



Catalog

&

Student Handbook

2011-2012 Academic Year

West Boylston • Chicopee

www.salter.edu

WEST BOYLSTON CAMPUS

184 West Boylston Street
West Boylston, MA 01583
(508) 853-1074
Fax (508) 853-1083

CHICOPEE CAMPUS

645 Shawinigan Drive
Chicopee, MA 01020
888-569-9996

ANNUAL NOTIFICATION OF STUDENT RIGHTS UNDER FERPA

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

Student should submit written requests to the Office of the Registrar and identify the record(s) they wish to inspect. The staff of the office will make arrangements for access and notify the student of the time and place where the records may be inspected.

The College reserves the right to deny a copy of a student education record (including, without limitation, a transcript) for which a financial “hold” exists (a hold is imposed if the student fails to pay bills, fees or fines owed to the College). A hold will not interfere with the right to visually examine student education records. Questions about the College’s policies and practices relating to the Act should be addressed to the Office of the Registrar.

2. The right to request amendment of student education records that students believe are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the Office of the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing will be provided to the student when notified of the hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to College officials with legitimate educational interests. A College 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 the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Director’s; 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 College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Finally, personally identifiable “directory information” may be released freely unless the student files the appropriate form requesting that such information not be released. This form (Request to Prevent Disclosure of Directory Information) is available at the Office of the Registrar. Directory information includes the following:

- Name
- Gender
- Local address and telephone number
- Permanent address and telephone number
- E-mail address
- Date and place of birth
- Photo
- Major and minor field(s) of study, including the division or program in which a student is enrolled
- Classification as a student or by number referring to such classes
- Course load, e.g., full-time or part-time
- Participation in officially recognized activities
- Dates of attendance and graduation, and degrees received
- Most recent previous educational institution attended
- Honors and awards received, including selection to a Dean’s list or honorary organization
- Student ID numbers (but not if coupled with another identifier to access education records)

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:**
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student may block the public disclosure of directory information (all or in part) by notifying the Office of the Registrar in writing. Please consider very carefully the consequences of a decision to withhold directory information. A non-disclosure block will call for Salter not to release any or all of this “directory information;” thus any future requests for such information from non-institutional persons or organizations will be refused. Salter will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, Salter assumes no liability as a result of honoring your instructions that such information be withheld. Although the initial request may be filed at any time requests for non-disclosure will be honored by Salter until removed, in writing, by the student.

NOTICE OF DISCRIMINATION

Policy of Nondiscrimination

Salter College encourages diversity and welcomes applications from all minority groups. The College does not discriminate on the basis of race, color, religion, ancestry, national origin, age, non-disqualifying disability, gender, sexual orientation, marital status, or veteran status in the recruitment of students, or the implementation of its policies, procedures, and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

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This Catalog and Student Handbook is an official publication of Salter College. It is subject to revision and change at any time. It is the policy of the College to reserve the right to add, withdraw, or revise any course, program of study, provision, or requirement described herein. It provides basic source of information about academic policies and procedures. It is the students responsibility to read it to gain a better understanding of the resources and policies.

The Salter College Catalog and Student Handbook contains information about the College including providing specifics on policies and procedures. All students receive a catalog during the admissions process.

It is not intended and cannot be construed as a contract or a guarantee of any kind, expressed or implied. This catalog supersedes any previous catalog.

President's Message

From its roots as the Dorothy Salter Secretarial School through its transition to Salter College, Salter has remained true to its mission of providing students with a foundation of general knowledge, practical skills and professional competencies upon which to build successful lives and careers. Guided by its core values, the Salter Community envisions a bright future as the community leader in professional career education.

As an institution with a long-standing history of strengthening the local workforce, Salter continues to focus on the needs of a changing economy through key partnerships that provide our students with real world experience. By offering programs that suit today's local market, Salter graduates are successfully employed in the fields of allied health, culinary arts, business and technology.

The faculty members at Salter also have a history of being a part of the local workforce, and as practitioners, they bring that experience with them to create dynamic classrooms. With the opportunity to be a part of a small, close-knit college community that is dedicated to the success of each student, I am confident when I say Salter students feel a unique sense of connection that stays with them long after they graduate.

As a Salter School graduate and President of Salter College, I welcome you.

Sincerely,

Charlene Keefe, President

SALTER COLLEGE MISSION STATEMENT

Salter College offers an enriching balance of liberal arts and professional career education. Faculty and staff are dedicated to meeting the needs of our students through quality education and support services while fostering an environment that inspires academic excellence, intellectual curiosity, social responsibility, and an interest in life-long learning and continued higher education.

VISION STATEMENT

Salter College will be the community leader in professional career education recognized for its vital, innovative student-centered programs.

CORE VALUES

Core values are the principles which guide Salter College in creating its educational programs and environment. They are reflected in every aspect of the institution. Students' educational experiences introduce, incorporate, and reinforce the core values at all levels.

STUDENT SUCCESS

Salter College is committed to offering students the highest quality education, thereby providing a foundation for successful lives and careers.

RESPECT

Salter College fosters enduring relationships founded on mutual respect solidified through the sharing of knowledge.

DIVERSITY

Salter College's population reflects the diversity of the community. The College is strongly committed to and values the unique contribution of, every student, staff, and faculty member.

INTEGRITY & HONESTY

Salter College is committed to leading a community guided by honesty and forthrightness, holding to high academic and ethical standards.

ACCOUNTABILITY

Salter College recognizes that the welfare and governance of the community are a shared responsibility among all members. Through accountability Salter is able to define and measure success, thereby improving the quality of the institution.

ASSESSMENT

Salter College's practice of continuous assessment provides the evidence to challenge the status quo and create new benchmarks for institutional improvement.

COLLEGE INFORMATION

THE INSTITUTION

Salter College is a private, coeducational institution located in the Towns of West Boylston and Chicopee, MA. Established in the Commonwealth of Massachusetts in 1937, the College provides career education in the areas of accounting, office administration, culinary arts, and allied health.

THE SALTER CONNECTION

When students enter Salter College, they enter a community of persons, ideas, and academic disciplines. Within this congenial atmosphere, students share the excitement of trying new ideas, making new friends, exchanging viewpoints, broadening interests, and exploring career goals carefully and realistically. Salter College believes that the student should be encouraged to achieve their full potential as a person and as contributing member of society. While providing the students with professional career education in their fields of study, the administration and faculty continuously aim toward guiding the students to achieve an understanding of the responsibilities and obligations involved in the ethical conduct required in business, health, education and the community.

