a full refund of all monies paid. Subsequent to this three-day cancellation period, an applicant requesting cancellation prior to the start of classes is entitled to a refund of all monies paid less a registration fee of 10% of the contract price or $100, whichever is less. The college will refund 100% of prepaid tuition if the student requests the refund in writing before the thirtieth day prior to the commencement of the term for which the tuition was paid.

TREATMENT OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS FROM SCHOOL

The Bursar's Office is required by federal statute to calculate the percentage of earned Title IV Funds received or pending to be received and to return the unearned funds for a student who withdrew, was terminated or failed to return from an approved leave of absence.

Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of aid earned = the number of days in the term completed up to the date of determination that the student withdrew, divided by the total number of days in the term. Any break of five days or more is not counted as part of the days in the term.

If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed. If this percentage is less than 60%, then the percentage earned is equal to the calculated value.

Funds are returned to the appropriate federal program based on the percent of unearned aid using the following formula:

Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. When Title IV funds are returned, the student may owe a balance to the institution.

If a student earned more aid than was disbursed to them, the institution would owe the student a post-withdrawal disbursement which must be paid within 30 days of the student's date of determination that they withdrew.

Refunds are allocated in the following order:

Unsubsidized Federal Stafford Loan/Unsubsidized Direct Stafford Loan
Subsidized Federal Stafford Loan/Subsidized Direct Stafford Loan
Federal Parent (PLUS) Loan/Direct PLUS Loan
Federal Pell Grant
Other Title IV assistance
NY State Tuition Assistance Grants
Agency, private and institutional aid
The student

FINANCIAL AID

Mandl is committed to providing educational opportunities for all qualified students regardless of financial need. A variety of financial aid programs makes it possible for even the neediest student to gain a college education. The college participates in Federal and State financial aid programs.

The amount of money available is based upon the student's financial need, which is determined by subtracting the amount of the family's estimated contribution for college expenses from the estimated cost of attending the college. Financial need for all programs--State, Federal, and institutional--is measured by a comprehensive financial statement, the Free Application for Federal Student Aid Form (FAFSA).

The college will defer any tuition payments due from a student upon application by the student for a grant for the expected amount. Funds received by the college on behalf of a student will first be applied towards the student's tuition. After the student's tuition is paid in full, the remaining balance will be refunded.

Financial aid decisions are made for the full academic year on the basis of financial need and the availability of funds. It is important to note that the availability of and eligibility for aid from Federal and New York State programs are not guaranteed from one academic year to the next and that students must reapply every year. Also, enrolled students must meet this institution's academic progress standards to continue qualifying for financial aid awards. All financial aid is awarded on the basis of need, regardless of race, color, religion, sex, sexual orientation, age, national or ethnic origin, handicap, marital, parental, or veteran status. Students are encouraged to apply for financial aid at least eight weeks before the beginning of the term in order that the funds will be available in the first month.

APPLICATION PROCEDURES

To apply for financial aid, an applicant is required to complete the Free Application for Federal Student Aid (FAFSA), which is used to determine eligibility for all Title IV programs and for New York State aid through the Tuition Assistance Program (TAP). The FAFSA may be completed on-line at https:fafsa.ed.gov, and is used to determine eligibility for the Title IV aid including the Federal Pell Grant Program. Mandl's FAFSA Code is 007401, and the College's TAP Code is 7977. The Financial Aid Office will help students fill out the form and secure necessary documentation.

ELIGIBILITY FOR FEDERAL STUDENT AID PROGRAMS

To be eligible for Title IV assistance, a student must meet the following requirements:

- Be enrolled as a regular student in an eligible program of study on at least a quarter-time & half-time basis for federal student loans;
- Be a United States citizen or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- Have financial need as determined by a need analysis system approved by the United States Department of Education;
- Provide required documentation for the verification process and determination of dependency status when required;
- Not owe a refund on Federal Pell Grant, FSEOG, or state grant previously received from any college;
- Not be in default on Federal Perkins Loan (formerly NDSL), Federal PLUS, Federal SLS, Federal Stafford Loan, or an Income Contingent Loan previously received from any college;
- Not have borrowed in excess of annual aggregate limits for the Title IV programs;
- Most males must register for Selective Service – ages 18-25 – to receive federal aid.

POLICIES AND PROCEDURES FOR VERIFICATION

Verification is the process used to check the accuracy of the information that a student gives when applying for Federal Student Aid. The U.S. Department of Education selects certain applications whose data is to be confirmed. The institution will verify data for those applicants selected. The dependent student must also submit the parents' tax return transcript(s) – if applicable.

- All selected applicants will be verified.
- Selected applicants must submit required verification documents within thirty days of notification.
- If a student fails to provide the required documentation within the established time frame, then the student will be treated as a cash-paying student until the requested documents are provided.
- If a student does not meet the deadline and is not capable of making cash payment(s) at the end of the deadline, he/she will be dismissed from the college. The student may re-enter only when he/she can provide documentation or makes cash payment.
- The college reserves the right to make exceptions to the above stated policies due to extenuating circumstances, on a case-by-case basis as in compliance with federal regulations and guidelines.
- Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
- The college will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the college will take if the students do not submit the requested documentation within the time period specified.
- Students will be notified by mail or in person if the results of verification change the students' scheduled award.
- Any suspected case of fraud will be reported to the Regional Office of the Inspector General or, if more appropriate, to a State or Local law enforcement agency having jurisdiction to investigate the matter. Referrals to State or Local agencies will be reported on an annual basis to the Inspector General.

DOCUMENTATION REQUIREMENTS

Students selected for certain verification groups in the 2017-2018 year, the Department of Education requires that that the applicant to either successfully link IRS data within the FAFSA site utilizing the IRS Retrieval Tool (DRT), or provide a IRS tax transcript(s) to complete the verification review process. Mandl will not require Tax Transcripts when it can document via the Institutional Student Information Record with a valid code (02) that the student and/or parent successfully linked IRS data via the FAFSA IRS Data Retrieval Tool.

In cases where a student and/or parent do not utilize or cannot utilize the IRS Linking Tool, Mandl will require 2015 Tax Transcript(s) and both the student and/or parent to complete the verification process along with the appropriate Verification Worksheet. As of May 23, 2017 Mandl may accept copies of the actual signed tax return in place of IRS Tax Transcripts to complete the verification review process until further notice by DOE. The College may also request a copy of filed taxes in cases where a student and parent submitted an amended tax return to the IRS. In these cases, the original filed return, along with the official IRS Tax transcript or signed tax return, will be reviewed for verification.

For individuals who were not required to file an annual federal tax return, but had other sources of income, the College will require documentation in support of the income reported on the FAFSA. Samples of such documents include, but are not limited to; Public Assistance/ Human Resources Budget Letter, Social Security Award Letter, W-2s, and statements of support or income. Please note that Mandl will notify the student of acceptable documentation. Students who fail to complete the verification process or who fail to submit the required documents within 45 days of notice from the start of a semester will be considered incomplete and only eligible for unsubsidized and PLUS loans (dependent students only). If a student enrolls for a semester on any

date that is less than 30 days from a start of a semester the period of time to provide complete documentation will be within 14 days. Please see your Financial Aid Office for specific information or any assistance.

FEDERAL STUDENT AID PROGRAMS (LOANS AND GRANTS)

SUBSIDIZED DIRECT LOAN

Federal Subsidized Loans are need-based full amount or prorated loans made available to students by the Department of Education. The maximum amount students can borrow each year is based on their enrollment levels in school. For example, a student can borrow up to $3,500 as a freshman and $4,500 as a sophomore. The Subsidized **Stafford aggregate loan limit** for students enrolled in undergraduate programs of student is **$23,000**. Subsidized Stafford Loans current interest rate is a fixed rate of **4.45 %** (07/01/17-06/30/18). The rate is fixed annual on loans on 07/01/XX of the financial aid year (FAFSA year). All students must complete a Direct Loan Master Promissory Note (MPN). Repayment begins six months after students either: graduate, cease enrollment, or drop below half-time enrollment status.

UNSUBSIDIZED DIRECT LOAN

Federal Unsubsidized Loans are not based on demonstrated need. All undergraduate dependent students can borrow up to $2,000 each year. Independent students and Dependent students that Parent was declined a PLUS loan may borrow an additional $4000. The current interest rate for new direct unsubsidized loans will be at a fixed rate of **4.45 %** (07/01/17-06/30/18). The rate is fixed annual on loans on 07/01/XX of the financial aid year (FAFSA year) until 06/30/XX. Interest accrues and can be compounded on this type of loan. Repayment begins at disbursement unless you tell your lender to capitalize your loan. **Undergraduate independent students can receive a combination of unsubsidized and subsidized Stafford Loans, but not to exceed an aggregate amount of $57,500.**

DIRECT PARENT LOANS FOR UNDERGRADUATE STUDENTS (PLUS)

PLUS Loans are fixed rate loans made available to the parents of dependent undergraduate students to assist with educational expenses. The maximum amount that parents can borrow is equal to the College's Cost of Attendance minus other aid the student receives. These loans require a credit check and the parents must complete a Direct Loan Master Promissory Note (MPN). Repayment of both principal and interest may begin 60 days after the final loan disbursement is made, or the parent may choose to defer loan payments until six months after the date the student ceases to be enrolled at least half-time. This loan has a current, fixed interest rate of **7.0%.** Undergraduate dependent students whose parents are not eligible for a PLUS Loan due to exceptional circumstances are eligible for Unsubsidized Stafford Loans at the same level as independent undergraduate students.

First-time Loan Borrowers:

First-time borrowers on or after July 1, 2013, have a limit on the maximum period of time (measured in academic years) that may can receive Direct Subsidized Loans. A first-time borrower is defined as a student who does not have a student loan balance as of July 1, 2013.

This time limit does not apply to Direct Unsubsidized Loans or Direct PLUS Loans. If this limit applies, **a student may not receive Direct Subsidized Loans for more than 150 percent of the published length of program**. This is called your "maximum eligibility period." The maximum eligibility period is based on the published length of the student's current program. The published length of any program of study is listed in the Mandl School Student Catalog.

For example, a student enrolled in a two-year associate's degree program, the maximum period for which a Direct Subsidized Loans If you are enrolled in a two-year *associate degree* program, the maximum period for which you can receive Direct Subsidized Loans is three years (150 percent of 2 years = 3 years).

Because your maximum eligibility period is based on the length of your current program of study, your maximum eligibility period can change if you change to a program that has a different length. Also, if you receive Direct Subsidized Loans for one program and then change to another program, the Direct Subsidized Loans you received for the earlier program will generally count toward your new maximum eligibility period.

Certain types of enrollment may cause you to become responsible for the interest that accrues on your Direct Subsidized Loans when the U.S. Department of Education usually would have paid it.

Direct Student Loan Updates:

If you have any questions please contact the Mandl Financial Aid Office at (212) 247-3434 or call 1-800-4-FED-AID (1-800-433-3243).Additional information and examples are provided at www.studentloans.gov

FEDERAL PELL GRANT

This grant program is designed to assist needy students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the U.S. Department of Education. The maximum award for the 2017-2018 academic year is $5,920. The maximum Pell Grant eligibility is limited to 12 full-time, life-time payments (Pell usage is displayed as a percent up to 600%).

ADULT CAREER AND CONTINUING EDUCATION SERVICES – VOCATIONAL REHABILITATION: ACCES-VR (FORMERLY VESID)

Students with disabilities seeking vocational training are encouraged to contact their nearest ACCES office for information and official forms and procedures.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS FOR MAINTAINING ELIGIBILITY FOR FINANCIAL AID

All students are required to make satisfactory progress toward the completion of the degree or certificate. Academic progress standards must also be met to continue qualifying for financial aid awards. Academic progress is reviewed at the end of each semester and is measured both qualitatively by grade point equivalent, and quantitatively, by the amount of time required to complete the program of study.

The college's satisfactory academic progress requirements are included in the Academic Policies section of this catalog.

ELIGIBILITY FOR STATE STUDENT AID PROGRAMS

To receive payment under New York State financial assistance programs students must be:

- A United States citizen or eligible non-citizen;
- A New York State resident for 12 consecutive months prior to the term for which TAP funds are being sought;
- Have graduated from high school in the United States, or possess a GED, or has earned a high school equivalency diploma by passing the Test Assessing Secondary Completion (TASC) formally known as the GED (Students who have graduated from a foreign high school must take and pass a certified ability-to-benefit examination in order to qualify for TAP. For information regarding this examination, please contact the Admissions Office.);
- Enrolled as a full-time student;
- Enrolled in an approved program of study;
- In good academic standing;
- Not in default on any student loan, or made the required payment under the Renewed Eligibility for Financial Aid program;
- Have a minimum tuition liability of at least $200 per academic year ($100 per semester);
- Within the income limits;
- Have a C (2.0) cumulative GPA after four semesters of TAP payments.

STATE FINANCIAL AID PROGRAMS

NEW YORK STATE TUITION ASSISTANCE PROGRAM

Students enrolling in a full-time program may apply for awards that range from $100 to $4,000 per academic year. Awards may not exceed cost of tuition and are subject to State funding and award levels.

To apply for TAP students must complete the FAFSA and the New York State TAP application.
Express TAP Application (ETA) either paper version or on-line at https://www.tap.hesc.ny.gov/totw/.

BUREAU OF INDIAN AFFAIRS AID TO NATIVE AMERICANS— HIGHER EDUCATION ASSISTANCE PROGRAM

To be eligible, the applicant must:

- Be an enrolled member of an American Indian, Eskimo or Aleut tribe, band or group recognized by the Bureau of Indian Affairs;
- Be enrolled in or accepted for enrollment as an undergraduate in an approved college or university
- Be pursuing at least a two-year degree; and
- Demonstrate financial need.

Depending on availability of funds, grants may also be made to graduate students and summer session students. Priority is given to applicants in the following order:

(1) Continuing awards;
(2) Applicants enrolled on reservations; and
(3) Applicants already enrolled.

Application forms may be obtained from and submitted to the Bureau of Indian Affairs, Federal Building, Room 523, 100 South Clinton Street, Syracuse, NY 13260-0043. An application is necessary for each year of study.

Application deadlines, strictly adhered to, are: (1) for the fall semester, July 15; (2) for the winter semester, October 15; and (3) for the spring semester, April 15. An official need analysis from the college financial aid office is also required each year. Moreover, each first-time applicant must obtain tribal enrollment certification from the enrollment clerk which records enrollment for the tribe.

Awards are contingent upon funds available and are based on financial need. Award amounts are equal to the difference between total student expenses and financial assistance from all other sources, as indicated by financial aid administrators.

VETERANS ADMINISTRATION EDUCATIONAL BENEFITS (VA)

Many programs of educational assistance benefits are available to those who have served in the active military, naval or air service and to their families. These programs include the following:

- Veterans Educational Assistance
- Post-Vietnam Era Veterans' Educational Assistance
- All-Volunteer Force Educational Assistance
- Vocational Rehabilitation for Service-Disabled Veterans Receiving Unemployability VA Compensation
- Survivors and Dependents Educational Assistance
- Vocational Training for Certain Veterans Receiving VA Pension

Detailed information on all veterans' benefits can be obtained from the Veteran Certifying Officer (VCO) / Financial Aid Officer or from offices of the Veterans Administration.

Note: Veteran Students who receive educational benefits and require school certification of attendance and cost (i.e. 19-2222 Forms) ***must*** verify attendance regularly (at least once a month) with the Veteran Certifying Officer (VCO) located in the Financial Aid Office. Lack of attendance or poor attendance will be reported to the VA Regional Office no later than 30 days of determination of last attendance.

MISCELLANEOUS AWARDS

The following additional programs are available to students who qualify. Contact the Financial Aid Office for further information.

- Regents Awards for Children of Deceased or Disabled Veterans
- Regents Awards for Children of Deceased Police Officers, Firefighters and Corrections Officers
- Regents Awards for Children of Deceased State Corrections
- Officers & State Civilian Employees of Correctional Institutions

STATE STUDENT FINANCIAL AID ACADEMIC STANDING REQUIREMENTS FOR MAINTAINING ELIGIBILITY

To receive payment under New York State student financial aid programs, students must maintain good academic standing. Failure to pursue a program of study or to make satisfactory academic progress can result in the student not being eligible for State financial aid.
Good academic standing consists of two elements:

1. Pursuit of Program, a requirement that a student complete a certain percentage of credits each term.

2. Satisfactory Academic Progress, a requirement that a student accumulates a specified number of credits and achieves a specified cumulative grade point average each term.

If an award recipient fails to maintain both elements of good academic standing, payment of any award for subsequent terms is suspended until the student is reinstated in good academic standing.

1. Pursuit of Program: Program pursuit is defined as receiving a passing or failing grade in a certain percentage of a full-time course load. The percentage increases from 50 percent of the minimum full-time load in each term of study in the first year for which an award is made, to 75 percent of the minimum full-time load in each term of study in the second year for which an award is made, to 100 percent of the minimum full-time load in each term of study in the third and each succeeding year for which an award is made. Withdrawal grades (W) are not counted towards meeting the program pursuit requirement. The minimum full-time course load per term is 12 credits.

2. Satisfactory Academic Progress: Minimum satisfactory academic progress requirements to receive payment of awards are different from the satisfactory academic progress requirements for academic purposes, which are outlined in detail in the Academic Policies section of this catalog.