HISTORY OF SALTER COLLEGE – WORCESTER CAMPUS

Salter College was founded by Mrs. Dorothy Lowell Salter in Worcester, Massachusetts in 1937. The Salter Secretarial School, a private school dedicated exclusively to the training of women as professional secretaries, was originally located in a beautiful Victorian house on Cedar Street in a residential neighborhood.

To meet the growing demands for professionally trained personnel, Salter found it necessary to move from its Victorian-style home on Cedar Street to the Tudor-style former Indian Hill School on Ararat Street in Worcester in September 1981. The program schedule was expanded to year-round with both day and evening divisions. The word “secretarial” was removed from the title of the school in 1981 in order to offer diversified programs to all persons. Curricula are constantly being revised and updated in order to maintain the high standards of professional excellence established by its founder.

With the move to larger facilities, Salter was able to add computer equipment to meet the training need for the offices of the future. In 1984 and 1985, the school successfully established the Data Processing Division and the Electronic Technology Division under the Salter School banner as accredited programs. Office Administration, Allied Health, Computers and Accounting were later offered as career training programs. In 1995 at the Worcester Main Campus, the Medical Assistant program was included in the school curricula and became accredited by the Commission on Accreditation of Allied Health Education Programs in 1997. The PC Servicing Program and Medical Coding & Billing were added to the curriculum in 2000. The Network Administration program was added in 2002. In 2003, the Massage Therapy program was introduced offering massage services to the public with the opening of Salter student massage clinic in July of 2004. The Culinary Arts program was added in April of 2004 and the newest program, EMT-B in July, 2010.

In January 2002, Salter School was acquired by Premier Education Group, located in Branford, Connecticut. In February of 2007, Salter School was granted authority to change its name to Salter College: A Two-Year Private College, LLC and to award Associate in Science degrees in Accounting, Medical Assisting, and Office Administration under the purview of the Massachusetts Department of Higher Education. Salter College separated from the Salter Schools but continues to maintain its historic commitment in providing career education with liberal arts in professional fields of study.

HISTORY OF SALTER COLLEGE – CHICOPEE CAMPUS

Salter College will offer an Associate in Science in Medical Assisting degree as well as certificate programs at its Chicopee Campus.

STATEMENT OF LEGAL CONTROL

Salter College is owned by Premier Education Group, LP, a registered partnership in the Commonwealth of Pennsylvania. Gary Camp is managing partner and CEO. Robert L. Bast, Esq., Elizabeth Brennan Trust and Premier Education Group GP, Inc. are partners.

GOVERNANCE

Salter College is governed by its Board of Directors. Premier Education Group is represented on the Board of Directors; however, the majority of the members continue to represent the community interest. Current members of Salter College Board of Directors are:

Gary Camp, Premier Education Group, President/CEO
William Anjos, Premier Education Group, Sr. Vice President Finance/CFO
Michelle Sinusas, Premier Education Group, Sr. Vice President of Administration
Paul Ferrise, Premier Education Group, Regional Vice President
Georgia Parafestas, Ret. State Coordinator Program Mass, Dept. of Education
John Pirroni, Target Marketing, President/CEO
Vickie Manning, Bowditch & Dewey, LLP
Margaret A. Cote, Commerce Insurance, Human Resource Director

ACCREDITATION

Salter College is a private two-year college accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award associate degrees and certificates. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

Accrediting Council for Independent Colleges and Schools
Suite 980
750 First Street, NE
Washington, DC 20002-4241
202-336-6780
www.acics.org

MASSACHUSETTS DEPARTMENT OF HIGHER EDUCATION

Salter College has been approved by the Massachusetts Department of Higher Education to confer Associate degrees in the Commonwealth of Massachusetts.

Massachusetts Department of Higher Education
One Ashburton Place
Room 1401
Boston, MA 02108
(617) 994-6950
www.mass.edu

PROGRAM ACCREDITATION**Massage Therapy**

Salter College Massage Therapy program is accredited by the Commission on Massage Therapy Accreditation.
www.comta.org

Medical Assisting

Salter College Medical Assisting Certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs upon recommendation of the Medical Assisting Education Review Board (MAERB).
www.caahep.org

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350

Emergency Medical Technician

Salter College Paramedic Technician program is accredited by the:
Office of Emergency Medical Services
99 Chauncy Street
11th Floor
Boston, Massachusetts 02111
Telephone: (617) 753-7300
Fax: (617) 753-7320
www.oems.org

PROGRAM APPROVAL**Veterans Administration**

All programs at Salter College are approved by the Department of Higher Education of the Commonwealth of Massachusetts for the training of veterans under Title 38, United States Code.

INSTITUTIONAL & INDIVIDUAL MEMBERSHIPS

- Academic and Research Collaborative (ARC)
- American Academy of Professional Coders
- American Association of Collegiate Registrars and Admissions Officers (AACRO)
- American Culinary Federation
- American Dental Educators Association (ADEA)
- American Dental Hygiene Association (ADHA)
- American Health Information Management Association
- American Institute of Professional Bookkeepers
- American Library Association (ALA) Paraprofessional Membership
- American Management Association
- American Massage Therapy Association
- American Psychological Association
- American Society of Medical Technologists
- American Society of Clinical Pathologists
- Associated Bodywork and Massage Professionals
- Association of College Research Libraries (ACRL)
- Association of Curriculum and Development
- Association on Higher Education and Disability (AHEAD)
- Business Forms Management Association
- Council of Schools American Massage Therapy Association (AMTA)
- Cornell Hotel Society
- Eastern Association of Colleges and Employers
- Eta Sigma Gamma Health Education National Honor Society
- Food Educators Learning Community
- International Association of Administrative Professionals (IAAP)
- Massachusetts Association of Private Career Schools
- Massachusetts Association of Student Financial Aid Administrators
- Massachusetts Business Educator's Association
- Massachusetts Library System (MLS)
- Massachusetts Restaurant Association
- MassCat Library Network System
- National Association of Student Personnel Administrators (NASPA)
- National Academic Advising Association (NACADA)
- Nursing Service Organization
- The American Association of Medical Assistants (AAMA)

ADMISSION INFORMATION

Salter College maintains a rolling admission policy resulting in considering applicants on an individual basis. Prospective students are encouraged to visit the campus and avail themselves of the opportunity for a personal interview with a member of the Admissions Office to discuss the students' education and career goals. Appointments with the admissions staff are available days, evenings and Saturdays. The institution offers both associate degrees and certificate programs.

DEGREE AND CERTIFICATE REQUIREMENTS

To qualify for a degree or certificate, a student must apply for and be admitted to a degree or certificate program, fulfill the program credit requirements within the maximum time frame, attain an overall grade point of 2.0, earn 50% of credits in residence at Salter College and satisfy all financial obligations to the College.

ADMISSION REQUIREMENTS

Listed below are the specific requirements and procedures for admission. An applicant to the College must satisfy the following requirements:

- Be a high school graduate, or
- Possess a General Education Development (GED) certificate, or
- Possess a Home Study certificate, or transcript from a Home Study program that is equivalent to high school level and is recognized by, the student's home state.
- Evidence of high school graduation or, equivalent, must be presented to the College.
- Evidence will include a copy of an original high school diploma, a copy of a High school transcript indicating the date of high school graduation, a copy of a DD214 indicating date of high school graduation, a GED certificate or official notification that a GED has been earned, or a college transcript indicating the date of high school graduation. If applicants who currently reside in the United States but attended school in foreign countries are unable to produce the required documents, evidence may include certification from other official sources or
- A signed Attestation Document.
- All applicants must complete the required admissions documents and submit the necessary fee(s) stated on the Tuition and Fee Schedule.
- All applicants must complete an informational interview. Parents or spouses are encouraged to be present.
- All applicants are encouraged to tour the campus and participate in orientation prior to starting classes.
- All courses are taught in English. Students must be able to speak, read and write fluently in English. English abilities will be determined through the College's placement test, an interview and completion of necessary documents.
- Applications for credit for previous education, training, CLEP or challenge exams must be completed prior to the first day of classes.
- All applicants must complete financial arrangements prior to starting class.
- All applicants must complete an Enrollment Agreement as part of the admission process. (Must be signed by a parent or guardian, if the applicant is under 18 years of age).
- Students are required to present health examinations and immunizations.
- A passing score on the ACT Placement Examination of 6 or higher is required in both Math and Writing Skills for admittance to the college.
- To be accepted into an Associate program, a score of 16 or above is required in both English and Math.
- The state, employers and various other agencies may require criminal background checks before a student can be placed in an externship or take professional licensing, certification or registration for exams. Students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification or registration exams, or may be denied a license or certification to practice in some states even if the exam is taken and successfully completed. Students are responsible for inquiring into program requirements.
- Applicants who have successfully graduated from a post secondary certificate or degree program from an institution accredited by an accrediting body recognized by the U.S. Department of Education may be eligible for admission to the college without taking the ACT exam providing that:
 - All other admissions criteria are met; and
 - An official copy of the transcript from the post-secondary institution is provided.
 - Students who are accepted into Salter College under this provision will need to take the ACT exam prior to the start of classes for placement purposes.

ACT PLACEMENT TESTING

Salter College strives to ensure that incoming students enroll in a suitable certificate or degree program and/or receive appropriate instruction in core mathematics and English classes. To accomplish this, the College utilizes placement tests administered on the American College Testing, Inc. (ACT) website. These ability-based online exams assess incoming students' abilities in pre-algebra through trigonometry math skills as well as reading comprehension and punctuation/grammar English skills.

Each incoming student takes the ACT, which ensures that he or she does not sit in a math or English class that is either below or beyond his or her ability. The ACT is offered weekly at Salter College and is proctored by a College faculty member. The test is administered free of charge.

If a student scores indicates that you will need a remedial course, you must successfully pass this in order to be fully admitted into a Salter program. This gives the student the opportunity to acquire the skills level they will need to be successful in college. Students are then welcome to take the remedial course at any college of their choice and have the transcript sent to Salter; or, we can offer you our remedial English class here at Salter College. If their choice is to take the course here, you would need to meet with our Coordinator of Continuing Education. Once the student has completed one or both of these remedial courses with a grade of C or better then they will retake the ACT. Pending successful completion of the ACT, they will then be enrolled into the appropriate program.

Students are encouraged to treat the ACT seriously. Performance is graded against established national standards and is used to assess whether a student should pursue an associate's degree or certificate program. Sufficiently positive performance on the exam is an indicator of potential success and could enable a student to "test-out" of developmental math and English courses. A successful test-out means that a student has demonstrated sufficient knowledge to satisfy the requirement of a developmental class.

Applicants must sit for the ACT test prior to being accepted to Salter College. In order to be eligible for admission to the College, applicants must score 6 or above on both the Math and Writing Skills sections of the ACT. Applicants who score 6 -15 are eligible for any certificate program in Salter College. Applicants who score above a 16 are eligible for either certificate or associate degree programs.

Applicants who score below 6 on either section of the ACT will be permitted to retake the entire test upon the applicant's request and expense. The retake fee is \$50.00. The highest qualifying score will be used for placement purposes. Applicants may retake the ACT no more than once in an academic year.

Applicants who score 6 - 15 on either section of the ACT who wish to gain admittance into an associate's degree program will be permitted to retake the entire test upon the applicant's request and expense. The retake fee is \$50.00. The highest qualifying score will be used for placement purposes. Applicants may retake the ACT no more than once in an academic year. An applicant who retakes the ACT for purposes of gaining admittance into an Associate's degree program, but scores less than 16 on either section, may enroll in a certificate program and apply for a transfer into an associate degree program after three (3) modules. Students must apply to the Dean of Academic Affairs for the transfer.

Students who have successfully completed an accredited, post-secondary, degree or certificate program in the United States will not have to take the ACT for admissions purposes. Students will need to complete the ACT for placement purposes prior to attending classes.

Placement

Students will be placed in their first module classes based on the results of placement testing in Math and Writing Skills. Students are not permitted to take challenge exams for Math or English courses.

When meeting with the admissions staff representative, students are provided with a brochure that briefly explains the ACT, as well as on line locations for test preparation. Salter College is committed to maximizing the educational experience by placing students in appropriate programs, core math and English classes based upon demonstrated student ability in each of these areas.