Before being certified for this payment	**A student must have accrued at least this many semester hour credits**	**With at least this grade point average.**
1st	0	0.0
2nd	6	1.3
3rd	15	1.5
4th	27	1.8
5th	39	2.0
6th	51	2.0

For answers to questions regarding TAP, students are to visit the College's Financial Aid Office.

ACADEMIC GRADE LEVEL PROGRESSION POLICY

In order for a student to progress to the Sophomore Level, they need to have successfully completed 24 semester credits (or equivalent credits) at the end of their most recently completed semester.

This total of completed credits can include non-credit bearing remedial courses.

Students enrolled in the degree program must complete the program within three years of program entry or financial aid will be jeopardized. Certificate program students must complete within one and one-half years of program entry. If students enrolled in either the degree, or certificate, program do not meet the above progression standards within the maximum time frame, and then no educational credential will be awarded.

Students who are on academic probation or who have been advised that they are not making satisfactory academic progress may request in writing a review of such determination. After an initial review by the Financial Aid Office, an appeal, if appropriate, may be made to the Financial Aid Director. Mitigating or special circumstances may be considered during the initial review and appeal.

WAIVER

A student who fails to meet the minimum standards for academic progress may apply for a waiver. Students are permitted one TAP waiver throughout their undergraduate career. In order to apply for a waiver, a student must present documentation of exceptional or extraordinary circumstances, which must be approved by the Financial Aid Office.

REINSTATEMENT

Students who lose their eligibility for financial aid but are not eligible for a waiver may apply to make up their deficiencies as a non-matriculated student without the benefit of financial aid or by being reinstated to the college after an absence of one calendar year. In the latter case, if it is mathematically impossible for the student's percentage of completed coursework to reach the required level by the end of the first semester after reinstatement or if, in the judgment of the Vice President for Academic Affairs, it is highly improbable for the student's percentage of completed coursework to reach the required level, the student will be refused reinstatement.

A student can re-establish eligibility if he/she securing the cumulative grade point average 2.0 before or during the Title IV aid period by completing incompletes and receiving a letter grade. The student will then resume receiving aid for the current aid period after re-establishing eligibility.

METHOD OF PAYMENT

Mandl accepts cash, check and money orders as methods of payments for all tuition and fees. Credit cards payments are not accepted at this time. Full payment of all tuition and fees or establishment of Financial Aid is due in advance of the first day of class. Students who experience financial difficulty may make special arrangements with the Financial Aid Office for regularly scheduled payments. Unless the Director has determined otherwise, payments paid 30 days or more late will result in suspension of the student until payment is current. All unpaid tuition payments delinquent six or more weeks will be turned over to a collection agency. The collection fee will be paid by the student.

STUDENT SERVICES

ORIENTATION

Before classes begin, all new students receive a comprehensive orientation to the college. During the orientation, which typically lasts from two to three hours, all relevant aspects of the college are covered, including academic programs, facilities and resources, faculty and staff, and rules and regulations.

A copy of the Student Handbook, as well as catalog, is distributed to each student upon enrollment and its contents are discussed, but the College encourages that students review the publication themselves. The Handbook includes sections on student services, dress code, college rules and regulations, grading system, internships, financial aid, disciplinary action, standards of satisfactory progress, readmission policy, and crime prevention policy.

ACADEMIC ADVISING

The Academic Advisement Center is the College's main resource center and the primary academic advisement provider for all students: new, currently attending or returning to the College. The Center is led by a Director and staffed by a core of trained professional advisors and teaching faculty who serve on a rotating basis. Current and returning students are seen on a walk-in basis and via appointments. The Office of Academic Advisement, located on the fifth floor is responsible for the overall coordination and direction of the advising program at the College. (If required, students may be referred to the Learning Resource Center (LRC) for tutorial assistance.)

The mission of the academic advising program at Mandl is to assist students in the development of meaningful educational plans that are compatible with their academic goals. Further, it is to fully inform students regarding requirements in their areas of concentration and to expose students to the variety of course and degree options offered by the College.

Earning a college degree requires the student to make a commitment to academic achievement and to make the necessary educational decisions. Academic Advisors assist all students with wide range of concerns from educational decision-making to personal, social or family problem solving. The Advisement Center advisors listen to students and offer help in the following areas:

- counsel students with low grade point averages
- educational planning
- study skills enhancement
- changing area of concentration (major)
- review of academic standing
- test anxiety and relaxation techniques
- life skills balancing life, work and home and
- clarifying goals and decision-making.

CAREER DEVELOPMENT CENTER

Mandl has an experienced placement department with a myriad of employer contacts that will further ensure a successful employment outcome for Mandl students. The College provides free placement services to its graduates and alumni. These services include assistance in writing resumes, advice concerning interviewing techniques, referrals to employers, and help with setting up appointments. Career Services personnel counsel and advise students throughout the placement process, record all job leads, develop new employment opportunities, survey graduates and employers, and maintain placement records.

Although Mandl does not guarantee the placement of graduates, Mandl's Career Services Department will assist students every step of the way in the attempt to identify and secure an appropriate position.

LEARNING RESOURCE CENTER

The Mandl Learning Resource Center (LRC) is supervised by the Director of the Learning Resource Center. Students may come to the LRC to use personal computers and receive assistance in their coursework and related assignments. In addition, tutoring by faculty and staff is available to all students experiencing academic difficulties. Faculty may recommend that a student seek tutorial assistance if the student requires additional academic assistance outside the classroom.

ACADEMIC POLICIES

REQUIREMENTS FOR GRADUATION

- A minimum, cumulative GPA of 2.0
- File a Graduation Application
- Complete all records, files and examinations as necessary
- Comply with all Mandl regulations
- Fulfill all financial obligations to the college
- Successfully complete an externship (if required)
- Complete a Student Loan Exit Interview with the Financial Aid Department (if applicable)

STUDENT CONDUCT

DRESS CODE

All students enrolled in and attending lab courses during the day are required to wear a full dress white uniform in Medical Assisting, green uniform in Dental Assistant, gray uniform in Health and Human Services, burgundy uniform in Health Care Administration, navy blue uniform in Respiratory Therapy, and a light blue uniform in Surgical Technologist, along with the appropriate footwear which is white, closed, nursing type shoes. Flip-flops and Crocs are not considered to be in accordance with the dress code and are prohibited from being worn on campus.

White lab coats must be worn by all students during clinical courses. Students enrolled in evening and Saturday lab courses must wear a white lab coat over their "street clothes." This policy is in effect on field trips and externships as determined by the location. At all other times, students must be dressed in business casual attire. For further information on the dress code, please see your respective Department Chairperson.

BEHAVIOR

Commensurate with the academic atmosphere that prevails throughout Mandl, all students are expected and required to conduct themselves in keeping with the highest standards. Any unseemly behavior that tends to distract other students and disrupt routine class procedure, ***such as eating in class, using unauthorized electronic devices during class, or bringing young children onto the college's premises or into the classroom among other actions,*** will not be tolerated. Such conduct will be considered just cause for student disciplinary action, including dismissal of a student from Mandl.

Specific behaviors that may cause immediate dismissal from Mandl include:

- Unwarranted violence towards anyone on campus
- Willful destruction or defacement of college or student property.
- Entering and Exiting the College from a non-Mandl entrance.
- Improper or illegal conduct (see student handbook for further details).
- Use or possession of alcoholic beverages, illegal drugs, or firearms.
- Cheating, plagiarism, or any act of academic dishonesty.
- Theft of student or college property.

Students dismissed from the college because of poor conduct may not receive a certificate or degree.
A student who is dismissed from the college and appeals the dismissal, may be considered for readmission on the President's review of the reasons for the dismissal.
Additional information regarding Mandl policies governing student behavior may be found in the Mandl Student Handbook.

ACADEMIC INTEGRITY

The principles of academic integrity entail simple standards of honesty and truth. Each member of the college has a responsibility to uphold the standards of the community and to take action when others violate them.

Faculty members have an obligation to educate students to the standards of academic integrity, and to report violations of these standards. Students are responsible for knowing what the standards are and for adhering to them. Students should also bring any violations of which they are aware to the attention of their instructors, Department Chairpersons, Dean of Student Support Services, or the Vice President for Academic Affairs. Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. The following are unacceptable actions that can result in severe penalties and sanctions:

- Cheating, plagiarizing, cooperating with or assisting others to cheat or plagiarize, stealing or circulating evaluation materials, or participating in any other breach of academic integrity which gives an unfair advantage to a student(s).
- Distribution of unauthorized copyrighted materials including peer-to-peer file sharing and the prohibited use of the institution's information technology system for the purpose of those activities. Any student involved in such an act will be reported to the proper authorities and charges will be pressed.
- Failing to comply with the directions of authorized college officials in proper performance of their duties or failing to identify oneself to a college official when directed to do so.
- Smoking anywhere on the campus or in the building, including hallways, stairways, or elevators.
- Possessing any dangerous instrument or material that can be used to inflict injury on any individual or damage to property on the college premises or in the building.
- Committing any act(s) of sexual harassment.
- Using, selling, or distributing drugs and substances that are prohibited by state and federal law.
- Practicing any form of bigotry or discrimination.
- Behaving in a disorderly manner or using words or actions that are likely to encourage or incite physical violence against any individual on the premises of the campus.
- Violating regulations relating to entry or use of the premises, facilities, or resources of the campus, including unauthorized entry or occupancy, blocking access, or removing, relocating, or using property without permission.
- Stealing, damaging or defacing of campus property or the property of any other individual on the campus or in the building.
- Being on the campus under the influence of alcohol or illegal drugs.
- Refusing to appear before personnel or committees of the institution in performance of proper official duties.
- Knowingly providing false information to the institution; forging, altering or using college documents with the intent to deceive; or using another individual's ID.
- Interfering with the institution's educational processes or facilities.
- Using duress, intimidation, threat of, or actual physical or verbal abuse that interferes with others on the campus or in the building exercising their rights to pursue their legitimate activities.
- Acting in any way that endangers the safety or security of any individual on the premises of the campus or in the building.
- Gambling on the premises of the campus or in the building.
- Misuse, mutilation, or defacing of educational materials, college records or forms, or college property.
- Misuse of or tampering with fire alarms, firefighting equipment, safety equipment, or electrical equipment on the college premises or anywhere in the building.
- Violation of any college regulation as stated in the catalog, *Student Handbook*, or posted on the college bulletin board.

Faculty who suspect that violations have occurred should immediately contact the Vice President for Academic Affairs or the Associate Dean. Students who suspect that other students are involved in acts of academic dishonesty should speak to the instructor of the course or the Department Chairperson.

The first violation will result in the student receiving an "F" on the assignment or test in question. The "F" will be averaged in with the other grades in the course to yield the final grade.

The second violation will result in mandatory expulsion from the college for one or more semesters and/or a failing grade in the course, depending on the severity of the violation. Extreme, willful acts of academic dishonesty may lead to permanent expulsion and separation from the college.

A student may be suspended or dismissed for reasons of conduct, failure to attain satisfactory progress, or failure to achieve graduation requirements. Students dismissed from Mandl due to violations of academic integrity, but who wish to be reinstated, may apply to the Vice President of Academic Affairs for reinstatement. The decisions of the Vice President for Academic Affairs on these matters is final and without further appeal.

SUBSTANCE ABUSE POLICY

Mandl is in compliance with Federal Government Regulations for a Drug Free Workplace for students and employees. Any student or employee caught in possession, use, or distribution of any illegal substances will be dismissed and/or arrested. It is also a Pell Grant provision that students will certify and adhere to the above drug free regulation.

Students may be suspended or dismissed from the college by virtue of misconduct. In the event a student is suspended or dismissed due to violation of the substance abuse policy, no further Financial Aid will be disbursed to the student. For additional information on penalties and sanctions vis-à-vis the substance abuse policy, please refer to the Mandl Student Handbook.

ATTENDANCE

Students are expected to attend class regularly in every course for which they have registered. Regular attendance is necessary to ensure continuity of educational process and to develop proper work habits, a feeling of success through mastery of skills, interest in college and a sense of responsibility. Excessive absences may result in a lower participation grade, and an undesirable record. Military Veteran students must consistently attend class; otherwise, veteran benefits and/or financial aid eligibility may be affected. Please speak with the Office of Financial Aid for further details.

Respiratory Therapy program has a clinical practice which is integral to the success of the program. Attendance at all clinical/laboratory sessions is required. A student who is absent greater than 10% of the clinical hours each semester may appear before the faculty to determine appropriate action, which may include dismissal from the program. If a student needs to make-up a clinical experience, the student may be charged a fee. Students who fail a clinical rotation for any reason will not be able to complete their program in the prescribed time frame of 20 months.

The students should look at class attendance in the same light as they view the need to attend work. If an employee does not appear for work regularly and on time, termination may be expected. Therefore the student who does not attend classes regularly and on time may expect failure.

COURSE LOAD

A full-time matriculated student takes a course load of at least twelve, but not more than eighteen credit hours per semester. A part-time course load is considered to be less than twelve credits per semester. A credit is an academic unit that represents 15 hours of lecture, 30 hours of laboratory work, or 45 hours of externship during the course of a semester, which is typically 15 weeks. A student who wishes to register for eighteen or more credits in a semester must receive prior authorization to do so from the Vice President for Academic Affairs.

GRADING SYSTEM

The grading system, which is utilized by faculty and used to compute a student's grade point average (GPA), is as follows:

Grade	% Equivalent	Numerical Value
A	95-100 (excellent)	4.00
A-	90-94	3.67
B+	87-89	3.33
B	84-86 (very good)	3.00
B-	80-83	2.67
C+	77-79	2.33
C	74-76 (satisfactory)	2.00
C-	70-73	1.67
D	65-69 (low pass)	1.00
D.	Fail (MAS courses only)	0.00
F	Below 65 (fail)	0.00
F*	Failed course subsequently repeated successfully	
L	Leave of Absence	0.00
WU	Withdrew unofficially	0.00
WU*	Withdrawn course subsequently repeated successfully	
W	Withdrawal officially	N/A
WL	Withdrawal late	N/A
I	Incomplete	N/A
P	Passing grade	N/A
F	Failing grade	N/A
AU	Audit, no credit	N/A

Please note that suspension(s) may appear noted on your academic transcript, but do not carry a grade, nor does it carry quality points. For information on appealing this notation, please see Student Appeal Procedure for Transcripts.

No credit will be granted for incomplete work. A grade of I (Incomplete) will only be awarded in exceptional circumstances, such as illness or family emergency and only in the case of work due at the end of the term, such as a final paper or final examination. The grade can be given to a student who has almost satisfied the course requirements (i.e., at least 70% of the course requirements). With the exception of externship courses, coursework should be submitted within the first two weeks of the next semester to remove an I grade. If coursework is not submitted, the I grade will become an F grade. An I grade for an externship course can be assigned if the minimum hours to satisfy the course hour requirement have not been completed. The student will need to complete the incomplete credit requirements **within 60 days**. An I grade must always be accompanied by **due date of completion**. The instructor or the Externship Coordinator will attest to due date of completion by obtaining the consent and the signature of the student. If the incomplete credit requirement is not completed by the due date, the I grade will revert to an F. An Incomplete grade can only be assigned by the instructor of the course. Students must apply for an Incomplete grade in writing with appropriate documentation of the illness or emergency to the instructor or Department Chairperson. In order to inform students of their academic progress, progress reports are provided to all students at the midterm and the end of each semester. Transcripts are electronically maintained indefinitely.

A grade of C or better is required for CAS, CDA, HCA, MAS, RCP, and a grade of C+ for SRG designated courses. A student in these programs must retake any of the major courses in which he/she receives a grade lower than C or C+ respectively, and may have only one opportunity to successfully pass the retaken course.

Examinations that are missed for a valid reason must be made up within five days unless permission for an extension is received from the Department Chairperson, and/or the Vice President for Academic Affairs.

ACADEMIC AND GRADING POLICIES FOR RESPIRATORY THERAPY PROGRAM

Students must achieve a grade of C or better in all respiratory therapy, math and science courses in order to proceed in the Respiratory Therapy program and to graduate with an AAS degree in Respiratory Therapy. Students who fail to achieve a grade of C in Respiratory Therapy core courses and math or science courses may repeat that course ***once***. Subsequent failures will result in dismissal from the Respiratory Therapy program.

GRADE APPEAL POLICY AND PROCEDURE

An Appealable Grade is a final course grade that the student claims does not reflect what he/she has earned according to the criteria for grading as outlined by the instructor of the course and indicated in the course syllabus. In all cases, the student may not appeal the professional judgment of the faculty member, and the policy in the course syllabus shall prevail in determining the grade.

Reasons that constitute an Appeal of final grade are as follows:

Arbitrary

An appeal based on an arbitrary evaluation must address seemingly random actions or an evaluation based upon chance. It is seen as an unreasonable act of will on the part of the instructor.

Capricious

An appeal based on a capricious evaluation must address the grading method and outcome as being impulsive and governed by no apparent reason.

Prejudice

An appeal based on a prejudicial evaluation must address a preconceived judgment, directed towards an individual, a group, a race, a gender, or their supposed characteristics.

Error

An appeal based on simple human error.

Student Grade Appeal Procedure

Step 1: A student who believes a final grade is in error should first discuss the issue with the instructor (in person or by written letter) or, if the instructor is unavailable, with the head of the department. If the student and instructor fail to reach an agreement, he/she shall proceed to the next step.

Step 2: The student must submit a written appeal to the Department Chairperson prior to the beginning of the subsequent semester. The Department Chairperson may contact the instructor for further documentation. If the student is dissatisfied with the decision of the Department Chairperson, the student may take his/her appeal to the next level.

Step 3: The student may appeal in writing to the Vice President of Academic Affairs with all relevant documentation included. The Vice President of Academic Affairs may ask the Student Grievance Committee to review the case. Based on the committee`s recommendations, the Vice President of Academic Affairs will make the final decision and that decision concludes the appeal process.

Please note that by appealing your grade, this opens an investigation into a grade change. This may result in receiving a LOWER grade than the one given.

Student Appeal Procedure for Transcripts

For those students seeking to appeal the removal of a suspension noted on a transcript, you will need to submit a Removal Request in writing to the Registrar's Office within 30 days of receiving your transcript with the suspension noted. Upon receipt of your request, the Registrar's Office has 45 days to respond to the student in writing and provide a decision on whether or not to grant or deny the appeal. The decision of the Registrar's Office is final, and no further appeals will be considered.

REMEDIAL COURSEWORK: PASS/FAIL GRADES

Students may be assigned to take one or more remedial courses in English, reading, or mathematics on the basis of placement examinations they take upon admission into the college. The purpose of these courses is to address and improve student academic ability to perform college level work and thus succeed in his or her program of study.

No quality points are assigned to remedial courses as they are not credit bearing and do not count toward completion of the academic program. They do, however, count as semester hours in determining a student's course load for the term and towards attempted credit hours. The grades awarded for these courses are either P (Pass) or F (Fail). A remedial course that is failed must be repeated. In exceptional circumstances, a failed remedial course may be taken twice with the permission of the Vice President for Academic Affairs.

AUDITING

Auditors attend classes for the purpose of acquiring knowledge without earning a course grade or credits toward a degree or certificate. Auditors are admitted on a space-available basis and are excused from testing and examinations. Auditors may not change status after the fifth week of classes. Auditors do not receive credit for the course. Audited courses are signified by AU on the transcript.

WITHDRAWAL FROM A COURSE

Official withdrawal from a Course During Semester Weeks 2-5: Following the Drop/Add Period in the first week but prior to the beginning of the sixth week of the semester, a student who has a serious and urgent reason and who can provide documentation supporting the need to withdraw from the course may request an official withdrawal from a course. The student receives a "W" (Withdrawal) grade, which appears on the transcript, but is not used in computing the GPA.

Official Late Withdrawal from a Course During Semester Weeks 6-10: A student who is doing passing work in a course between the beginning of the sixth week until the end of the tenth week of the semester, and who because of unforeseen extraordinary circumstances cannot continue, he/she may request a late withdrawal. The student receives a "WL" (Withdrawal--Late) grade, which appears on the transcript, but is not used in computing the GPA.

Unofficial Withdrawal: By not attending a course for which a student is registered or ceasing to attend a class, the student is assigned a grade of "WU" (Withdrawal--Unofficial) which appears on the transcript and counts as a failing grade. The "WU" grade is used in computing the GPA for the semester and in the calculation of attempted credit hours.

GRADE POINT AVERAGE (GPA)

GPA is calculated by multiplying the numerical value of a letter grade by the number of credits for the course, yielding the "quality points" for the course, and then taking the sum of the quality points and dividing by the sum of the credits attempted. Example: a grade of B in a 3-credit course is worth 9 points. If a student takes four, three-hour courses (12 credit hours) and receives one A, two Bs, and a C, this is translated into 36 quality points to be divided by the 12 credit hours. The resulting GPA would be 3.0. The cumulative GPA is derived by dividing the total number of hours taken while at the college into the total number of points earned for those courses.

DEAN'S LIST

Full-time students who have a semester grade point average of 3.50 – 3.80 will be named to the Dean's List for that semester. Each student must successfully complete a minimum of 12 credit hours exclusive of remedial courses. A student may not qualify for the Dean's List if the student is enrolled in a remedial course during the semester and does not have an additional 12 credit hours of courses that count towards the required completion of a degree or certificate. The only exception made to the full-time requirement is if a student is in his/her last semester on externship.

PRESIDENT'S LIST

Full-time students who have a semester grade point average of 3.80 or better will be named to the President's list for that semester. Each student must successfully complete a minimum of 12 credit hours exclusive of remedial courses. A student may not qualify for the President's List if the student is enrolled in a remedial course during the semester and does not have an additional 12 credit hours of courses that count towards the required completion of a degree or certificate. The only exception made to the full-time requirement is if a student is in his/her last semester on externship.

GRADUATION WITH LATIN HONORS

Students in degree and credit-bearing programs may graduate with Latin Honors if they achieve the following grade point averages upon completion of their program of study:

Cum Laude…….3.50-3.74 GPA
Magna Cum Laude…….3.75-3.89 GPA
Summa Cum Laude……3.90-4.0 GPA

TRANSCRIPTS

In order to request a transcript, either a student copy or an official transcript, the student is to submit to the Registrar a written request including the student's signature on the document.

The request should include the name of the student, including any previous name used when the student attended Mandl, the program the student attended, and when graduated or last attended. In addition, the student should include the student's present address, a day time telephone number, and an email address.

If the transcript is to be official, then the student must include the exact Address and Office of the institution, agency, organization or school that the transcript should be issued. If the student is presently enrolled, there is no charge for the transcript.

If the student is no longer enrolled or has graduated, the cost to process a transcript request is $15 which must be paid as either a money order made out to Mandl School or cash paid to the Bursar's Office who will issue a receipt. The processing time is approximately 5-10 business days from receipt of the transcript in the Registrar's Office.

Replacement of Diploma or Letter of Completion

If the original diploma was lost or damaged, the student is to submit a written request for a Duplicate certificate or letter to the Registrar's Office with the appropriate replacement fee.

The request should include the name of the student, including any previous name used when the student attended Mandl, when the student attended Mandl, the program the student attended, and when graduated. In addition, the student should include the student's present address, a day time telephone number, and an email address.

- If the student graduated in a diploma or certificate program from Mandl prior to 2000, then the student could only receive a letter of completion which will require payment of $15.00 money order or cash paid to the Bursar's Office.

- If the student graduated from Mandl 2000 to the present, the graduate must pay a $25 replacement fee, which must be either money order or cash, paid to the Bursar's Office.

- The processing time for the replacement document could take at least 2-3 weeks, from the time of the receipt of the request and fee received in the Registrar's Office.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Students at Mandl are required to make satisfactory progress toward the completion of a degree or certificate. Academic progress standards must also be met to continue qualifying for state financial aid awards (see page 35 for chart). Academic progress is measured both qualitatively by grade point equivalent, and quantitatively, by the amount of time required to complete the program of study.

Academic progress standards apply to all students, full-time and part-time, and regardless of whether or not students are in receipt of financial aid. If at any time during a student's program, the institution evaluates that he/she is not satisfactorily meeting academic progress, then the student will receive notification of such information. If receiving financial aid, the student will also be notified of how not meeting SAP affects his/her funding. Policies governing probation and academic dismissal are strictly and uniformly enforced.

MAXIMUM TIME ALLOWED TO COMPLETE PROGRAM

The maximum time within which students are allowed to complete their program is based on total credit hours. Students are allowed 150% of the published time (total credit hours) to complete their program. This applies both to degree and certificate programs. The maximum time frame (MTF) for each program is as follows:

Program	Maximum Time Frame
Dental Assistant	63 credits attempted
Health and Human Services	90 credits attempted
Health Care Administration	90 credits attempted
Medical Assisting (Certificate)	67 credits attempted
Medical Assisting (Degree)	90 credits attempted
Respiratory Therapy	102 credits attempted
Surgical Technologist	93 credits attempted

Periods during which a student has requested and formally received a leave of absence, or during which the student has discontinued enrollment at the college, will not be considered in calculating the maximum time frame.

EFFECT OF REMEDIAL COURSEWORK

While these courses count as semester hours in determining a student's course load for the term, they are not credit bearing and do not count toward completion of the academic program; therefore they are not used in calculating the cumulative GPA. Any remedial hours will count as hours attempted and be added to the maximum time frame allowed for the course of study. Remedial courses may be individually attempted no more than two times during a program. Unsuccessfully completing or passing the same remedial course two times may result in termination from the institution, subject to an academic review by the Vice President of Academic Affairs.

EFFECT OF REPEATED COURSES

All required courses in an academic program are credit bearing and must be passed to meet graduation requirements. In addition, students must achieve a minimum grade of C, or C+ depending on the program, in major courses to meet graduation requirements; therefore, any course that is failed, or major courses with a grade lower than C or C+ must be repeated. Such a course may only be retaken once. Both courses, however, count towards attempted hours. When a course is repeated, the higher grade is used to compute the grade point average (GPA); however, both grades appear on the academic transcript with the previously failed course noted as an "F*".

EFFECT OF ADVANCED STANDING

Transfer credits or credits awarded by examination are not included in the calculation of the student's cumulative GPA but are included as credit hours attempted and successfully completed in measuring the student's progress toward completion of the program.

SAP POLICY FOR SURGICAL TECHNOLOGIST PROGRAM

Students must maintain a minimum per term GPA of 2.50 or higher to progress through the Surgical Technologist program and be eligible for graduation.

EFFECT OF WITHDRAWALS, INCOMPLETES, FAILURES, AND LOAs

For purposes of this standard, credit hours attempted shall mean credit hours for which a student is enrolled at the end of the Drop/Add Period in the first week of a semester. All withdrawals, incompletes, and failures are used to calculate credit hours attempted, whereas a leave of absence does not affect hours attempted, nor a student's GPA, until the student returns from an LOA. If the student does not return, then he/she is considered a withdrawal and courses taken prior to the withdrawal, will be counted as hours attempted and will not affect the GPA as it is an official withdrawal. A student's GPA is affected in the following manner for varying types of withdrawal: "W" (Withdrawal) and "WL" (Withdrawal--Late) grades do not affect the calculation of the student's GPA, whereas the "WU" (Withdrawal—Unofficial) grade counts as a failing grade and is used in computing the GPA for the semester. Incomplete (I) grades are not used in calculating a student's GPA, while a failing (F) grade does affect the calculation of a student's GPA.

SAP EVALUATION POINTS

For academic monitoring purposes and to support students who may be in need of assistance, academic progress is reviewed at the midterm and end of each semester. There are, however, mandatory SAP evaluation points at which a student is required to meet at least the minimum academic standards to remain enrolled as a regular student. Mandatory SAP evaluations are conducted at least once each academic year, and at the end of each semester. It is important to note that if a mandatory SAP evaluation point will occur during a semester, the evaluation will be performed at the end of the previous semester.

MINIMUM STANDARDS OF ACADEMIC PROGRESS: GPA

A student must meet the following minimum cumulative GPA requirements: 1.5 GPA at 50% of the maximum time allowed to complete the program; 1.75 at 75% of the maximum time allowed to complete the program; and 2.0 at graduation.

MINIMUM STANDARDS OF ACADEMIC PROGRESS: COURSE COMPLETION RATE

Minimum successful course completion standards also apply during the program to ensure that students can complete the academic program within the maximum time allowed. At a minimum per term, a student must successfully complete 67% of the credit hours attempted. At 50% of the maximum time allowed to complete program, a student must have successfully completed 60% of the credit hours attempted. At 75% of the maximum time allowed to complete program, a student must have successfully completed 70% of the credit hours attempted.

ACADEMIC WARNING

If a student is unable to meet the minimum standards of academic progress as it relates to course completion rate and/or GPA at the end of a term, then a student is placed on academic warning. This status is applied for one semester, and if receiving federal financial aid, he/she is considered to be on financial aid warning as well. The student in this status will continue to be eligible to receive federal funds without having to conduct an appeal.

ACADEMIC PROBATION AND DISMISSAL

The purpose of academic probation is to improve student retention and ensure that students can successfully complete a program within the maximum time frame. If after one term, a student placed on academic warning is still not making SAP, then the student will be notified that they are no longer progressing successfully in the program.

A student who disagrees with the application of the SAP standards may appeal the decision. Such an appeal must be done in writing and addressed to the Vice President for Academic Affairs within ten (10) calendar days of being notified of academic dismissal and the appeal process for probation. If an appeal is made by the student, the rationale for such an appeal must be as a result of mitigating or special circumstances and must include supporting documentation. In addition, the student must detail why they failed to meet SAP, and what has changed that will now allow the student to meet SAP. Mitigating or special circumstances to be considered may include the following:

- Natural disaster
- Serious illness requiring hospitalization
- Death of an immediate family member
- Financial hardship such as an eviction

The above list is not comprehensive, but rather contains examples of what may have adversely affected a student's academic progress.

Upon receipt of the appeal, the institution has ten (10) calendar days to review it. The student will receive a notice in writing disclosing the outcome of his/her appeal within fourteen calendar days of initial receipt by the College of the student appeal. The decision of the Vice President is final and may not be further appealed.

If the institution approves the appeal because it determines that the student may be capable of meeting SAP standards in the subsequent term, the student will then be placed on academic and financial aid probation while continuing eligibility to receive financial aid for one semester. During this probationary period, the student will receive academic advisement including a plan developed in conjunction with personnel from Academic Affairs. Such a plan may include attending tutoring services, repeating coursework, and meetings with instructors to help improve academic performance in order to meet SAP.

To be removed from academic probation, the student must achieve the minimum standards of academic progress in relation to GPA, as well as the course completion rate, in the subsequent semester.

At the end of the probationary term, if a student is still not meeting SAP, then he/she is deemed ineligible for financial aid which means the student cannot receive any more funding, and will be subject to immediate dismissal from the College.

ACADEMIC REINSTATEMENT

A student who is academically dismissed has the following options to apply for academic reinstatement:

1. If approved by the Vice President for Academic Affairs, a student who has been dismissed for academic reasons may continue as a non-regular student for a period of time not greater than one semester in order to retake courses or to practice skills at which the student was previously unsuccessful. The student will not be eligible for financial aid and will be charged tuition consistent with stated tuition policies. If during this time the student demonstrates, after retaking courses over a period of at least one semester, that he/she is academically and motivationally prepared to return to the college, the student may be reinstated as a regular student and will be placed on academic probation for one term with receipt of financial aid. In order to be removed from this probation, the student must be meeting SAP at the end of the semester.

2. The student may reapply to the college after an absence of one calendar year. Reinstatement is subject to the following conditions: (i) it must be mathematically possible for the student's percentage of completed coursework to reach the required level by the end of the first semester after reinstatement; (ii) in the judgment of the Vice President for Academic Affairs, the student has the motivation to progress satisfactorily, and it is highly probable that the student's percentage of completed coursework will reach the required level by the end of the first semester after reinstatement.

LEAVE OF ABSENCE (LOA)

Students may request a leave of absence if they are in good academic standing and have met all financial obligations to the College prior to a leave being granted. The student must complete an LOA Financial Aid Form and request a leave of absence in writing. The request must contain the following information to be considered complete:

- Printed student name and original student signature
- Social Security Number or Student Identification Number
- Term end date/last day of attendance
- Start of leave date
- First day/date of classes on anticipated return from leave
- Academic program
- Detailed explanation as to the reason for the request and any appropriate documentation available to support the request
- Date (month, day, year) the request was submitted

A student may take a leave for up to one semester for reasons including extended jury duty, medical, and military issues. A leave may be extended once for an additional semester only under certain circumstances. While on LOA, the student will not be eligible to receive student services. If the student is absent from Mandl, and does not complete an LOA Financial Aid Form and/or submit a written LOA request to the College, then the student may be terminated from Mandl and will be held financially liable according to the terms of the refund policy.

An approved leave of absence taken for entire semester has no effect on the maximum time frame relative to satisfactory academic progress. If a student does not return as indicated on the approved LOA, then the student is automatically withdrawn from the College. Should the student decide to re-enroll at a later date, then the student will need to follow the readmission procedures outlined in this catalog. Requests for leaves of absence should be directed to the Dean of Records and Registration, and approved by Vice President for Academic Affairs and the Director of Financial Aid.

WITHDRAWAL

A full-time student who withdraws from all registered courses will be considered to have withdrawn from the college. To officially withdraw from the College, a student speaks with a representative in the Financial Aid Office and completes a Program Withdrawal Form, as well as completes a loan exit counseling form, if applicable. If the student contacts the College via email or by phone, then the institution will process the withdrawal paperwork. Once the paperwork has been completed, the College will contact the student to confirm that an official withdrawal has been processed.

Although Mandl does not, and is not, required to keep attendance, the College will use as the student's last day of attendance, whatever evidence is on file to demonstrate the student's academically related activity at the institution. As for the date of determination, the College will use the date of official withdrawal notification, and for those students who unofficial withdraw, Mandl will use the last date of the semester as the date of determination. Once a student attends in a semester for which he or she is registered, the student is financially liable according to the terms of the refund policy.

READMISSION

- Students in good academic and financial standing who officially withdrew are required to apply for readmission prior to registration.
- Students who were not in good financial standing at the time of withdrawal may apply for readmission only after the money due to the college has been paid.
- Students who failed to notify the college officially of the intent to withdraw must petition the Vice President for Academic Affairs in writing for readmission and receive approval from the Director of Financial Aid.