TRANSFER CREDIT POLICY

Students interested in transferring to Salter College must complete the admissions requirements. For transfer credit evaluation, an official transcript is required before credits can be applied towards a program. Transfer credit is generally awarded for courses from accredited educational institutions comparable to courses offered at Salter provided a C or better was earned within a maximum time frame of five years. A transfer credit evaluation is completed by the Office of the Registrar.

Accepted transfer credits are counted as credits toward the certificate/degree but not computed in the grade point average. Cumulative grade point averages (CGPA) reflect only courses taken at Salter.

Salter College will accept courses taken at Salter College when courses are transferred from one program to another or from a Salter Graduate who has entered a second program. The grade must be C or better and earned within the maximum time frame of five years.

Transfer credits from other institutions that were accepted into the student's first program will be accepted into the second program for comparable courses, as long as the completed program is within the maximum time frame of five (5) years. All graduates who have not previously taken the ACT test or Developmental English or Developmental Math courses must do so upon enrollment. Any credits earned from a previous program at Salter are not calculated into the cumulative GPA.

Students who withdraw from Salter College and return within 180 days of the last day of attendance may retain transfer credits from another institution. When previously withdrawn students re-enter the same program, the earned credits from Salter are calculated into the GPA. For withdrawals entering a new program, a transfer credit evaluation will be processed; the credits are not calculated into the GPA. Students returning after 180 days are considered transfer students and fall under the previously stated transfer credit policy.

Graduates who have earned a certificate/degree that is beyond the five (5) year maximum time frame for transferability may choose to take challenge exams to demonstrate their proficiency in the subject area. Challenge exams must have a grade of C or better to be accepted as a transfer credit. These credits are not calculated into the cumulative GPA.

ADVANCED STANDING

For students having no formal coursework, Salter College provides several means for students to receive advanced placement. Credit by examination is available for those whose previous course work in subject area does not meet credit criteria. Credits earned by examination will not be counted toward residency requirements

Challenge Examinations

Challenge examinations measure the students' knowledge and proficiency in the subject matter of courses offered at Salter College. Challenge examinations are developed by the Program Directors and graded based on the College's grading policy. Course credits will be granted upon the student receiving a grade of "C" or better. Challenge examination credits are counted as credits toward the student's degree or certificate but not computed in the grade point average. Cumulative Grade Point Averages reflect only courses taken at Salter.

Challenge examinations must be taken during the admissions process prior to the start of classes. Applicants are informed of the challenge exam policy during the admissions process and may select the courses to be challenged using the *Challenge Exam Form*. The following courses can be challenged: Keyboarding, Introduction to Psychology, Accounting Principles I, Word Processing Applications, Database Management Application, Spreadsheet Application, Computer Technology and Application, College Survival Skills, Culinary Fundamentals, Medical Terminology I, and Medical Terminology II. The challenge exam fee is \$100.00 per examination. Students who fail to show for a scheduled challenge exam appointments will not be allowed to reschedule. No refunds will be provided.

CLEP Examinations

CLEP (College Level Examination Program) credits may be accepted based on minimum scores recommended by Educational Testing Center or the American Council on Education. Accepted credits are counted as credits toward the certificate but not computed in the grade point average. Accumulative grade point averages reflect only courses taken at Salter.

Experiential Learning

Salter College does not award credit for experiential learning.

READMISSION

Former students seeking readmission need to meet with the coordinator of the Division of Continuing Education to complete the admissions process. Students applying for readmission are subject to all rules, regulations and academic requirements effective at the time of readmission.

NON-MATRICULATED STUDENT STATUS

Non-matriculated individuals registering for single courses may take courses not to exceed a total of 21 credits. At this point, the individual may be required to matriculate. Non-matriculated students register for courses through the Division of Continuing Education. A non-matriculated student who is interested in enrolling in a program must meet the admission requirements of the College. Students participating in single courses are not eligible to receive Title IV funds or student services that are available to matriculated students.

STUDENTS SEEKING REASONABLE ACCOMMODATIONS

Information pertaining to an applicant's disability is voluntary and confidential. To facilitate its compliance with applicable laws and regulations, Salter College has a Disabilities Coordinator to assist those seeking ADA accommodations. Reasonable accommodations will be made on an individual basis. However, it is the responsibility of persons with disabilities to seek available assistance and to make their needs known to the Disability Coordinator.

TRANSFER COUNSELING

Students interested in transferring to a two or four year college after graduation may take advantage of the transfer counseling service provide by the Student Services and Academic Affairs Departments.

DIVISION OF CONTINUING EDUCATION

The Division of Continuing Education provides individuals with an opportunity to take credit and noncredit coursework. The department offers various professional developments courses in health, culinary arts, English and Math.

CORI/SORI POLICY

In support of Salter College partnerships, student may be required by externship sites as well as employers and employment agencies to undergo Criminal/Sexual Offender Records Information check. If a CORI/SORI Report results in the potential of an adverse decision made on the student's behalf, the following guidelines will be followed:

- Student will be notified of potential adverse decision.
- Student will be provided with a copy of the CORI/SORI Report.
- Student will be directed to the Criminal History System Board's (CHSB) website where they can obtain information on correcting a criminal record.
- Student will be informed as to which part of the criminal record appears to make him ineligible.
- Student will be provided with an opportunity to dispute the accuracy and relevance of the CORI.

Any additional documentation from the applicant, and/or the CHSB, will be reviewed with the student and the student will be informed of any decision. All proceedings will be documented. A felony conviction may affect a student's ability to complete clinical placement requirements and may affect initial professional licensure.

Special Note: Please be advised that if you have been convicted of a felony, you may not be eligible for certain clinical experiences, externships, internships or certifications associated with our educational programs. Those with non-felonious criminal backgrounds may also find it difficult to secure employment within a health care setting.

VOTER REGISTRATION

Under the Massachusetts General Laws, Chapter 51, Section 42E, all public and independent colleges, universities, high schools and vocational schools make available affidavit of voter registration forms at all locations where students may register for classes. See the Library & Student Services Assistant for voter registration forms.

SALTER COLLEGE STUDENT HEALTH INSURANCE POLICY

The law in the Commonwealth of Massachusetts requires that all full time students attending college in Massachusetts be covered by a qualifying health insurance program. Under this law, Massachusetts's colleges are required to offer their students health insurance programs. Salter College offers a Student Accident and Health Insurance Program managed by Bollinger Insurance, Short Hills New Jersey. This insurance program is underwritten by Monumental Life Insurance Company, Cedar Rapids, Iowa. Policy Number CMA812G. The policy meets the Student Health Insurance Program (SHIP) requirements as regulated by Massachusetts Division of Health Care Finance and Policy Regulation 114.6 CMR 3.00

The health insurance premium will be added automatically to all students' enrollments agreements meeting the full-time student status. Should a student already have health insurance coverage that meets Student Health Insurance Program (SHIP) requirements as specified by 114.6 CMR 3.00 then they are required to submit a signed, dated health insurance waiver form with a copy of their valid insurance card. These documents should be placed in a sealed envelope and submitted to the Health Record Coordinator.

As stated in the above regulation, it is the student's responsibility to ensure that the student's insurance program meets SHIP regulation standards and criteria should they waive the Salter College Student Accident and Health Insurance Program.

The Health Waiver Form must be submitted to the Health Record Coordinator within one week of the students start date in Salter College. At the end of seven (7) days, all students without a documented Health Waiver form will be charged the insurance rate. This charge cannot be reversed once the deadline for submission of the Health Waiver Form has expired. The student will be responsible for payment.

Health waiver forms are provided to the student during the enrollment interview. Additional Health information packets and waiver forms are available through the Health Coordinator.

IMMUNIZATION & PHYSICAL EXAMINATION REQUIREMENT

Under the Massachusetts General Law, 105CMR220.600, in order to register at an institution of higher learning, every full-time undergraduate and every full-time or part-time undergraduate student in health science programs, who is in contact with patients, must present a physicians certificate that such student has received the following immunizations:

- at least one dose of mumps and rubella vaccine(s) given at or after 12 months of age
- two doses of live measles vaccine given at least one month apart beginning at or after 12 months of age
- a booster dose of Td within the last ten years
- 3 doses of hepatitis B vaccine

The requirements of 105 CMR220.600 shall not apply where; the student provides written documentation that he or she meets the standards for medical or religious exemption set forth in M.G.L. c. 76, ss 15C:

- the student provided appropriate documentation, including a copy of a school immunization record, indicating receipt of the required immunizations; or
- in the case of measles, mumps, rubella and hepatitis B, the student presents laboratory evidence of immunity

Whenever possible, such immunizations are to be obtained prior to enrollment or registration. However students subject to 105 CMR 220.600 may be enrolled or registered provided that the required immunization are obtained within thirty (30) days of registration and provided, further that the postsecondary institution has policies and procedures for ascertaining which students have failed to obtain the necessary immunization within 30 days, and for taking appropriate follow-up action to ensure compliance with 105 CMR 220.000.

A completed Massachusetts School Health Record and Certificate of Immunization form must be should be placed in a sealed envelope and submitted to the Health Records Coordinator.

FIRST-YEAR EXPERIENCE REQUIREMENT

Students who enter Salter College as first-time first year students must enroll in College Survival Skills. This is a course outside the student's professional education program, which emphasizes the academic tools necessary to ensure a successful college experience. The focus of this course is on managing time, critical thinking, communication, note taking and effective study and research techniques. The student will receive Institutional credit only for this course.

INSTITUTIONAL CREDIT

Institutional credits are courses which are required by the college for preparation and developmental purposes and will not be counted toward the student's degree program.

DEVELOPMENTAL EDUCATION

The College recognizes that students come from a variety of backgrounds and experiences, thus making each student's educational plan different. To assure student success in college-level courses, a variety of developmental courses are available to help students build the necessary skills for college-level work. Developmental education credits cannot be counted toward the credits required for the A.S. Degree.

Developmental Math

MTH080

This course is designed to develop an understanding of fundamental operations using whole numbers, fractions, decimals, and percentages and to strengthen basic skills in mathematics. This course is primarily for students who need to review basic mathematical processes. This course does not satisfy the mathematics general education requirement. Prerequisite: satisfactory basic skills assessment score. 3 non-degree credits.

Basic Algebra I

MTH090

This course provides a comprehensive introduction of algebra. Thorough coverage of real numbers, algebraic expressions and equations, inequalities, and polynomials are provided to insure students have the necessary skills required for the workplace. This course does not satisfy the mathematics general education requirement. Prerequisite: MTH080 or satisfactory basic skills assessment score. 3 non-degree credits.

Basic Algebra II

MTH091

This course will provide an advanced study of algebraic equations. It will provide a more in-depth coverage of information presented in Introductory Algebra including functions, graphs, polynomials, radicals and rational exponents and equations. This course does not satisfy the mathematics general education requirement. Prerequisite: MTH090 or satisfactory basic skills assessment score. 3 non-degree credits.

Developmental English

ENG080

This course focuses on the development of writing and critical thinking skills through the application of grammar, punctuation, and capitalization. Through various applications, team work and reading assignments, students will work toward mastering language skills that are critical to career success. This course does not satisfy the English general education requirement. Prerequisite: Satisfactory basic skills assessment score. 3 non-degree credits.

TUITION & FEES

ALL CREDIT COURSES

\$270/credit*

APPLICATION FEE FOR NEW AND RETURNING STUDENTS*

Administrative Fee	\$100.00 nonrefundable
Application Fee	\$25.00 nonrefundable
Program Change Fee	\$25.00 nonrefundable
Re-Enrollment Fee	\$25.00 nonrefundable
Shift Change	\$25.00 nonrefundable

REQUIRED FEES**

Allied Health Lab Fee	\$180.00	per lab course
Certified Medical Assistant Test Fee	\$125.00	
Compulsory Health Insurance**	\$900.00	subject to change nonrefundable
Culinary Arts Lab Fee	\$480.00	per culinary lab course
Emergency Medical Technician Test Fee	\$205.00	
Graduation Fee	\$50.00	
Massage ABMP Membership	\$199.00	
Technology Fee	\$85.00	per course

ADDITIONAL FEES

Challenge Examination Fee	\$100.00
Drug Testing	\$50.00
Replacement ID Fee	\$5.00
Re-take Fee for ACT	\$50.00
Transcript Fee	\$5.00

BOOKS & SUPPLIES****

Certificate Programs

Associate of Science Programs

Business Office	\$1,631.00		
Culinary Arts	\$1,194.00		
Computerized Accounting	\$1,469.00	Accounting	\$2,765.00
Emergency Medical Technician	\$1,418.00	Medical Assisting	\$2,802.00
Massage Therapy	\$2,276.00	Office Administration	
Medical Assisting	\$1,924.00	Executive	\$2,763.00
Medical Billing & Coding	\$1,837.00	Legal	\$2,643.00
Medical Office	\$1,679.00	Medical	\$2,528.00
Office Support	\$805.00		

*Tuition and Fees are subject to change without notice
 **Per Academic Year – subject to change based on enrollment date
 ***Course retake fee option is available to active students
 ****Subject To Change

FINANCIAL AID

Salter College has financial aid programs available to assist students who demonstrate financial need. Although the primary responsibility of financing an education rests with the student and/or the student's parents, many students require additional assistance to finance their educational goals. Financial assistance is available for those students who qualify.