STUDENT GRIEVANCE PROCEDURES

Students who have a complaint or wish to lodge a grievance against an employee of the college should:

1. Contact the head of the department who supervises the staff member in question and verbally outline the grievance. If the issue is still not resolved, proceed to the next step – number two (2).
2. Submit a written grievance to the Vice President for Academic Affairs (VPAA) within 30 days of the end of the semester during which the alleged offense took place.
3. The VPAA will refer the written grievance to the Student Grievance Committee for review and a recommendation.
4. The VPAA will prepare a written response within 15 business days after receipt of the student's written grievance and Committee recommendation. This decision is final.

CPR CERTIFICATION REQUIREMENT

Students matriculated in the Dental Assistant, Medical Assisting, Respiratory Therapy, and Surgical Technologist programs must obtain CPR Certification both to fulfill degree requirements and/or to satisfy prerequisites for specific major course requirements. For information on how to obtain CPR certification, including area testing organizations, see your respective Department Chairperson.

TESTING AND REMEDIATION

Unless waived from doing so, all entering students take placement examinations to determine readiness to engage in college-level work in English and subjects requiring the application of mathematics. Students will take all three subtests—Writing Skills, Reading Skills, and Numerical Skills—and specific scores will be required for placement into remedial courses, as well as to exit from the courses. These courses are mandatory for all students whose scores indicate that they need to improve their basic skills.

The following remedial courses will be offered:

ENG 001 Basic Skills Writing
ENG 002 Basic Skills Reading
MAT 001 Basic Skills Mathematics

Students who fail a remedial course will be allowed to repeat it once. If they fail a second time, they may be dismissed from the institution, subject to an academic review by the Chair of Arts & Sciences and/or Vice President for Academic Affairs.

EXTERNSHIPS

Mandl has a long tradition of offering externships to students. Externships are an integral and critical component of all proposed degree and certificate programs. Mandl believes strongly in reinforcing the link between college and work by placing students in positions before they graduate that allow them to hone the skills they have developed in their coursework, to integrate theory and practice, and to reflect upon their experiences in an academic setting.

The Externship/Clinical Coordinator is responsible for identifying and developing the externship sites and for evaluating each site for the Medical Assisting (MA) program. The 4-credit externship course requires a minimum of 240 hours on-site, or an average of 16 hours per week in a 15-week semester. Dental Assistant (DA) and Health and Human Services (HHS) students must complete a 300 hour externship, Health Care Administration (HCA) students a 135 hour externship, Respiratory Therapy (RT) have to complete two externship components with each being 480 hours, and Surgical Technologist (ST) students on externship must complete a minimum of 120 cases. Externship usually occurs after the completion of all other coursework. Proof of current BCLS Certification is required of all students before entering clinical rotation, except those in the HHS and HCA programs. This is available at the college and is eligible for financial aid if qualified. RT students have additional CPR certifications and should speak with the Dept. Chair for further details. It is the responsibility of the student to maintain current certification. Students are solely responsible for fulfilling the conditions of their externships, for working the required number of hours, and for completing weekly timesheets.

Each program externship includes periodic meetings with faculty advisors at the college. Students have the opportunity to discuss their experiences at the workplace, to receive guidance from the faculty concerning problems that arise, and to reflect on the relation between the theory and skills learned in the classroom and their experiences on the job.

A portion of the advising process is devoted to job placement activities such as discussing workplace expectations and behaviors, developing interviewing skills, preparing resumes, and writing application letters.

ACADEMIC PROGRAMS

DEGREE AND CERTIFICATE PROGRAMS

Mandl offers the following residential programs, which are registered by the New York State Education Department (***Please note the following: enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student aid awards***. ***If the institution decides to terminate or cancel a program, students enrolled in the particular program(s), will be contacted by the College by phone and by mail)***:

Degree Programs

Health Care Administration—Associate in Applied Science (A.A.S.) Degree (60 Credits), HEGIS Code 5299.00

Health and Human Services - Associate in Applied Science (A.A.S.) Degree (60 Credits), HEGIS Code 5216.00

Medical Assisting—Associate in Occupational Studies (A.O.S.) Degree (60 Credits), HEGIS Code 5214.00

Respiratory Therapy—Associate in Applied Science (A.A.S.) Degree (68 Credits), HEGIS Code 5215.00

Surgical Technologist-Associate in Occupational Studies (A.O.S.) Degree (62 Credits), HEGIS Code 5211.00

Certificate Programs

Dental Assistant-Certificate-Licensure Qualifying (42 Credits), HEGIS Code 5202.00
Medical Assisting—Certificate (45 Credits), HEGIS Code 5214.00

A.A.S. in HEALTH CARE ADMINISTRATION (60 Credits)

(Program Length: 60 Weeks/Total Clock Hours: 1185)

Description and Program Objectives

The Associate in Applied Science (AAS) in Health Care Administration (HCA) introduces students to the knowledge and skills necessary to obtain entry level positions in health care. Mandl School provides students with an in-depth understanding of the health care sector and the essential competencies needed for health care administration practice. The HCA program includes comprehensive training in health care administration and technical skills tailored to meet the current and future needs of the healthcare industry. Discussion of relevant legislative and regulatory issues related to the healthcare industry is also a major component of this up-to-date, real-world curriculum.

Given the rapidly growing emphasis now placed on the electronic management of medical records both in health care facilities and in insurance companies, Mandl students receive specific education about and training in the areas of electronic coding and billing, health care delivery systems, health-related finances and accounting practices. Employment in Health Care Administration is expected to grow faster than average according to the U.S. Bureau of Labor Statistics. Successful degree candidates will be prepared to sit for national examinations that qualify one to be a certified medical coder.

The objective of the Health Care Administration Program is to provide students with a learning environment that will enable them to acquire requisite skills such as:

- Apply financial techniques in health care information settings
- Use coding conventions, terms and abbreviations
- Code procedures according to CPT and ICD-M guidelines
- Assess health care information systems
- Analyze patient health services while controlling costs and maximizing profits
- Apply medical billing and insurance procedures
- Obtain an understanding of health care policy, ethics and law
- Develop and apply coding problem solving and data quality control evaluation skills

PROGRAM REQUIREMENTS

Core Requirements (21 credits)

ALH175	Law and Ethics for Allied Health Professionals	3credits
BIO125	Medical Terminology with Basic Human Anatomy	3
ENG101	English Composition	3
ENG103	Business Communications	3
MAT101	College Math	3
OFT101	Computer Concepts	3
SPH101	Interpersonal Communications	3

Elective General Education Courses (9 Credits)

ALH225	Nutrition and Health Education	3 credits
ENG102	English Literature	3
HIS101	Introduction to American History	3
PSY101	Introduction to Psychology	3
SOC101	Introduction to Sociology	3
SOC105	Sociology of Gender	3
SOC205	World Cultures	3
SOC210	Sociology of Death and Dying	3

Major Requirements (30 Credits)

ALH215	Understanding Health Insurance	3 credits
ALH305	Pharmacology for Allied Health Professionals	3
HCA101	Introduction to Health Care Management	3
HCA120	ICD Coding	3
HCA130	CPT Coding	3
HCA180	Health Records	3
HCA200	Computerized Medical Billing	3
HCA210	Hospital Coding	3
HCA220	Health Care Finance	3
HCA295	Health Care Administration Externship	3

TOTAL CREDITS **60**

GAINFUL EMPLOYMENT DISCLOSURE

Mandl School offers programs that prepare students for a career in the Allied Health field. In accordance with the US Department of Education, the College has published information relating to gainful employment of this program.

Program Name: Health Care Administration

Program Level: AAS Degree

Program Length: 60 Credits

Standard Occupational Classification (SOC): 11.9111.00 Medical and Health Services Managers

For information on occupations for which this program prepares students, please visit: http://www.onetonline.org/crosswalk/CIP?s=51.0701

Program Estimated Costs*

Tuition and fees for entire program:	$28,805.00
Books and supplies for entire program:	$ 2,400.00
On-campus room and board:	Not offered

(*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.)

Program Financials

Graduates from this program had 100% of educational debt; the median debt for program graduates during the July 1, 2016-June 30, 2017 period is:

- Federal Loans $8,200.00
- Private Educational Loans $ 00.00
- Institution Financing Plan $ 00.00

Program Success

The normal time to complete this program is 60 weeks/4 semesters. 16% of graduates during the July 1, 2016-June 30, 2017 period completed the program in this time frame.

Program Outcomes

The job placement rate for students who completed the program is 72%.

This rate was calculated using the accrediting body formula for July 1, 2015-June 30, 2016. The institution's accrediting body is the Accrediting Bureau of Health Education Schools (ABHES).

A.A.S. in Health and Human Services (60 Credits)
(Program Length: 60 Weeks/Total Clock Hours: 1125 hours)
Description and Program Objectives

The Associate in Applied Science Degree program in Health and Human Services - with a special emphasis in Alcohol and Substance Abuse Counseling - is a comprehensive program of study designed for students interested in working with people in need in our contemporary multicultural society. The program builds on a strong foundation of the study human behavior and human development within the context of the psychological, social, and biophysical environments in which people live today. Students will develop skills needed to work with others on a one-on-one, as well as in group settings, from which they will practice and learn the ethical standards of the helping profession. Student will also learn to appreciate, and work in, a multicultural environment. As a major part of their study, they will also have the opportunity to work directly with people in need by being assigned externships in agencies and institutions in the community.

The curriculum is designed to help students interested in working in a wide variety of helping settings including alcohol and drug rehabilitation facilities, behavioral health agencies, geriatric centers and life care facilities, youth centers, criminal justice facilities, schools serving special needs children and youth, and community outreach programs.

Students will be prepared to work as entry level alcohol and substance abuse counselors, caseworkers, case managers, health educators, social and human service assistants, and community and social service specialists. The program offers a certification process to further develop appropriate and effective professional education and training for jobs as addiction counselors, rehabilitation specialists and case management specialists in the fields of chemical dependency.

Upon approval from the department chair and the externship office, students currently employed in behavioral health and human services facilities can use their place of employment for their field placement experience. Many externship sites require that students provide documentation of criminal background checks and child abuse clearances prior to practicum experience; thus, students must have up to date clearances before starting this portion of the program.

STUDENT LEARNING OUTCOMES:

Upon completion of this program graduates will be able to:

- Demonstrate knowledge of the social, political, economic and cultural context within which chemical abuse and/or dependence exists;
- Demonstrate knowledge of the behavioral, psychological, physical health and social effects of chemical abuse and/or dependence on the patient and significant others;
- Exhibit knowledge of the philosophies, practices, policies and outcomes of the most generally accepted models of treatment, recovery, relapse prevention and continuing care for chemical abuse and/or dependence related problems;
- Demonstrate skill in recognizing the potential for chemical abuse and/or dependence disorders to mimic a variety of medical and psychological disorders and the potential for medical and psychological disorders to coexist with chemical abuse and/or dependence;
- Utilize acquired knowledge of the importance of family, social networks and community systems in the treatment and recovery process;
- Demonstrate ability to incorporate the special needs of diverse racial and ethnic cultures and special populations into clinical practice, including their distinct patterns of communication;
- Develop an understanding of the obligation of the CASAC to engage in prevention as well as treatment techniques and to adhere to generally accepted ethical and behavioral standards of conduct in the counseling relationship
- Develop a collaborative process resulting in a written document that identifies treatment goals and describes measureable, action steps toward achieving these goals
- Formulate a process of providing patients, families, significant others, and community groups with information on risks as well as available prevention, treatment and recovery resources
- Develop a systematic approach to screening, intakes, assessment, treatment plan, clinical reports, clinical progress notes and discharge summaries

Credentialed Alcohol and Substance Abuse Counselor Status:

Upon completion of the program, student will be eligible for CASAC certification based upon fulfillment of additional New York State's Office of Alcoholism and Substance Abuse Services (OASAS) requirements listed below:

a) Proficiency in English (ability to speak, write, comprehend aurally and read)
b) Demonstrate competencies that assure a level of safe practice
c) Must demonstrate character and competence to function as a CASAC in accordance with accepted standards
d) 5000 clock-hours of training of supervised, full-time equivalent experience in an approved work setting. It should be noted that successful completion of an associate degree substitutes for 1000 hours of the required 6000 hours of work experience.
e) Supervisor Evaluation

As of August 1, 2014, credentialing applicants will be required to be fingerprinted by the OASAS Credentialing Unit when the applicant has been approved for a CASAC Trainee certificate, CASAC, Prevention, or Gambling credential, or a CASAC Trainee Extension, or who need to renew their credential.

PROGRAM REQUIREMENTS

Core Requirements (6 credits)		
ALH175	Law and Ethics for Allied Health Professionals	3 credits
OFT101	Computer Concepts	3
Elective General Education Courses (24 Credits)		
ENG 101	English Composition I	3 credits
ENG 201	Technical and Business Writing	3
PSY101	Introduction to Psychology	3
PSY120	Developmental Psychology	3
PSY150	Social Psychology	3
SOC101	Introduction to Sociology	3
SOC210	Sociology of Death and Dying	3
SPH101	Interpersonal Communications	3
Major Requirements (30 Credits)		
BIO165	Physiology and Pharmacology of Addiction	3 credits
CAS105	Foundation of Addiction Studies	3
CAS 110	Introduction to Behavioral Health and Human Services	3
CAS 130	Alcohol, Drugs and Behavior	3
CAS 150	Introduction to Group Dynamics and Therapy	3
CAS 200	Assessment, Treatment and Prevention Counseling	3
CAS 225	Case Management and Professional Responsibility	3
CAS250	Deviation and Therapy	3
CAS 295	Externship in Health and Human Services	6
TOTAL CREDITS		**60**

GAINFUL EMPLOYMENT DISCLOSURE

Mandl School offers programs that prepare students for a career in the Allied Health field. In accordance with the US Department of Education, the College has published information relating to gainful employment of this program.

Program Name: Health and Human Services

Program Level: AAS Degree

Program Length: 60 Credits

Standard Occupational Classification (SOC): 21-1011.00 Substance Abuse & Behavioral Disorder Counselors

For information on occupations for which this program prepares students, please visit: http://www.onetonline.org/crosswalk/CIP?s=51.1501

Program Estimated Costs*

Tuition and fees for entire program:	$29,465.00
Books and supplies for entire program:	$ 2,400.00
On-campus room and board:	Not offered

(*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.)

Program Financials

Graduates from this program had N/A% of educational debt; the median debt for program graduates during the July 1, 2016-June 30, 2017 period is:

- Federal Loans $N/A
- Private Educational Loans $N/A
- Institution Financing Plan $N/A

NOTE: For privacy reasons, the above financial information is not required to be disclosed because there were less than ten (10) graduates in the program.

Program Success

The normal time to complete this program is 60 weeks/4 semesters. N/A%* of graduates during the July 1, 2016-June 30, 2017 period completed the program in this time frame.

NOTE: For privacy reasons, the above information is not required to be disclosed because there were less than ten (10) graduates in the program.

Program Outcomes

The job placement rate for students who completed the program is 100%.

This rate was calculated using the accrediting body formula for July 1, 2015-June 30, 2016. The institution's accrediting body is the Accrediting Bureau of Health Education Schools (ABHES).

A.O.S. in MEDICAL ASSISTING (60 Credits)
(Program Length: 60 Weeks/ Total Clock Hours: 1200)
Description and Program Objectives

Rapid changes in health care delivery have increased the demand for competent medical assistants. Graduates of the Medical Assisting curriculum are prepared for employment in a variety of medical and health care settings. Specifically, medical assistants are ready to assist in clinical areas, to perform laboratory tests, and to assume a variety of office administration responsibilities.

The goal of this program is to produce graduates who possess the necessary knowledge of clinical skills and office procedures to be an efficient medical assistant. The coursework has been designed to build clinical laboratory procedures and administrative skills. Clinical duties taught include collecting and preparing laboratory specimens, performing basic laboratory tests, drawing blood (phlebotomy), preparing patients for x-rays, taking electrocardiograms (EKG's), and assisting in office emergencies. Medical assistants take medical histories, record vital signs, explain treatment procedures, prepare patients for examination, and assist during the exam.

Students build a professional vocabulary of medical terminology, basic knowledge of anatomy/physiology, and medical ethics, concepts and basic medical assisting theory. Laboratories are well equipped with modern instrumentation to allow varied training. Many graduates of the medical assisting program will immediately assume positions as medical assistants in clinics, hospitals and other health care facilities, private doctor's offices, or insurance organizations.