Eligibility for financial aid and the amount awarded is determined by a financial needs formula. Each case is different. To apply for financial aid, students must complete a Free Application for Federal Student Aid (FAFSA), which is available in the financial aid office. Once the form is completed correctly, the College will calculate the student's financial need and determine the extent of eligibility. Funds are awarded based on the financial need of the student and the availability of funds. All funds are awarded confidentially and impartially.

The College participates in many types of financial aid programs. Two basic types of financial aid are offered: grants, which are a type of gift assistance and require no repayment; and loans, which a student must repay after leaving college.

GRANTS

- *MASSGrant* – The MASSGrant is a need-based program offered through the State of Massachusetts. To be eligible for the MASSGrant, the student must be a full time day student, a Massachusetts resident for at least one year prior to the opening academic year, and have a need determined by the FAFSA. The FAFSA must be processed before May 1.
- *Part-Time Grant*- To be eligible for this grant, the student must be enrolled for at least six or the equivalent but fewer than twelve credits per academic year.
- *Federal Pell Grant* – Federal Pell Grant is awarded to eligible students based on the federal needs analysis. This need based federal grant varies in amount per academic year.
- *Federal Supplemental Educational Opportunity Grant –SEOG* – The SEOG is awarded only to students who demonstrate exceptional financial need. The college receives a sum of money from the federal government that the college must award to eligible students. SEOG's are awarded on a first come, first serve basis.
- *Academic Competitiveness Grant - ACG* – The ACG is awarded to students on the basis of financial need and educational merit. The program is intended to encourage, respectively, rigorous academic study in high school. Therefore to be eligible, students must have completed a rigorous secondary school program of study and graduated after January 1, 2005. Additionally, the ACG is available to permanent residents and U.S. Citizens with demonstrated financial need as determined by the federal needs analysis.

LOANS

- *Federal Stafford Loan* – The Federal Stafford Loan enables a student enrolled at least half time to borrow from a bank. Students qualify for a loan regardless of income, but the federal government pays the interest only on need-based loans. Ten-year repayment has a six month grace period after graduation or date of determination for withdrawals or change to less than part-time status.
- *Federal Parent PLUS Loan* – The Federal Parent PLUS Loan is available for parents of dependent students. Loan applicants must pass a credit check and ten-year repayment begins immediately.

OTHER OPTIONS

- *Sallie Mae Career Loan* – The Sallie Mae Career Loan is offered through a private lender and is a credit-based loan. Repayment begins immediately.
- *Vocational Rehabilitation* - Students with a physical disability may obtain grants-in-aid providing assistance for meeting school-related costs through the MA Vocational Rehabilitation Commission.
- *Veterans Administration Funds* - Veterans and dependents of veterans should check with the Veterans Administration to see if they qualify for any tuition assistance.

WITHDRAWAL FROM SALTER

A student who voluntarily withdraws from the College must return all college property, e.g. library books, reference materials, and settle financial obligations. The student should meet with their Program Director to complete a change of status form. The official date of withdrawal is based on the last day of attendance. A student who does not comply with the withdrawal requirements may forfeit possible tuition refunds, rights to transcripts or grades and consideration for readmission.

WITHDRAWAL FROM SALTER AS A RESULT OF DISMISSAL

If a student is dismissed from the College because of failure to improve Satisfactory Academic Progress (SAP) after a probationary period, failure to return from a granted leave of absence in the allotted time, non-compliance with DOE Title IV and

Salter attendance policies, or as a result of disciplinary proceedings, the student will be subject to the same financial policy and procedures for voluntary withdrawal.

CANCELLATION OF PROGRAM

Salter College will refund all financial investment of the student if a program is cancelled prior to the start of the program. It is the policy of Salter to teach out all programs. This policy reflects the commitment of the institution and protects the rights of the student. If a program is cancelled, the student has the opportunity to transfer into another program.

PAYMENT

TERMS OF PAYMENT

The nonrefundable application fee is due when you complete the Enrollment Agreement for Admission to Salter College. The tuition and fees are due and payable at the start of a program or the start of a course, unless you have requested and we have agreed to provide a financial plan.

METHOD OF PAYMENT

Institutional payment plans are available to cover the cost of tuition, books, and fees for full-time students matriculated in a program. The plans are interest free while completing the program. These payment plans will be established by the Financial Aid Department.

Salter accepts checks, Visa, MasterCard, Discover, American Express and debit cards with Visa or MasterCard. For additional information regarding payments, please contact the Business Office. For students who have agreed to tuition payments, bills are sent on a monthly basis. A payment of 10% of the balance is due upon the first day of the module. The remaining balance will be scheduled in equal monthly payments based on the student's expected graduation date.

If a check, made payable to Salter College, is returned to the college as uncollectible, a \$25 returned check charge will be added to the student account. The college is not responsible for interest charges incurred on credit cards should the student withdraw from Salter College. All tuition and fees must be paid up to date to be considered properly registered for the next module.

It is the policy of Salter College that students or former students having any unpaid obligations for tuition or fees due to the College who have not made acceptable arrangements for settlement of obligations will be subject to the withholding of any grades, grade reports, transcripts, diplomas or certificates and will not be able to participate in the externship course or continue with their program until satisfactory settlement of unpaid debts. Salter reserves the right to forward delinquent accounts to a collection agency. Students are responsible for all legal and collection costs incurred on their account.

SALTER COLLEGE REFUND POLICY

Explanation of charges and refund:

Salter College program charges are based on cost per credit, fees, books, and supplies. Charges are attributed to the student ledger account by academic year. See Salter College Catalog/Student Handbook for definition of an academic year, tuition and fees in sections Tuition and Fees and Academic Information.

Refund Policy for Program Charges

1. If you terminate this agreement within five (5) days, you will receive a refund of all monies paid provided that you have not commenced the program.
2. Termination of the student enrollment/acceptance to Salter College prior to the commencement of the program will result in a full refund of all monies paid, less the administrative and application costs.
3. Termination of enrollment in first calendar week of classes for new, first time students will result in a full refund of all charges, less the books and supplies, administrative and application costs.
4. Termination of this agreement after the first calendar week, prior to completion of 75% of the program will result in an institutional refund calculation. Charges upon termination will be based on all courses completed and attempted. Students will receive a grade of "WF or WP" for any scheduled courses they attended but have not completed. These will count as credits attempted and the student will be charged for the attempted credits as well as all completed credits. Books, supplies and lab fees associated with the courses will also be charged to the student. The student will be responsible for all unpaid charges after all returns resulting from the Federal Return of Title IV funds calculations have been completed.
5. There will be no refund of charges for termination after the student has completed 75% of the program. The student will be responsible for all unpaid charges after all returns resulting from the Federal Return of Title IV funds calculations have been completed.

RETURN OF TITLE IV FUNDS

The return of Title IV funds as prescribed in Section 484B of the HEA, Higher Education Amendments, determines the amount of Title IV aid a student has earned at the time a student withdraws. The amount of the Title IV aid a student has not earned is then returned to the Title IV programs. It is a proportional calculation based on the date of withdrawal (last day of attendance) through sixty (60%) of the payment period. The formula in brief is as follows: (1) The College will determine the withdrawal date and the percentage of the payment period attended. (2) The college will determine the amount of Title IV aid for which the

student was eligible. (3) The college will compare the amount of aid earned to the amount disbursed. If the amount disbursed exceeds the amount earned, the excess amount of Title IV aid must be returned. Any refund due will be refunded first to the Title IV programs in the following order:

- Unsubsidized William D. Ford Direct Loan Program
- Subsidized William D. Ford Direct Loan Program
- Direct PLUS Loan Program
- Federal Pell Grant Program
- Federal SEOG Program
- Any other Title IV Program

After satisfying the above order of refund requirement, if a portion of the refund remains, the regulation requires the college to allocate the remaining funds in the following order: required refunds of other federal, state, private or institutional student financial assistance programs, and lastly, the student. Refunds shall be made within 30 days of date of determination.

SATISFACTORY ACADEMIC PROGRESS AND FINANCIAL AID

A description of Salter College Satisfactory Academic Progress (SAP) policy and procedure is located in the Academic Policy section of this catalog. The financial aid department reviews SAP at the end of each module. Based on the policy, appropriate action is taken. For example, if a student does not meet SAP, the student will be placed on probation. The student may continue to maintain financial aid eligibility and to receive financial aid funding for the probationary period. At the end of the probationary period, SAP is reviewed for continued eligibility. If the student continues to not make SAP, financial aid will be discontinued.

Disbursements

As a non-term academic institution, students must meet the following criteria to earn funding - 12 financial aid credits and 15 weeks; 24 financial aid credits and 30 weeks, 36 credits and 45 weeks and 48 credits and 60 weeks.

ACADEMIC INFORMATION

HOURS OF OPERATION

Classes

Monday	8:00 am to 9:00 pm
Tuesday – Thursday	8:00 am to 10:00 pm
Friday	8:00 am to 4:30 pm
Saturday	9:00 am to 3:00 pm

Academic and Business Offices*

Monday	8:00 am to 5:00 pm
Tuesday – Thursday	8:00 am to 8:00 pm
Friday	8:00 am to 4:30 pm
Saturday	9:00 am to 1:00 pm

* See individual department schedules

DEFINITION OF A UNIT OF CREDIT

The College measures its programs in semester credit hours. One semester credit hour equals a minimum of 20 clock hours of classroom lecture, or 30 clock hours of laboratory, or 45 clock hours of extern. A clock hour is defined as 60 consecutive minutes of which a minimum of 50 minutes is dedicated to instruction.

DEFINITION OF AN ACADEMIC YEAR

The academic year consists of 30 weeks of instruction in which a full-time student is expected to complete 24 semester credits.

FEDERAL DEFINITION OF THE CREDIT HOUR

As of July 2011, the U.S. Department of Education initiated a new regulation that defines a credit hour (Program Integrity Issues, 75 Fed. Reg. 209 (2010) 34 C.F.R. pt. 602). The regulation focuses on the definition of a credit hour as it pertains to awarding Title IV Financial Aid to students. It does not change the academic measurement of credit hours as awarded on a student transcript. Per the regulation, Federal Definition of a Credit, a credit hour must include at least one hour of classroom or direct faculty instruction and a minimum of two hours of homework or out of class student work each week for approximately 15 weeks for one semester.

The following is a summary based on the Federal definition:

- 1 credit = 15 hours of instruction + 30 hours of homework or out of class student work
- 3 credits = 45 hours of instruction + 90 hours of homework or out of class student work

For Salter College academic credits, students receive 1 credit for 20 hours of instruction.

In accordance with the regulation, an academic year consists of 2 pay periods of 15 weeks and 12 federally defined credits for a total of 30 weeks and 24 federal credits.

For purposes of Salter College, the following example demonstrates the number of hours of instruction and homework or out of class student work required for each student in order to achieve the equivalent of 12 federally defined credits over a 15 week payment period based on the financial aid awarding parameters:

To receive financial aid, student must earn 12 federal credits:

45 hours of class & homework x 12 federal credits:	540	hours combined class & homework/out of class work
Salter 3 Module Semester = 360 hours of instruction	-	<u>360</u> Class time per 15 weeks
	180	Out of class homework time required per 15 weeks
Requirements: 180 hours homework/15 weeks	=	12 hours of homework per week
		6 courses in 15 weeks. 180/6 = 30 hours of homework per course
Typical Salter schedule	=	
Salter Day courses meets for 5 weeks 30 hours homework /5 weeks	=	6 hours of homework per week per course
Salter Evening courses meets for 10 weeks 15 hours homework /10 weeks	=	3 hours of homework per week per course

The measurement of homework or out of class student work should be indicated in each syllabi/course outline.