PROGRAM REQUIREMENTS

Core Requirements (35 credits)		
ALH165 (formerly MAS 115)	Medical Terminology	3 credits
ALH175 (formerly HUM 101)	Law and Ethics for Allied Health Professionals	3
ALH215 (formerly MAS 215)	Understanding Health Insurance	3
ALH305 (formerly MAS 211)	Pharmacology for Allied Health Professionals	3
BIO110 (formerly MAS 110)	Anatomy & Physiology I	4
BIO120 (formerly MAS 111)	Microbiology	3
BIO220 (formerly MAS 210)	Anatomy & Physiology II	4
ENG101	English Composition	3
ENG201	Technical & Business Writing	3
OFT101	Computers Concepts	3
SPH101	Interpersonal Communications	3
Elective General Education Courses (6 Credits)		
ALH225	Nutrition and Health Education	3 credits
ENG102	English Literature	3
HIS101	Introduction to American History	3
PSY101	Introduction to Psychology	3
SOC101	Introduction to Sociology	3
SOC105	Sociology of Gender	3
SOC205	World Cultures	3
SOC210	Sociology of Death & Dying	3
Major Requirements (19 Credits)		
MAS101	Hematology Studies and Phlebotomy Procedures	3 credits
MAS102	Urology and Urinalysis Procedures	3
MAS105	Introduction to Patient Care	3
MAS205	Cardiovascular Exams and Procedures	3
MAS208	Specialized Clinical Procedures	3
MAS295	Externship	4
TOTAL CREDITS		**60**

GAINFUL EMPLOYMENT DISCLOSURE

Mandl School offers programs that prepare students for a career in the Allied Health field. In accordance with the US Department of Education, the College has published information relating to gainful employment of this program.

Program Name: Medical Assisting

Program Level: AOS Degree

Program Length: 60 Credits

Standard Occupational Classification (SOC): 31-9092.00 Medical Assistants

For information on occupations for which this program prepares students, please visit: http://www.onetonline.org/crosswalk/CIP?s=51.0801

Program Estimated Costs*

Tuition and fees for entire program:	$27,805.00
Books and supplies for entire program:	$ 2,400.00
On-campus room and board:	Not offered

(*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.)

Program Financials

Graduates from this program had 97% of educational debt; the median debt for program graduates during the July 1, 2016-June 30, 2017 period is:

- Federal Loans $3,590.00
- Private Educational Loans $ 00.00
- Institution Financing Plan $ 00.00

Program Success

The normal time to complete this program is 60 weeks/4 semesters. 8% of graduates during the July 1, 2016-June 30, 2017 period completed the program in this time frame.

Program Outcomes

The job placement rate for students who completed the program is 72%.

This rate was calculated using the accrediting body formula for July 1, 2015-June 30, 2016. The institution's accrediting body is the Accrediting Bureau of Health Education Schools (ABHES).

MEDICAL ASSISTING—Certificate (45 Credits)
(Program Length: 45 Weeks/ Total Clock Hours: 930)

Core Requirements (26 credits):

ALH165 (formerly MAS 115)	Medical Terminology	3 credits
ALH175 (formerly HUM 101)	Law and Ethics for Allied Health Professionals	3
ALH215 (formerly MAS 215)	Understanding Health Insurance	3

BIO110 (formerly MAS 110)	Anatomy & Physiology I	4
BIO220 (formerly MAS 210)	Anatomy & Physiology II	4
ENG101	English Composition	3
ENG201	Technical & Business Writing	3
OFT101	Computers Concepts	3

Major Requirements (19 Credits)

MAS101	Hematology Studies and Phlebotomy Procedures	3 credits
MAS102	Urology and Urinalysis Procedures	3
MAS105	Introduction to Patient Care	3
MAS205	Cardiovascular Exams and Procedures	3
MAS208	Specialized Clinical Procedures	3
MAS295	Externship	4
TOTAL CREDITS		**45**

GAINFUL EMPLOYMENT DISCLOSURE

Mandl School offers programs that prepare students for a career in the Allied Health field. In accordance with the US Department of Education, the College has published information relating to gainful employment of this program.

Program Name: Medical Assisting

Program Level: Certificate

Program Length: 45 Credits

Standard Occupational Classification (SOC): 31-9092.00 Medical Assistants

For information on occupations for which this program prepares students, please visit: http://www.onetonline.org/crosswalk/CIP?s=51.0801

Program Estimated Costs

Tuition and fees for entire program:	$19,905.00
Books and supplies for entire program:	$ 1,800.00
On-campus room and board:	Not offered

Program Financials

Graduates from this program had N/A% of educational debt; the median debt for program graduates during the July 1, 2015-June 30, 2016 period is:

- Federal Loans $N/A
- Private Educational Loans $N/A
- Institution Financing Plan $N/A

NOTE: For privacy reasons, the above financial information is not required to be disclosed because there were less than ten (10) graduates in the program.

Program Success

The normal time to complete this program is 45 weeks/3 semesters. N/A% of graduates during the July 1, 2015-June 30, 2016 period completed the program in this time frame.

NOTE: For privacy reasons, the above information is not required to be disclosed because there were less than ten (10) graduates in the program.

Program Outcomes

The job placement rate for students who completed the program is 70%.

This rate was calculated using the accrediting body formula for July 1, 2015-June 30, 2016. The institution's 6accrediting body is the Accrediting Bureau of Health Education Schools (ABHES).

A.A.S in Respiratory Therapy (68 Credits)
(Program Length: 75 Weeks/Total Clock Hours: 1875)

Description and Program Objectives

Our nation's dynamic, fast-paced health care field is evolving rapidly and requires well-trained educated, licensed respiratory therapists and respiratory therapy technicians to staff hospitals, sleep labs and other health-related facilities. Employment in Respiratory Therapy is expected to grow rapidly according to the U.S. Bureau of Labor Statistics. The Associate in Applied Science in Respiratory Therapy introduces students to the knowledge and skills necessary to obtain entry level positions in respiratory care as respiratory therapists and/or respiratory therapy technicians. At the direction of a licensed physician, a respiratory therapist evaluates and treats cardiopulmonary (lungs and heart) health. This includes teaching patients and their families about treatment and maintenance of pulmonary health problems, including the use of respiratory therapy equipment and medications. Respiratory therapy technicians perform these services under the supervision of a licensed respiratory therapist or a licensed physician.

There are two levels of respiratory therapist: the certified respiratory therapist (CRT) and the registered respiratory therapist (RRT). Upon graduation from the Associate in Applied Science degree program in Respiratory Therapy at Mandl, graduates are eligible to take a voluntary national examination to obtain respiratory therapy credentials. The graduate must take the Therapist Multiple Choice (TMC) Examination first. There are two established cut scores for the TMC Examination. Achieving the low cut score awards the Certified Respiratory Technician (CRT) credential. Candidates who achieve the high cut score become eligible to take the Clinical Simulation Examination (CSE). Candidates who then pass the CSE are awarded the Registered Respiratory Therapist (RRT) credential.

The objective of the Respiratory Therapy Program is to provide students with a learning environment that will enable them to acquire requisite knowledge and skills to practice the profession of respiratory therapy, which shall be undertaken pursuant to the direction of a duly licensed physician and is defined as the performance of cardiopulmonary evaluation, respiratory therapy treatment techniques, and education of the patient, family and public.

The program objectives are listed below:

- To prepare graduates with knowledge in treatment, management, and care of ***adult, pediatric and neonatal*** patients with breathing, cardiovascular, and sleep abnormalities;
- To prepare students with the skills that will enable them to administer gas therapy, humidity therapy, aerosol therapy, and hyperinflation therapy; assist with mechanical ventilation, special therapeutic and

diagnostic procedures, cardiopulmonary resuscitation, airway management techniques; pulmonary function testing, arterial blood gas analysis, polysomnography, and follow therapeutic protocols;

- To prepare competent entry-level respiratory care practitioners who demonstrate appropriate cognitive knowledge, psychomotor skills, affective behaviors and ethical foundation to successfully practice the profession of respiratory care and meet employer expectations; and
- To develop and utilize appropriate selection methods such that attrition is minimized and graduate success meets the program competency goal of successfully completing the certification exam offered by National Board of Respiratory Care (NBRC);

The program trains respiratory therapists and technicians to determine the state of a patient's cardiopulmonary health, respiratory therapists and technicians by running tests to identify such things as arterial blood gases, lung volume, and pulmonary infection, among others and:

- set up and monitor therapeutic gases (e.g., oxygen) and environmental control systems;
- initiate and support a breathing apparatus (mechanical ventilator);
- insert and maintain an artificial airway;
- administer medications needed for respiratory care;
- provide cardiopulmonary rehabilitation
- help patients and their families by providing consumer education
- teach patients and families the proper use of equipment designed to aid respiration or administer needed gases or medication;
- train patients in adaptive techniques or strengthening exercises; and
- provide patients with orientation for procedures used to clear the respiratory system

The practice of the profession of respiratory therapy, which shall be undertaken pursuant to the direction of a duly licensed physician, is defined as the performance of cardiopulmonary evaluation, respiratory therapy treatment techniques, and education of the patient, family and public.

1. Evaluation shall include the acquisition, analysis and interpretation of data obtained from physiological specimens, performing diagnostic tests, studies and research of the cardiopulmonary system and neurophysiological studies related to respiratory care.
2. Therapy shall include the application and monitoring of medical gases (excluding anesthetic gases) and environmental control systems, mechanical ventilatory support, artificial airway care, bronchopulmonary hygiene, pharmacologic agents related to respiratory care procedures, and cardiopulmonary rehabilitation related and limited to respiratory care.
3. Respiratory therapy services may be performed pursuant to a prescription of a licensed physician or certified nurse practitioner.

To be employed as a respiratory therapist or respiratory therapy technician in New York State, graduates of the program must take and pass the entry-level CRT Examination designed to objectively measure essential knowledge, skills, and abilities required of entry-level respiratory therapists and administered by the National Board for Respiratory Care (NBRC). The CRT credential is a prerequisite for admission to the Registry Examination (RRT). The RRT Examinations consist of a written portion and a clinical simulation portion. Individuals who attempt both parts of the examination and achieve passing scores will be awarded the Registered Respiratory Therapist (RRT) credential. It must be noted that graduates of accredited respiratory

care education programs have one year after graduation to complete the CRT and three years after graduation to complete RRT Examinations.

Graduates of the program must first obtain a limited permit to gain employment as a respiratory therapist or technician in the field. The limited permit expires one year from the date of issuance or upon notice that the graduate's application for licensure has been denied, or ten days after graduate has been notified of failure on the professional licensing examination, whichever occurs first. However, if the graduate is awaiting the results of the licensing examination when the limited permit expires, the permit will continue to be valid until ten days after notification of the examination results.

PROGRAM REQUIREMENTS

Core Requirements (16 credits)

BIO120	Microbiology	3 Credits
ENG101	English Composition I	3
PSY101	Introduction to Psychology	3
SCI101	Integrated Sciences for Respiratory Therapy	4
SPH101	Interpersonal Communications	3

Elective General Education Courses (6 Credits)

ALH225	Nutrition and Health Education	3 Credits
ENG102	English Literature	3
HIS101	Introduction to American History	3
SOC101	Introduction to Sociology	3
SOC105	Sociology of Gender	3
SOC205	World Cultures	3
SOC210	Sociology of Death and Dying	3

Major Requirements (46 Credits)

ALH175	Law and Ethics for Allied Health Professionals	3 Credits
BIO110	Anatomy and Physiology I	4
BIO220	Anatomy and Physiology II	4
RCP110	Respiratory Therapy Principles and Applications I	3
RCP115	Respiratory Therapy Practicum Experience I	6
RCP120	Respiratory Therapy Principles and Applications II	3
RCP130	Cardiopulmonary Pharmacology	3
RCP140	Cardiopulmonary Physiology	3
RCP150	Cardiopulmonary Diseases	3
RCP210	Respiratory Therapy Principles and Applications III	4
RCP215	Respiratory Therapy Practicum Experience II	6
RCP220	Respiratory Therapy Principles and Applications IV	4

TOTAL CREDITS	**68**

GAINFUL EMPLOYMENT DISCLOSURE

Mandl School offers programs that prepare students for a career in the Allied Health field. In accordance with the US Department of Education, the College has published information relating to gainful employment of this program.

Program Name: Respiratory Therapy

Program Level: AAS Degree

Program Length: 68 Credits

Standard Occupational Classification (SOC): **29.2054** Respiratory Therapists

For information on occupations for which this program prepares students, please visit:
http://www.onetonline.org/crosswalk/CIP?s=51.0908

Program Estimated Costs*

Separate Fee for Applicant Testing:	$ 189.00
Separate Fee for Background Screening:	$ 100.00
Tuition and fees for entire program:	$50,035.00
Books and supplies for entire program:	$ 3,000.00
On-campus room and board:	Not offered

***The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.)**

Program Financials

Graduates from this program had 83% of educational debt; the median debt for program graduates during the July 1, 2015-June 30, 2016 period is:

- Federal Loans $20,000.00
- Private Educational Loans $ 00.00
- Institution Financing Plan $ 00.00

Program Success

The normal time to complete this program is 75 weeks/5 semesters. 44% of graduates during the July 1, 2016-June 30, 2017 period completed the program in this time frame

Program Outcomes

The job placement rate for students who completed the program is 76%.

This rate was calculated using the accrediting body formula for July 1, 2015-June 30, 2016. The institution's accrediting body is the Accrediting Bureau of Health Education Schools (ABHES).

A.O.S. in Surgical Technologist (62 Credits)
(Program Length: 75 Weeks/ Total Clock Hours: 1550)
Description and Program Objectives

The primary goal of the Surgical Technology Program is to provide students with a learning environment that will enable them to acquire the (1) knowledge, (2) technical skills, and (3) behavioral components necessary for entry-level employment as a competent Surgical Technologist. The surgical technology student is given a broad background in the basic sciences of anatomy, physiology, medical terminology, pharmacology, pathophysiology, and microbiology to serve as the foundation for the advanced subjects to follow.

As the program progresses, students learn:

- the practical aspects of operating room procedures
- aseptic techniques and procedures
- sterilization techniques
- instrument set-ups, and
- assessment & management of emergencies encountered during surgery.

The Surgical Technology Program makes use of a fully equipped clinical skills lab with standard operating room equipment. Students may be required to **obtain a physical examination to include PPD and Hepatitis B series vaccination** prior to their externship. By the end of the classroom instruction and externship, you will have received the training necessary to allow you to assume certain responsibilities in the operating room, including instrument setup, assisting the surgeon, and assisting with post-operative dressings.

PROGRAM REQUIREMENTS

Core Requirements (23 credits)		
ALH175	Law and Ethics for Allied Health Professionals	3 credits
BIO230	Applied Anatomy & Physiology I	4
BIO240	Applied Anatomy & Physiology II	4
ENG101	English Composition	3
ENG201	Technical & Business Writing	3
OFT101	Computer Concepts	3
SPH101	Interpersonal Communications	3
Elective General Education Courses (3 Credits)		
ALH225	Nutrition and Health Education	3 credits
ENG102	English Literature	3
HIS101	Introduction to American History	3
PSY101	Introduction to Psychology	3
SOC101	Introduction to Sociology	3
SOC105	Sociology of Gender	3
SOC205	World Cultures	3
SOC210	Sociology of Death and Dying	3
Major Requirements (36 Credits)		
SRG 110	Microbiology and Asepsis	4 credits
SRG 111	Surgical Technology and Fundamentals	3
SRG 112	Pharmacology and Anesthesia	2
SRG 113	Perioperative Principles I	4
SRG 114	Perioperative Principles II	2
SRG 115	Pathophysiology	2
SRG 210	Surgical Procedures I	3
SRG 211	Surgical Procedures II	4
SRG 212	Surgical Procedures III	4
SRG 213	Advanced Surgical Topics	2
SRG 295	Externship	6
TOTAL CREDITS		**62**

GAINFUL EMPLOYMENT DISCLOSURE

Mandl School offers programs that prepare students for a career in the Allied Health field. In accordance with the US Department of Education, the College has published information relating to gainful employment of this program.

Program Name: Surgical Technologist

Program Level: AOS Degree

Program Length: 62 Credits

Standard Occupational Classification (SOC): 25-1071.00 Health Specialties Teachers, Postsecondary, 29-2055.00 Surgical Technologists

For information on occupations for which this program prepares students, please visit: http://www.onetonline.org/crosswalk/CIP?s=51.0909

Program Estimated Costs*

Tuition and fees for entire program:	$37,805.00
Books and supplies for entire program:	$ 2,400.00
On-campus room and board:	Not offered

(*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.)

Program Financials

Graduates from this program had 96% of educational debt; the median debt for program graduates during the July 1, 2015-June 30, 2016 period is:

- Federal Loans $9,000.00
- Private Educational Loans $ 00.00
- Institution Financing Plan $ 00.00

Program Success

The normal time to complete this program is 75 weeks/5 semesters. 49% of graduates during the July 1, 2015-June 30, 2016 period completed the program in this time frame.

Program Outcomes

The job placement rate for students who completed the program is 76%.

This rate was calculated using the accrediting body formula for July 1, 2015-June 30, 201. The institution's accrediting body is the Accrediting Bureau of Health Education Schools (ABHES).

Credit Bearing Certificate in Dental Assistant – Licensure-Qualifying
(42 Credits) (Program Length: 45 Weeks/Total Clock Hours: 1020)
Description and Program Objectives

The Mandl Dental Assistant credit-bearing, licensure-qualifying program includes patient care, experiences in a fully-equipped, on-site facility and externship experiences in clinics and dental offices. This program trains you in all aspects of working with a dentist, including patient care, office and laboratory duties. Our balance of hands-on experience with classroom instruction covers all aspects of dental assistant skills and related theory. Whether you use your dental assistant training for a career in back office patient care or in an administrative capacity, you are well prepared at the program's completion. As a dental assistant, you will prepare patients to see the dentist, assist the dentist with back office patient care during patient care, and care for the treatment room and instruments, including all infection control procedures. You will be responsible for taking and processing dental x-rays, performing basic laboratory procedures and providing patient education.

Dental Assistants are employed in fulfilling careers at places such as: dental offices, dentist clinics, private and government hospitals, state and local public health departments, dental schools, and dental laboratories. This program offers modern, hands-on training with our well-equipped dental lab. You will learn skills such as patient education, back office patient care assisting, laboratory procedures, and front office management. Dental Assistants are highly valued by the dental profession and have a choice of work environments from private offices to hospitals and clinics. They are involved in a variety of duties including managing the front office, preparing the patient, taking radiographs, and mixing dental materials. Now with expanded function, they not only assist chairside, but perform certain procedures in the mouth.

PROGRAM REQUIREMENTS

Core Requirements (15 credits)		
ALH175	Law and Ethics for Allied Health Professionals	3 credits
ALH225	Nutrition and Health Education	3
ENG103	Business Communications	3
OFT101	Computer Concepts	3
SPH101	Interpersonal Communications	3
Major Requirements (27 Credits)		
CDA101	Oral Anatomy and Physiology	2 credits
CDA102	Dental Materials	3
CDA103	Dental Specialties and Procedures	3
CDA115	Dental Assisting I	2
CDA120	Microbiology/Bloodborne Pathogens	2
CDA203	Dental Assisting II	3
CDA210	Pharmacology and Dental Emergencies	1
CDA220	Oral Pathology	2
CDA230	Dental Office Management	1
CDA240	Dental Radiology I	2
CDA250	Dental Radiology II	2
CDA295	Externship	4
TOTAL CREDITS		**42**

GAINFUL EMPLOYMENT DISCLOSURE

Mandl School offers programs that prepare students for a career in the Allied Health field. In accordance with the US Department of Education, the College has published information relating to gainful employment of this program.

Program Name: Dental Assistant

Program Level: Certificate

Program Length: 900 Clock Hours (As of January 2010, program is 42 Credits,)

Standard Occupational Classification (SOC): 25-1071.00 Health Specialties Teachers, Postsecondary, 31-9091.00 Dental Assistants

For information on occupations for which this program prepares students, please visit: http://www.onetonline.org/crosswalk/CIP?s=51.0601

Program Estimated Costs*

Tuition and fees for entire program:	$18,805.00
Books and supplies for entire program:	$ 1,200.00
On-campus room and board:	Not offered

(*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.)

Program Financials

Graduates from this program had 92% of educational debt; the median debt for program graduates during the July 1, 2016-June 30, 2017 period is:

- Federal Loans $9,500.00
- Private Educational Loans $ 00.00
- Institution Financing Plan $ 00.00

Program Success

The normal time to complete this program is 9 months. 39% of graduates during the July 1, 2015-June 30, 2016 period completed the program in this time frame.

Program Outcomes

The job placement rate for students who completed the program is 80%.

This rate was calculated using the accrediting body formula for July 1, 2015-June 30, 2016. The institution's accrediting body is the Accrediting Bureau of Health Education Schools (ABHES).

COURSE DESCRIPTIONS

In the section that follows is a brief description of each course within the Certificate and Degree programs offered by Mandl including the number of credits and any prerequisite course(s) that must be taken and successfully completed before registering in the course.

General Education courses listed in this catalog are offered every term, while clinical courses are offered every other semester; however, the college reserves the right, without prior notice, to change the semester in which a course is offered and to cancel a course due to lack of enrollment.

ALH 165 (formerly MAS 115)
Medical Terminology 3 credits; 45 lecture hours

Introduction to Medical Terminology is designed to help students become familiar with the meanings of medical terms that are most often used in the medical profession, support ongoing learning and vocabulary development. Students begin to develop their medical vocabulary by first learning the basic elements, or word parts, that form most medical terms. Understanding medical terms will also familiarize students with human structure and function, as well as basic disease processes of various systems

Prerequisite: None

ALH 175 (formerly HUM 101)
Law and Ethics for Allied Health Professionals 3 credits; 45 lecture hours

Accurate processing of health insurance claims, insurance plan options, and the use of computerized billing is introduced. Ledger accounts are covered including postings and running balances. Students practice cross-referencing and learn how to verify the accuracy of information from medical records to information entered on claims and in the system. Different insurance forms, practices, and processing are also reviewed. This course also defines legal and regulatory terminology and summarizes laws and regulations that affect health insurance processing.

Prerequisite: None

ALH 215 (formerly MAS 215)
Understanding Health Insurance 3 credits; 30 lecture hours/30 lab hours

Students will compare employer sponsored and self-funded health plans. Describe the major features of group health plans regarding eligibility, portability and required coverage. Students will discuss provider payment under PPO (Preferred Provider Organization), HMO (Health maintenance Organization), POS (Point of Service Plans), and Indemnity Plans. Describe the coverage provided by each of the four parts of the Medicare program and describe the federal Medicaid eligibility requirements. Discuss the eligibility requirements for CHAMPUS & CHAMPVA. Introduction to health care claims, superbill and completion of CMS 1500 claim, HIPAA privacy rules and regulations. Reimbursement of the claim including postings and running balances.

Prerequisite: None

ALH 225
Nutrition and Health Education 3 credits; 45 lecture hours

Students are introduced to nutritional needs for healthy oral structures. Student will learn MyPlate, the role of nutrients in oral health and oral implications of eating disorders. After completing this module student will gain sufficient knowledge to educate patient, and to integrate nutrition into care and treatment of dental patients. This course shows the relationships between dental disease, lifestyle, eating habits, and oral health.

Prerequisite: None

ALH 305 (formerly MAS 211)
Pharmacology for Allied Health Professionals 3 credits; 45 lecture hours

This course emphasizes the basic principles of pharmacology and its branches. Students will gain knowledge on dosage calculation and will be able to describe the enteral and parenteral routes of drug administration. Also students will be able to define the five controlled substances schedules, and give examples, as well as be able to explain storage and record-keeping for controlled substances. Through lectures, students acquire knowledge on the legal implications for a person who prepares, prescribes and administers medications.

Prerequisite: ALH165 and BIO110 Prerequisite: ALH305 for HCA Program

BIO 110 (formerly MAS 110)
Anatomy & Physiology I 4 credits; 60 lecture hours

This course is designed to give the student the concepts of the structure and function of the human body. It also provides a sound basis for understanding the abnormalities, malfunctioning, and treatments undertaken in the healing of disease and sickness. It includes a thorough study of the structure and function of the body, cells and tissues, integumentary system, skeletal system, muscular system, nervous system, and the senses.

Prerequisite: None

BIO 120 (formerly MAS 111)
Microbiology 3 credits; 45 lecture hours

The student will be familiar with the fundamentals of Microbiology for Health Careers. This subject is essential to understanding how to prevent the transmission of disease-producing microorganisms. Knowledge of how these microorganisms exist, grow, and multiply provide a basis upon which to learn techniques for the prevention and control of disease.

Prerequisite: None

BIO 125
Medical Terminology with Basic Human Anatomy 3 credits; 45 lecture hours

This course is designed to help students become familiar with the structure and function of the human body, including student of body cells and tissues, body systems including the sensory, skeletal, muscular, integumentary, and nervous systems, paired with the meanings of medical and dental terms that are most often used in the medical/dental profession. Students will develop their understanding of human anatomy and medical vocabulary by first learning the basic elements that form most medical terms.

Prerequisite: None

BIO 165
Physiology and Pharmacology of Addiction 3 credits; 30 lecture hours/30 lab hours

This course addresses the absorption, distribution and metabolism of drugs and alcohol; drug tolerance; drug interactions; physiological effects of prescribed medication. Students obtain a detailed understanding of pharmacological aspects of treatment for drug and alcohol dependence will also be developed including: Psychological and social criteria for pharmacotherapy; treatments for withdrawal; abstinence and substitute prescribing. Methods of evaluating pharmacotherapy in the addiction field will be discussed. Students will practice and implement information given to clients and their families concerning the effects and harms of drug and alcohol use, and pharmacological treatments for drug and alcohol dependence. Methods of recruiting network support for drug and alcohol withdrawal and monitoring of adherence to pharmacotherapy will also be addressed.

Prerequisite: CAS 105

BIO 220 (formerly MAS 210)
Anatomy & Physiology II 4 credits; 60 lecture hours

This course is designed to give the student an understanding of the structure and function of the human body. It also provides a sound basis for understanding the abnormalities, malfunctioning, and treatments undertaken in the healing of disease and sickness. It includes a thorough study of the structure and function of the endocrine system, the cardiovascular system, the lymphatic system, the respiratory system, the digestive system, the urinary system and the reproductive system.

Prerequisite: BIO 110

BIO 230
Applied Anatomy & Physiology I 4 credits; 60 lecture hours

This course presents the structure and function of the human body, gross anatomy, microscopic anatomy and histology. It also explores human physiology. This course is one part of a two parts and will cover the following areas of biology: the chemical level of organization, cell structure and function, the tissue, the integumentary system, the skeletal system, and the muscular system.

Prerequisite: None

BIO 240
Applied Anatomy & Physiology II 4 credits; 60 lecture hours

This course is a continuation of BIO230 and explores the structure and function of the human body. It includes a thorough study of body cells and tissues and body systems including: sensory organs, endocrine system, cardiovascular system, the lymphatic system, the digestive system, the urinary system, the reproductive systems and development and inheritance.

Prerequisite: BIO 230

CAS 105
Foundation of Addiction Studies 3 credits; 45 lecture hours

Students will examine both substance abuse and behavioral compulsions, including alcohol and other drugs, smoking, compulsive gambling, eating disorders, and sexual addictions. There will also be a focus on diversity in addicted populations, the business of drugs, and prevention. Attention will be given to biological and genetic factors in the etiology of addiction, family issues, and community responses. The process of dependency is examined not only as it applies to substances, including alcohol, but also as it relates to pathological gambling, compulsive overeating and co-dependencies. The course also examines the impact of addiction on communicable diseases. Finally, the course will provide current and best practices information to all areas of addiction studies.

Prerequisite: None

CAS 110
Introduction to Behavioral Health & Human Services 3 credits; 45 lecture hours

This introductory course explores the ways in which care is provided for the whole person, surveying community resources and developing an understanding of the ways in which human services are carried out in various settings. The role of the human services professional, important helping skills, common clinical issues, intervention strategies and common ethical dilemmas are also explored.

Prerequisite: None

CAS 130
Alcohol, Drugs and Behavior 3 credits; 45 lecture hours

This course starts with the descriptions of basic pharmacological concepts of drug administration and pharmacokinetics, research methodology including clinical trials, tolerance and withdrawal, drug conditioning, addiction processes and the neuroscience of drug action.

Prerequisite: None

CAS 150
Introduction to Group Dynamics and Therapy 3 credits; 45 lecture hours

This course will ultimately give students the ability to integrate approaches to develop their own frameworks for effective group counseling.

Prerequisite: None

CAS 200
Assessment, Treatment and Prevention Counseling 3 credits; 45 lecture hours

This course is designed to allow students to understand at-risk drinking and substance disorders, including how to identify these problems, how to intervene once they have been identified, and how to make referrals.

Prerequisite: None

CAS 225
Case Management and Professional Responsibility 3 credits; 45 lecture hours

Basic and Advance counseling provides a unique emphasis on skill assessment, helping students evaluate and improve their counseling techniques. The course introduces the use a framework of self-assessment tools and guided observations by experienced counselors—the Skilled Counselor Training Model—to encourage students to develop an accurate appraisal of their own skill levels. Topics include, but are not limited to concepts of clinical boundaries, transference and counter-transference, counselor self-disclosure, recovery issues, sexual harassment, response and responsibility to seek and utilize clinical supervision, self-awareness regarding cultural bias and the need for cultural competency within the counselor/client relationship. This course will include training students in presentation skills to patients, families & communities on substance abuse prevention, treatment and the recovery process. The professional responsibility of maintaining client confidentiality will be discussed.

Prerequisite: CAS 200

CAS 250
Deviation and Therapy 3 credits; 45 lecture hours

The focus of this review will include the etiology, prevalence & incidence, signs & symptoms, and criteria for differential diagnosis. The emphasis of this review will be on comparing and contrasting different theoretical perspectives on each disorder. The course also discusses aspects of early treatment ranging from concerns with establishing a contract and dealing with treatment-destructive resistances to the recognition of characterological repetitions in both patients and therapists that impede progress.

Prerequisite: PSY 150

CAS 295
Externship in Health and Human Services 6 credits; 300 externship hours

This course is designed to familiarize students with varied substance abuse treatment/research settings and professional roles, and to provide introductory clinical experiences with people experiencing substance related problems. Students are required to perform more hands-on, actual treatment, including individual case management and group therapy responsibilities under the supervision of an on-site clinical and research supervisor. Supervision is also provided by Mandl's externship coordinator. On site supervisors include Certified Alcoholism and Substance Abuse Counselors, Social Workers, Psychologists, and/or psychiatrists, depending on the nature of the externship site and the students' activities.

Prerequisite: Approval by Department Chairperson and/or Clinical Coordinator

CDA 101
Oral Anatomy and Physiology 2 credits; 30 lecture hours

This is a lecture course designed to introduce students to various landmarks of the face and oral cavity, as well as regions of the face, skin, and lips, dentition periods. Students will have an understanding of the Angle's classification, dental arches, occlusions, definition of Curve of Spee and Curve of Wilson, tooth morphology and tooth numbering systems and Charting.

Prerequisite: None

CDA 102
Dental Materials 3 credits; 15 lecture hours/60 lab hours

This is a lecture and laboratory course designed to introduce students to a variety of dental materials and laboratory procedures. Students will learn the basic principles of materials and techniques of selected dental materials fundamental to restorative and preventive dentistry. The student will become proficient in the recognition, manipulation, and management of dental materials used in all aspects of the practice of dentistry.

Prerequisite: None

CDA 103
Dental Specialties and Procedures 3 credits; 15 lecture hours/60 lab hours

This is a lecture and laboratory course designed to introduce students to the areas of patient care in Operative Dentistry. This includes dental specialties in Endodontics, Orthodontics, Pedodontics, Periodontics, and Oral Surgery procedures. Students will be introduced to the instrumentation, armamentarium and patient management procedures, as well as the dental assistant's role in these treatments procedures. Students learn the terminology, theory, and sequence of operative procedures and have hands-on experience working with all the elements involved.

Prerequisites: CDA 115 and CDA 120

CDA 115
Dental Assisting I 2 credits; 15 lecture hours/30 lab hours

This is a lecture and laboratory course designed to introduce the student to the profession of dentistry, the dental health team and the clinical area, also referred to as the dental operatory. Students will become acquainted with the procedures and instrument armamentarium of four handed dentistry as well as learn how to efficiently transfer instruments and dental materials. Students will also gain an understanding of dental equipment; how expensive, complex and delicate it is and how to take care of the equipment on a daily basis.

Prerequisite: None

CDA 120
Microbiology/Bloodborne Pathogens 2 credits; 30 lecture hours

This is a lecture course designed to introduce students to OSHA guidelines and regulations, infection control and disease transmission. Students will explore the implications of regulatory and advisory agencies. This course will focus on principles and techniques of disinfection. Students will also learn principles of instrument processing and sterilization.

Prerequisite: None

CDA 203
Dental Assisting II 3 credits; 15 lecture hours/60 lab hours

A continuation of Dental Assisting I, emphasis is placed on the clinical application of previous information and skills obtained. Through specific clinical assignments the student will experience all phases of dentistry with practical experiences in four handed dentistry and dental operatory maintenance. The student will also be experienced in patient education techniques as well as chairside dental laboratory skills.

Prerequisite: CDA 115

CDA 210
Pharmacology and Dental Emergencies 1 credit; 15 lecture hours

This is a lecture course designed to introduce students to the fundaments of drug interaction, route of administration of certain drugs, substance abuse of prescription medication, controlled substance act, pain control and method of anesthesia. Students also learn emergency supplies, equipment and the signs and symptoms, prevention and treatment of medical emergencies that could occur in the dental office setting and New York state laws and regulations.

Prerequisite: CPR Certification

CDA 220
Oral Pathology 2 credits; 30 lecture hours

This lecture based course deals with the fundamentals of oral pathologies in the oral cavity. Some diseases may originate in the oral cavity and occur as highly specific lesions, which must be recognized, diagnosed, and treated by the dental team. This course will discuss the differences between normal and abnormal conditions that appear in the mouth. The dental assistant will become familiar with common oral diseases and their causes, the clinical course, prognosis, and prevention of these diseases.

Prerequisite: CDA 101

CDA 230
Dental Office Management 1 credit; 15 lecture hours

This is a course that provides students with an overview of office management and business skills. Students will gain an understanding of dental office management, bookkeeping systems, different types of dental insurance, and its purpose, electronic submission of insurance claims, and ADA coding. Students will also gain an understanding of appointment scheduling, and telephone techniques.

Prerequisite: OFT 101
CDA 240
Dental Radiology I 2 credits; 15 lecture hours/30 lab hours

This is a lecture, laboratory and clinical course to give students an understanding of ionizing radiation, basic principles of x-ray generation, image formation, radiation safety and biological effects of radiation. The student will learn types of radiographs, exposure and processing techniques of diagnostic dental films, patient and operator protection, infection control, quality assurance, film mounting and radiographic anatomy.

Prerequisite: None

CDA 250
Dental Radiology II 2 credits; 60 lab hours

A continuation of Radiology I, students build upon and apply their knowledge of previous information and skills obtained. The emphasis is on the quality control of radiographs, selection of appropriate radiographic procedures, recognition of anatomic landmarks, proper film mounting, and the skill to differentiate normal and abnormal dental conditions. Experience is obtained through clinical practice within the radiology lab.

Prerequisite: CDA 240

CDA 295
Externship 4 credits; 300 externship hours

Field experience under the supervision of a cooperating employer and the College. Students apply the knowledge and skills they have gained in the classroom.

Prerequisite: Approval by Department Chairperson and/or Clinical Coordinator

ENG 001
Basic Skills Writing 0 credits; 45 lecture hours

This course deals with the fundamentals of clear writing for students who need additional development in English. Students learn the basics of sentence and paragraph construction and the development of expository essays. Special attention is given to paragraph and essay parts – topic sentences, transitions, supporting details, introductions, thesis sentences, etc. Students learn practical approaches to finding and reducing errors in their own writing and in grammar and editing exercises. The course also includes reading of expository selections designed to stimulate writing and model effective prose compositions.

Prerequisite: Placement exam

ENG 002
Basic Skills Reading 0 credits; 45 lecture hours

The emphasis of this course is on improving reading comprehension of college-level materials through the use of a variety of short readings that include essays, articles, and textbook chapters. Students will learn to apply study skills and critical thinking skills to improve their ability to read, analyze, and remember pertinent information and details. Study skills for college success will be taught and practiced. Students will also practice classroom skills such as listening, note-taking, formulating and asking questions, participating in discussions, and studying for and taking exams.

Prerequisite: Placement exam

ENG 101
English Composition 3 credits; 45 lecture hours

This course takes an analytical approach to the development and improvement of college-level writing. Students practice their expository writing skills through critical interpretation of essays and articles. Emphasis is placed on students' ability to express their ideas using clear, succinct, Standard English prose.

Prerequisites: By placement exam or ENG 001 and ENG 002

ENG 102
English Literature 3 credits; 45 lecture hours

The course stresses a critical awareness of genre, theme, and style, focusing on selections in poetry, drama and fiction. Students will read both contemporary and traditional literature from classic texts, as well as a variety of modern short stories, essays, and poems. Major genres, literally terms, and conventions will be explored. Students will be introduced to literary criticism drawn from a variety of perspectives and taught to utilize methods of literary analysis in their own writing.

Prerequisite: None

ENG 103
Business Communications 3 credits; 45 lecture hours

In this course, students will develop and strengthen oral and written communication skills. The students will understand the importance of becoming an effective business communicator in today's changing workplace.

Prerequisite: None

ENG 201
Technical & Business Writing 3 credits; 45 lecture hours

This is a practical course that aims to sharpen the student's ability to communicate with clarity and effectiveness in a professional environment. Students will learn and practice using the basic elements of technical writing, including the formulation of memos, preparation of reports, and the development of a career portfolio. The career portfolio will include a cover letter, resume and other written materials required for a successful job search. Group work will enable students to learn constructive teamwork as they assist team members with revising and editing their writing. The course will also emphasize the importance of informative and persuasive expression of facts and ideas in clear, succinct Standard English.

Prerequisite: By placement exam or ENG 001 and ENG 002

HCA 120
Introduction to Health Care Management 3 credits; 45 lecture hours

This course is designed to provide students with the foundational knowledge required for health care administrators and managers in the areas pf financial management, public relations, human resource management, leadership and organizational behavior, and legal and ethical issues. Students will investigate current trends and critical issues and explore the best ways to respond to these issues against the background of principles learnt in this course.

Prerequisite: None

HCA 120
ICD Coding 3 credits; 15 lecture hours/60 lab hours

This course focuses on the basic principles of coding disease and procedures using the International Classification of Disease 9th Edition: Clinical Modification (ICD-9-CM). Emphasis will be placed on basic coding rules, principles, guidelines, use of symbols, and conventions.

Prerequisite: ALH215

HCA 130
CPT Coding 3 credits; 15 lecture hours/60 lab hours

The purpose of this course is to introduce the student to the process of accurate and complete medical procedure coding as a work-based, task-oriented function and as an important part of health care delivery in all types of health care facilities. Experience in interpreting of various types of patient medical records for the proper procedure codes will be given along with an introduction to the special complexities that need to be considered when coding for each bodily system or medical specialty. The student will also gain experience in the use of procedure code modifiers and learn how these can be used to maximize reimbursement.

Prerequisite: ALH215 and BIO125

HCA 180
Health Records 3 credits; 30 lecture hours/30 lab hours

This course introduces students to health information theory supplemented with hands-on simulation and projects. Topics include, but are not limited to, the content, uses and format of the health record; the methods of storage, retrieval and retention of health information; the preparation and uses of indexes and registers; documentation requirements; and the role of health information in reimbursement, quality improvement, and other important functions.

Prerequisite: ALH215

HCA 200
Computerized Medical Billing 3 credits; 30 lecture hours/30 lab hours

This course introduces the student to the computerized medical office. Using practice management software, students will become skilled at appointment scheduling, patient registration, online eligibility, procedure posting, payment posting, secondary insurance billing, patient billing, and patient collection. Report generation and file maintenance will also be covered.

Prerequisite: ALH215 and OFT101

HCA 210
Hospital Coding 3 credits; 15 lecture hours/60 lab hours

This course provides a conceptual and practical picture of the world of hospital billing from patient intake through the entire billing process, covering inpatient and outpatient coding and billing. An overview of the new ICD-10-CM coding system will also be provided, as well as practice exercises and case studies to test your knowledge.

Prerequisite: ALH215, BIO125, and HCA120

HCA 220
Health Care Finance 3 credits; 30 lecture hours/30 lab hours

This course provides an introduction to accounting and financial management and serves as a fundamental course in financial administration for healthcare organizations. Students will gain a basic understanding of how debit and credit entries affect the five basic accounts (assets, liabilities, equity, revenues, and expenses) as well as demonstrate how financial statements are created and used in the business environment. Topics will include identifying transactions of the five basic accounts, posting to the general ledger system, adjusting entries, and completing the accounting cycle. Students will learn current assets, fixed assets, and current liabilities, including payroll liabilities, and they will also study the role of internal control, introductory

financial statement analysis, and subsidiary ledgers. The primary objective of this course is to impart administrative/managerial knowledge and financial/accounting theory and technique required in healthcare organizations within today's evolving environment.

Prerequisite: None

HCA 295
Health Care Administration Externship 3 credits; 135 externship hours

Field experience under the supervision of a cooperating employer and the College. Students apply the knowledge and skills they have gained in the classroom.

Prerequisite: Approval by Department Chairperson and/or Clinical Coordinator

HIS 101
Introduction to American History 3 credits; 45 lecture hours

This course is designed to give the student an understanding of the political, social, and economic development of our nation from the Colonial period to the present. This course is intended to enrich the student's knowledge and appreciation of American history. Moreover, the course will introduce the fundamental events, forces, and ideas that have shaped the United States and its political institutions. Success in this course requires more than just remembering dates and specific amounts of information. The goal is for the student to develop an awareness of the significance of the events and changes that occurred over time in the building of this nation.

Prerequisite: None

MAS 101
Hematology Studies and Phlebotomy Procedures 3 credits; 30 lecture hours/30 lab hours

Hematology is the study of blood and its constituents, functions of blood, and the blood forming organs. Upon completion of this course, the student will have a full understanding of the functions and composition of blood, the anatomy and physiology of blood cells and their relationship to illness, and the different procedures and collection devices used for blood. Proper WBC and RBC preparation for the diagnosis of disease are to be discussed. The care and use of the microscope in the clinical laboratory is to be discussed. There is to be extensive discussion and demonstration of techniques where applicable of infection control and universal precautions as mandated for the healthcare worker by CDC, OSHA, and CLIA.

Prerequisites: BIO 110 and CPR Certification

MAS 102
Urology and Urinalysis Procedures 3 credits; 30 lecture hours/30 lab hours

Urinalysis is the examination of the appearance and condition of the urine both grossly and microscopically. It is the study of its chemical constituents to detect a wide variety of diseases or conditions and to follow the results of treatment. The examination of the urine includes: the description of the types of urines collected, physical properties, chemical properties ("dipstick"), and microscopic properties. The organic and inorganic composition of urine is to be discussed with respect to the normal and disease states.

Prerequisite: None

MAS 105
Introduction to Patient Care 3 credits; 30 lecture hours/30 lab hours

This course is designed to give the student the ability work on the EMR, to prepare a patient and examination facilities properly, obtain correct vision, height and weight, and vital sign measurements, the proper first aid response to a stimulated situation involving bleeding, shock, convulsion, etc…. The course includes a thorough study of preparation for routine examination, visual screening and vital signs, assisting at examinations, assisting with medications and first aid in the medical office.

Prerequisite: None

MAS 205
Cardiovascular Exams and Procedures 3 credits; 30 lecture hours/30 lab hours

This course is designed to give the students the ability to understand and perform the basic concepts of electrocardiography. It also provides instruction on surgical and advanced interventions for the cardiac patient. This course is made up of lectures, motion pictures and demonstration, and will address the understanding of anatomy and physiology of the heart and related disorders, principles of the electrocardiograph machine and practice in the use of it, the use of the Holter Monitor, Stress Testing, and recording of vital signs.

Prerequisites: BIO 110 and CPR Certification

MAS 208
Specialized Clinical Procedures 3 credits; 30 lecture hours/30 lab hours

This course will explore the breadth and depth of specialized procedures such as: Eye and Ear, Gastrointestinal, Cardiovascular, Pulmonary, Gynecology and ObstetricsEvaluation and care of the pediatric and geriatric patient. Patient screening for the Musculoskeletal system. Medical and Surgical asepsis, assisting with minor office surgeries and wound care procedures.

Prerequisites: MAS 105 and CPR Certification

MAS 295
Externship 4 credits; 240 externship hours

Field experience under the supervision of a cooperating employer and the College. Students apply the knowledge and skills they have gained in the classroom.

Prerequisite: Approval by Department Chairperson and/or Clinical Coordinator

MAT 001
Basic Skills Math 0 credits; 45 lecture hours

This course introduces students to basic mathematical and computation concepts including whole numbers, fractions, decimals, ratios and proportions, percentage calculations, measurement systems, geometry, statistics, signed numbers, and fundamentals of algebra.

Prerequisite: Placement exam

MAT 101
College Math 4 credits; 45 lecture hours/30 lab hours

The study of essential arithmetic, intermediate algebra, and geometry, including a survey of linear equations, polynomials, algebraic fractions, and quadratic equations. Emphasis is given to problem solving and the practical application of mathematical concepts.

Prerequisite: Placement exam or MAT 001

OFT 101
Computer Concepts 3 credits; 45 lecture hours

This course will provide an introduction to computers and computer applications. Students will also learn how to produce, format, and edit documents using MS Word, create a basic spreadsheet using MS Excel, and be introduced to presentation and database software. Professional netiquette and email procedures will also be covered.

Prerequisite: None

PSY 101
Introduction to Psychology 3 credits; 45 lecture hours

Psychology is a study of human behavior, functioning, and interrelationships based on consideration of important concepts, methods, and theories of psychology. The focus is on such topics as the interaction between the brain and behavior, human growth and development, sensation and perception, emotion and motivation, the nature of thinking and learning, theories and types of personality, abnormal behavior, group and social interaction, and the psychological influences of society on the individual.

Prerequisite: None

PSY 120
Developmental Psychology 3 credits; 45 lecture hours

This course is an introduction to human psychological development from the prenatal period through adolescence. It is an introduction to developmental science, which is the science of the physical, emotional, cognitive, and social growth of children from the prenatal period onward. The course introduces students to topics in developmental psychology from a "psychosocial" perspective: the perspective that physical and psychological development is intertwined with the context and culture in which children grow. Topics to be covered include neurophysiological growth, motor development, attachment, language development, socialization, learning, cognitive development, and the child's role in family and society. Although the course concentrates on developmental psychology, it is also concerned with the wide range of biological, familial, social, and cultural aspects of child development.

Prerequisite: PSY 101

PSY 150
Social Psychology 3 credits; 45 lecture hours

This introduction to social psychology will provide an overview of many of the fascinating topics that social psychologists study, including attitudes, aggression, altruism, attraction, authority, attachment, advertising,

anonymity, and attributions, as well as some topics that start with other letters of the alphabet, such as conformity, persuasion, interdependence, stereotypes, gender roles, prejudice, cognitive biases, and peace.

Prerequisite: PSY 101

RCP110
Respiratory Therapy Principles and Applications I 3 credits; 30 lecture hours/30 lab hours

This course presents a far-reaching examination of the respiratory system, and the functional science theories essential to respiratory care. Students will examine topics such as airway management, acid-base analysis, and respiratory illnesses. Laboratory will include exercises and practice to compliment the lecture portion of this course, along with competency skill checks.

Prerequisite: BIO110 SCI101

RCP115
Respiratory Therapy Practicum Experience I 6 Credits 480 extern hours

This course provides the practical learning experience in all phases of non-critical, acute respiratory care procedures. Students actively participate, under close supervision in such areas as chest x-ray interpretation, physical assessment, and therapeutic administration of medical gases, aerosolized medications, ventilator management, chest physiotherapy, intermittent positive pressure breathing, bi-level and continuous positive airway pressure, and prophylactic deep breathing. Additional clinical experiences will focus on pulmonary functioning testing, conducting and analyzing electrocardiograms, drawing and analysis of arterial blood gases, and assisting the physician with special procedures. A letter grade of "C" or better is required for graduation.

Prerequisite: RCP110 RCP120
Co-requisite: RCP210

RCP120
Respiratory Therapy Principles and Applications II 3 credits; 30 lecture hours/30 lab hours

This course presents an intensive study of the application and management of mechanical ventilation. Students will become familiar with the various modes and equipment specific to mechanical ventilation and airway ventilation. Includes establishing the need for mechanical ventilation, non-invasive versus invasive mechanical ventilation, the physiologic basis of ventilatory support, physical principles of positive pressure ventilation, physical assessment of the critically ill patient, interpreting basic waveform graphics, and respiratory monitoring in the intensive care unit. The course includes an overview of techniques of intubation and airway management.

Prerequisite: RCP110

RCP130
Cardiopulmonary Pharmacology 3 Credits; 45 lecture hours/0 laboratory hours

This course is designed to familiarize the student with medications commonly used in Cardiopulmonary Care. It includes patient assessment of need, indications, contraindications, actions, side effects and hazards for each medication discussed. The student will also identify age appropriate dosing and routes of administration for each drug. The course includes an introduction to the pharmacological aspect of Advanced Cardiac Life Support according to the Guidelines of the American Heart Association.

Prerequisite: SCI101
Co-requisite: RCP110

RCP140
Cardiopulmonary Physiology 3 Credits; 45 lecture hours/0 laboratory hours

This course emphasizes the cardiopulmonary system and acid-base balance applied to and correlated with patient pathology. A study of physiologic mechanisms of the cardiopulmonary system, including a review of the anatomy of the pulmonary and circulatory systems; ventilatory mechanics, gas diffusion, physiology of internal and external respiration, oxygen transport, carbon dioxide elimination, acid-base balance, ventilation perfusion relationships; and the neurologic control of ventilation.

Prerequisite: BIO220

RCP150
Cardiopulmonary Diseases 3 Credits; 45 lecture hours/0 laboratory hours

This course focuses on pathophysiology, assessment, treatment, and evaluation of patients with cardiopulmonary disease. Explores cardiopulmonary and neuromuscular physiology and pathophysiology. It also introduces the etiology, pathogenesis, and physiology of cardiopulmonary diseases and disorders. Emphasis is on clinical signs and symptoms along with diagnoses, complications, prognoses, and management.

Prerequisite: BIO220

RCP210
Respiratory Therapy Principles and Applications III 4 credits; 45 lecture hours/30 lab hours

This course presents an intensive study of the application and management of mechanical ventilation. Students will become familiar with the various modes and equipment specific to mechanical ventilation and airway ventilation. This course includes establishing the need for mechanical ventilation, non-invasive versus invasive mechanical ventilation, the physiologic basis of ventilatory support, physical principles of positive pressure ventilation, physical assessment of the critically ill patient, interpreting basic waveform graphics, and respiratory monitoring in the intensive care unit. The course includes an overview of techniques of endotracheal and ortracheal intubation and airway management.

Prerequisite: RCP120

RCP215
Respiratory Therapy Practicum Experience II 6 Credits 480 extern hours

This course is an advanced clinical experience in respiratory care in a variety of settings including intensive care for the patient in the acute care setting, and management and monitoring of the patient receiving mechanical ventilation. This includes establishing the need for mechanical ventilation, non-invasive versus invasive mechanical ventilation, the physiologic basis of ventilatory support, physical principles of positive pressure ventilation, physical assessment of the critically ill patient, interpreting basic waveform graphics, and respiratory monitoring in the intensive care unit. Students also gain familiarity with initiating respiratory therapy for the neonatal and pediatric care populations, and rotate between critical and non-critical care units within these two populations. Rotations in home care, pulmonary rehabilitation, and polysomnography (in an accredited sleep lab or similar facility) will also be provided.

Prerequisites: RCP 110 RCP 115 RCP120 and RCP210
Co-requisite: RCP220

RCP 220
Respiratory Therapy Principles and Applications IV 4 credits; 45 lecture hours/30 lab hours

Explores current issues affecting the profession of respiratory care. This course also provides an in-depth overview of adjunctive mechanical ventilation, neonatal and pediatric patient therapeutic procedures for treatment of congenital and cardiovascular disorders, smoking cessation, pulmonary rehabilitation, disaster planning, specialty physician-assistive procedures and polysomnography.

Prerequisite: RCP210

SCI101
Integrated Sciences 4 credits; 45 lecture hours/30 lab hours

This course integrates fundamental principles of chemistry and related physical laws as applied to the allied health professions. Elementary algebra will be presented including operations on polynomials and rational expressions, laws of exponents, factoring, graphing of equations and inequalities, and systems of equations. Laboratory will include chemistry and physics experiments as they relate to the allied health professions.

Prerequisites: None

SOC 101
Introduction to Sociology 3 credits; 45 lecture hours

In this introductory course, students will explore the study of social life, social change, and the social causes and consequences of human behavior. The study of Sociology examines the structure of groups, organizations, and societies, and how people interact within these contexts. The course will develop the student's understanding of how culture, socialization and social structure impact human behavior. Institutions of society, including religion, economy, political structures, family, gender, and the workforce will be studied. The effect of sociological factors on health and health care will also be addressed.

Prerequisite: None

SOC 105
Sociology of Gender 3 credits; 45 lecture hours

In this course, students will examine the socialization process and societal institutions to analyze how they impact the formation of gender roles within society. The course will introduce students to basic concepts such as gender, sex, sexuality, gender difference, and gender socialization. The course will also examine how gender concepts and behaviors shape and are shaped by larger social institutions including class divisions, ethnicity, advertising, economic systems, and governments. Diverse theories that address issues of gender differentiation and gender inequality will be explored.

Prerequisite: None

SOC 205
World Cultures 3 credits; 45 lecture hours

This course is an introduction to the anthropological study of the diversity of contemporary human cultures. Through readings, films, and lectures, students will explore a wide variety of peoples and cultures around the world. In the process of studying the diversity of peoples in the world, students will analyze their own cultures, and its beliefs and values and life ways, as well as its relationship to other cultures. By better understanding the values and beliefs of members of other cultures, students will be able to gain a more insightful understanding of

their own culture and come to better appreciate the ways in which their own culture subtly shapes their perceptions of the world.

Prerequisite: None

SOC 210
Sociology of Death and Dying 3 credits; 45 lecture hours

This course explores the ethics, ideas, and laws of death and dying in the context of American society. Attitudes on death, Health care and illness in relation to death, ways of dealing with death, and making death through suicide will be explored and studied throughout the course, all in the context of ethics and laws in modern society.

Prerequisite: None

SPH 101
Interpersonal Communication 3 credits; 45 lecture hours

This course in public speaking and basic communication theory is designed to increase students' self-confidence and communicative ability. Focusing upon the preparation and delivery of informative and persuasive speeches, the course emphasizes the development of vocal quality, diction, listening skills, and audience assessment.

Prerequisite: None

SRG 110
Microbiology and Asepsis 4 credits; 45 lecture hours/30 lab hours

This course covers microbiology and the identification of basic equipment used to understand microorganisms, their structure and characteristics and the conditions that affect the life and death of microorganisms and their relationship between humans and pathogenic and non-pathogenic bacteria, factors that enable pathogens to invade a host and cause disease. The wounding and healing process is covered as well as the fundamentals of contamination, sanitization, disinfection and sterilization of instruments, supplies and items used in OR.

Prerequisite: None

SRG 111
Surgical Technology Fundamentals 3 credits; 15 lecture hours/60 lab hours

This course introduces the students to the broad field of surgical technology. It is a prerequisite course to entry into clinical training sequence of courses. The historical development of surgical technology is covered including identification of different types of health care facilities, various agencies, their management and effect on health delivery including: understanding procedures for accrediting hospitals and educational programs; surgical team member's role; professional organizations and other materials relevant to OR practice. The principles and techniques of disinfection and antisepsis are also covered.

Prerequisite: None

SRG 112
Pharmacology and Anesthesia 2 credits; 30 lectures hours/0 lab hours

This course covers the medications required in surgical procedures, their terminology, classification, actions/effects, and abbreviations, conversion equivalent units of one system to another, simple math measurements, delivery, dose calculations, drug preparations, care and handling. Preoperative medications, types and phases of anesthesia, its selection, delivery, medications, devices, and complications are also covered.

Prerequisite: None

SRG 113
Perioperative Principles I 4 credits; 30 lecture hours/60 lab hours

This course covers skills that are specifically those of the first scrub role. This course teaches the principles and practice of scrub role in an active hands-on manner in the OR of Mandl School with special emphasis on creation and maintenance of the sterile field, identification of basic instruments by type, function, and name and their care, handling and assembly, identification and preparation of surgical supplies, identification, preparation and handling of sutures, identification, preparation and handling of needles, identification, assembling and handling of accessory and special equipment, and principles of draping.

Prerequisite: None

SRG 114
Perioperative Principles II 2 credits; 15 lecture hours/30 lab hours

This course covers skills that are not specifically those of the first scrub role. The principles and practice of the circulator are examined as well as the proper and safe execution of procedures and use of equipment. Special emphasis is on non-sterile as well as sterile field, identification of basic instruments by type, function, and name and their care, handling and assembly, identification and preparation of surgical supplies, identification, preparation and handling of sutures, identification, preparation and handling of needles, identification, assembling and handling of accessory and special equipment, and the principles of draping.

Prerequisite: None

SRG 115
Pathophysiology 2 credits; 15 lecture hours/30 lab hours

This course covers general pathological concepts including cell pathology, tumor, infection and disease that upset homeostasis. Diseases and disorders of each body system including the diagnostic tests used for identification of the disease are addressed.

Prerequisites: BIO 230 and 240

SRG 210
Surgical Procedures I 3 credits; 15 lecture hours/60 lab hours

This course covers basic surgical interventions “level 1” with emphasis on common diseases and surgical procedures in relation to Endoscopic procedures, general surgery, obstetric and gynecological, ophthalmic, otorihinolarygologic, oral and maxillofacial, plastic and reconstructive, genitourinary, orthopedics, cardiothoracic, peripheral vascular, and neurosurgical procedures. This course takes place in operating room in the Mandl School. Hands on experiences in planning for, setting up, carrying out, and breaking down a case, and preparing and handling supplies and instruments common to most surgical procedures are the focus of this course.

Prerequisites: BIO 230 and 240

SRG 211
Surgical Procedures II 4 credits; 30 lecture hours/60 lab hours

This course presents an in depth study of basic surgical interventions "level II" with emphasis on common diseases and surgical procedures in relation to endoscopic procedures, general surgery, obstetric and gynecological, ophthalmic, otorihinolarygologic, oral and maxillofacial, plastic and reconstructive, genitourinary, orthopedics, cardiothoracic, peripheral vascular, and neurosurgical procedures. This course takes place in operating room in the Mandl School. Hands on experiences in planning for, setting up, carrying out, and breaking down a case are covered as well as preparing and handling supplies and instruments common to most surgical procedures.

Prerequisites: BIO 230 and 240

SRG 212
Surgical Procedures III 4 credits; 30 lecture hours/60 lab hours

This course covers basic surgical interventions "level III" with emphasis on common diseases and surgical procedures addressed in SUR 210 and SUR 211. This course takes place in operating room in Mandl School. Hands on experience in planning for, setting up, carrying out, and breaking down a case, and preparing and handling supplies and instruments common to most surgical procedure are the focus of this course.

Prerequisites: BIO 230 and 240

SRG 213
Advanced Surgical Topics 2 credits; 15 lecture hours/30 lab hours

This course covers the basics of electricity and physics and their application in the operating suites in terms of appliances, machinery and atmosphere and their safe usage, including a study of basic of surgical robotics and new developments in surgical procedures by their usage.

Prerequisite: None

SRG 295
Externship 6 credits; 500 externship hours

Field experience under the supervision of a cooperating employer and the College. Students apply the knowledge and skills they have gained in the classroom, while complying with AST Core Curriculum in completing a minimum of 120 cases in various surgical areas at the hospital or medical facility.

Prerequisite: Approval by Department Chairperson

ADMINISTRATION, BOARD OF TRUSTEES & FACULTY

ADMINISTRATION

President ……...Mr. Melvyn Weiner

Campus Coordinator……..…….....Ms. Chantel Powell
Receptionist…….....Ms. Ashley Truesdale

Chief Financial Officer…….....…….....Mrs. Nettie Weiner
Assistant Bursar.....…….…….....….....Ms. Riva Tregor
Assistant Bursar.....…….…….....…..... Ms. Bogdana Ross

Vice President of Operations/ Director of Financial Aid.....Mr. Stuart Weiner
Associate Director of Financial Aid…….…...…Mr. Virgil Villani
Financial Aid Representative.....Mr. Yannick Forbes
Financial Aid Representative.....Ms. Katherine Mera

Vice President for Academic Affairs…….…….....Dr. Orsete Dias
Dean of Student & Academic Services ……. ……Ms. Ana Tejada
Assistant Dean of Student Services…….....Ms. Sandra Monteiro
Director of the Library.....….....Ms. Clover Steele
Director, Evening & Weekend Programs…….…….Dr. Linda Chapilliquen
Executive Assistant/Academic Advisor……..Ms. Marvalyn Grant

Learning Resource Center Staff (LRC)
Assistant Director of LRC.....Ms. Thanooja Latchman
LRC Tutor.....Ms. Rebekah Singh

Dean of Records and Registration….....Mr. Marc Weiner
Registrar…….....Ms. Eglantina Papuli
Assistant to the Registrar.....Ms. Elda Gjeci

Vice President of Enrollment Management.....…….....Mrs. Randie Senser
Executive Assistant of Enrollment Management ……...Ms. Sonia D'Sa

Director of Recruitment.....Ms. Racquel Garcia

Associate Director of Admissions.....Mr. Eric Brown
Admissions Representative...……. .....Mr. Herb Lopez

Vice President of Career Services ….....Mr. James Flanagan
Associate Director of Career Services/ Externship Coordinator.....Ms. Shakira Hart
Associate Director of Career Services.....Ms. Margaret-Ann Francois
Career Services Advisor...…….….....Mr. Herb Scheftel

BOARD OF TRUSTEES

The Mandl Board of Trustees is responsible for the overall academic and fiduciary management of the college. The Board works with the senior administration of the college to assist in realizing its institutional mission and educational philosophy. It sets college policies and procedures and participates in and monitors the college's strategic planning process, identifying, establishing and evaluating the mission goals and objectives on an ongoing basis.

The members of the Board of Trustees represent a broad range of academic and managerial expertise, including professionals in various allied health fields. The Board Members are:

Martin Levine.....Trustee of and Chairperson of the Board

Leon G. Schiffman, Ph.D.....Trustee and Board Academic Advisor

Fredrick M. Sanders, J.D.....Legal Counsel

Ira Newman, D.D.S…….. …….....Trustee

Melvyn Weiner.....President

Nettie Weiner.....Chief Financial Officer and Board Treasurer

Stuart Weiner.....Vice President of Operations

FACULTY and COURSES OF INSTRUCTION[†]

Arts and Sciences Department

Vianese, Isaiah
Chairperson, Arts & Sciences
M.A., Missouri State University
B.A., Elmira College

Alvarez, Alberto*
M.A., Florida Atlantic University
B.A., University of South Florida

Bryde, Lindsay
M.F.A., Adelphi University
M.A., B.A., Fredonia State University

Fiorille, Gail*
M.S., Manhattan College
B.S., Iona College

Handa, Rajesh*
B.S., CUNY- York College
B.A., D.S. College (India)

Hart, Shakira*
M.A., Touro College
M.A., New York University
B.A., SUNY-Buffalo

Mandani, Atiya
M.S., B.A., University of Madras (India)

Monterio, Sandra
M.PH, M.A., B.A., University of Goa, India

Osoria, Manuel*
B.A., Universidad Mundial Dominica (Dominican Republic)

Paul, Arun*
B.S., University of Chittagong (Bangladesh)

Randall, Sharice*
M.S.W., Hunter College
B.A., John Jay College

Simpson, Delroy*
M.S., B.S., CUNY-Lehman College

Vigo, Ann*
M.A., CUNY-Queens College
B.A., University of Virginia

Dental Assistant Department

Jacoby, Thomas
Chairperson/Clinical Coordinator
D.M.D., University of Medicine & Dentistry of NJ
B.A. Columbia University

Mullokandov, Gabriel*
D.D.S., Tadjick State Medical &
Dental University (Tadjickistan)

Weinerberg, Craig*
D.M.D., University of Medicine & Dentistry of NJ
B.A., Rutgers University

Health Care Administration Department

Goldberg, Alan*
M.A., B.A., New York University

Thomas, Makini*
B.S., St. Joseph's College

Williamson, Arlene*
M.S.W., Adelphi University
B.S., St. Joseph's College

Health and Human Services Department

[†] (Note: Part-time, adjunct instructors are indicated by an asterisk *)

Williams, Michael*
Chairperson/Clinical Coordinator
M.P.H., CUNY-Hunter College
M.S., Long Island University
B.A., CUNY-Queens College
CASAC

Palonis, Kurt*
M.A.ED, American Intercontinental University
B.A. College of New Rochelle

Medical Assisting Department

Elseginy, Mohamed
Chairperson
M.B.B.Ch., Alexandria University (Egypt)

Ayuda, Janice
M.D., Our Lady of Fatima University, School of Medicine (Philippines)
B.S., SUNY-Cortland

Campagnale, Maria
Clinical Coordinator
B.S., Universidad de Buenos Aires (Argentina)

Chapilliquen, Linda
M.D., UTESA Medical School (Dominican Republic)

Fleming, Calvin
M.D., Ross University
B.S. South Carolina State University

Giri, Shekhar
M.B.B.S., Maharaiguni Medical School
B.A., Tribhuvan University (Nepal)

Kabir, MD Humayun*
M.B.B.S., Sylhet Medical College (Bangladesh)

Kahn, Muhammad*
M.B.B.S., University of Karachi

Jean-Baptiste, Yves*
M.D., Chihuahua State University (Mexico)
B.S., City University of New York (Evers)

Morris, Sherry
D.O., New York College of Osteopathic Medicine
B.S. Bowling Green State University

Pradhananga, Rabin*
B.M.B.S., Weifang Medical University

Uddin, Akm*
M.B.A., St. Joseph's College
M.P.H., University of Dhaka (Bangladesh)
B.M.M.S., University of Chittagong (Bangladesh)

Xavier, Gary*
M.D., Universidad Central Del Este (Dominican Republic)

Surgical Technologist Department

Jaffri, Intesar, CST
Chairperson/Clinical Coordinator
M.D., Education Commission for Foreign Medical Graduates, USA
M.B.B.S., Rawalpindi Medical College (Pakistan)

Dumapias Jr., Magdaleno*, CST
M.D. Xavier University College of Medicine

Hopkins, Rita*, CST
B.S., Hunter College

Morales, Nydia*, CST
B.F.A., School of Visual Arts

Respiratory Therapy Department

Beauvil, Victor, RRT
Chairperson/RT Program Director
Ph.D., Walden University
M.P.A., Long Island University
B.S., Nyack College

Connelly-Merdian, Sharon, RRT
Director of Clinical Education
B.A., St. John's University

Irukupulati, Mary*, RRT
B.S., Nyack College

DIRECTIONS TO CAMPUS

Mandl is located at 254 West 54th Street, in the heart of Manhattan's Theater District, and is easily accessible by public transportation using the Metropolitan Transit Authority's subway and bus routes.

By Subway, stations closest to the school are:

- Seventh Ave. (B, D and E lines)
- 57th Street (N, Q, R, and W lines)
- 59th Street (A, B, C, D, and #1 lines)
- 50th Street (C, E, and #1 lines)

By Bus:

- #20 and 104 buses stop at 52nd Street and Eight Avenue northbound and 55th Street and Broadway southbound.
- For those coming from New Jersey, the #10 bus stops at Pennsylvania Station and the Port Authority Bus Terminal and the E train stops at the World Trade Center – PATH station. Those coming from Westchester can take the #104 bus, which stops, in front of Grand Central Station.

From Westchester:

- Take Metro North to Grand Central Station/42nd Street and take the # 7 line subway westbound to 42nd Street/Times Square
- Transfer to the uptown C or E line and exit at the 50th street station (see above)

From Long Island:

- Take the Long Island Rail Road to New York Pennsylvania Station/34th Street.
- Take the subway C, E and #1 line uptown to 50th Street (see above)

From New Jersey:

- Most New Jersey Transit buses arrive at New York Port Authority Bus Station, located at 42nd Street and 8th Avenue. One may reach Mandl School using either MTA subway or buses as indicated above.
- New Jersey Transit Rail Lines arrive at New York Pennsylvania Station/34th Street. One may reach Mandl School by taking the C, E and #1 line subway uptown to 50th Street.

By Automobile:

- One may reach Mandl by driving eastbound from Manhattan's West Side Drive on 54th Street. The School is just past 8th Avenue on the right hand side.
- Please be advised that on street parking in this active mid-town location is quite limited; several privately operated garages are nearby, but can be expensive. Thus, whenever possible, we strongly recommend the use of public transportation.