DEGREE REQUIREMENT

Salter College is authorized by the Massachusetts Department of Higher Education to award the Associate in Science degrees. Degree requirements apply to all candidates for Associate degree. Requirements and standards are subject to change. The Associate degree requirements have been established to enhance the graduate's in participation in a global environment as a productive citizen. The degree requirements focus on content area, communications skills, creative and critical thinking, application of scientific reasoning and evaluation of values systems. These requirements are integrated throughout the curriculum.

In order for a student to earn an Associate in Science degree from Salter College, the student must:

- Obtain a minimum cumulative average of 2.0.
- Satisfactorily complete a minimum of sixty credits hours excluding developmental education courses.
- Complete 21-27 credit hours in General Education core requirements in English, Humanities, Science and Math and Social Sciences.

PREREQUISITES

As a part of a student's success, prerequisite courses determine satisfactory knowledge in specific areas. Students are required to complete prerequisites prior to the next level of course work.

COMMENCEMENT EXERCISES

Salter College holds Commencement exercises twice per year. Graduates and students on externship are eligible to participate if they have met all their program requirements and financial obligations to date.

DIPLOMAS AND CERTIFICATES

Once a student has completed their program requirements including externship and financial obligations, students will be notified that their official transcript, certificate or diploma is available from the Registrar. Students are required to pick up certificates and diplomas in person.

ACADEMIC INTEGRITY POLICY

Academic integrity is a fundamental value of higher education. Every Salter student is responsible for upholding the provisions of the Salter College Academic Integrity Policy as outlined below; therefore, no acts of plagiarism, falsification, cheating, or attempts to plagiarize, falsify, cheat or in any way violate the Academic Integrity Policy will be tolerated. Should an academic integrity violation take place, faculty has the right either to assign a grade sanction or to refer the case to the Office of the Dean of Academic Affairs.

Academic Violations

Plagiarism:

1. Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. Plagiarism applies to any type of work including exams, papers, other writing, computer programs, art, photos, or video.
2. Direct Quotes--If you copy someone else's words exactly without placing the words in quotes. Even if you cite the source in your Bibliography or sources list, always put quotes from text in quotations.
3. Summarizing or Paraphrasing --When you change the wording of an idea it still remains the intellectual property of the original author. Changing a few words could still be seen as plagiarism. Be sure that you are not just rearranging or replacing words. Put the idea into your own words and credit the original source.
4. Original Idea--You must give people credit for unique ideas. Obvious ideas, like known facts, don't have to be credited. If material is commonly known to be true it does not need to be documented.

Copyright violations:

1. Copyright laws govern the use of printed materials, photocopying, duplicating software and reproducing audio-visual materials.
2. Violations include the unauthorized use of material which is covered by copyright law, in a manner that violates one of the original copyright owner's exclusive rights, such as the right to reproduce or perform the copyrighted work, or to make derivative works that build upon it.

Fabrication:

1. Submitting made or altered information in any academic exercise.
2. Making up data for a paper or an experiment.
3. Citing nonexistent articles.

Multiple Submissions:

1. Students may not use the same work in more than one class without prior permission.

Cheating:

1. Using or attempting to use prohibited materials (i.e. "cheat sheets", books, notes or, text messaging) when taking a test or other academic work.
2. Altering a graded exam and resubmitting for a better grade.
3. Gaining or providing unauthorized access to examination materials.

Facilitating Academic Dishonesty:

1. Facilitating is knowingly helping someone violate the academic integrity policy.
2. Working together on a take home exam without the instructor's permission.
3. Giving someone the answers to a test.
4. Allowing another student to copy your work.

Interference with other student's work:

1. Giving other students false or misleading information.
2. Making library material unavailable by stealing, deliberately misplacing, or defacing books, journals, or reserve materials or by altering computer files.

If a student is unsure as to whether their action violates the Academic Integrity Policy, it is the responsibility of the student to ask their instructor.

Disciplinary Procedures for Academic Integrity Violations

This process may follow one of two directions:

Faculty Authority

When a faculty member determines that a student has violated the Salter Academic Integrity Policy through an error in judgment rather than a purposeful act of dishonesty, using his or her discretion, the faculty member may take the opportunity to educate the student regarding the acceptable standards for academic work.

Penalties

1. Resubmit the work in question.
2. Submit additional work for the course in which the offense occurred.
3. Assign a lowered grade or loss of credit for the work found to be in violation of the Policy.

The faculty member must report all violations of the Academic Integrity Policy to the appropriate Program Director. The Program Director may at his or her discretion send written notice of the violation to the Dean of Academic Affairs. Students will be sent a copy of the written notice as well. The College will monitor multiple offenses by the student.

In the case of multiple and or blatant acts of dishonesty the offense should be immediately referred to the Dean of Academic Affairs by the Program Director. Students will be notified of the referral in writing by the Dean of Academic Affairs.

Dean of Academic Affairs Authority

An alleged violation of the Academic Integrity Policy along with any accompanying documentation must be reported to the Dean of Academic Affairs within three (3) business days of the violation.

The Dean will promptly notify the student of the charge in writing and arrange a preliminary meeting with the student and appropriate Program Director to discuss the charge. At the preliminary meeting the student will be advised of the procedure and presented with the charge and any evidence submitted by the faculty member. If the student fails to attend the preliminary meeting the dean may proceed with the process. The Dean will impartially gather additional evidence from the student, faculty member or other appropriate parties.

After reviewing the charges, the Dean may dismiss the case or remand the case to the Program Director and faculty member bringing the charge. The Dean will notify the student at the outcome in writing within two (2) business days of the decision for cases not dismissed or remanded the Dean may assign a penalty.

Penalties

1. Loss of credit for the work found to be in violation of the Policy.
2. A failing grade for the class in which the offense was committed.
3. Suspension for one or more academic modules.
4. Permanent dismissal from the college.

If the student is not satisfied with the outcome appeals can be made by following the Formal Grievance Procedure outlined in the Salter Policy Section.

CLASS ATTENDANCE POLICY

Class attendance, promptness, and participation are important factors in a student's academic success. Salter College emphasizes the need to attend classes regularly and on time. Students are expected to attend all scheduled classes, workshops, labs or field trips. Attending classes is the responsibility and commitment of the student. Each faculty member notifies students at the beginning of the module of the attendance policy and course requirements in the course syllabus. These policies are the criteria

for assessment and evaluation. Excessive absences and tardiness may result in a lower grade, dismissal from class, or a class failure. The college will dismiss students who are absent fourteen (14) consecutive calendar days. Students who are dismissed for attendance may be readmitted no sooner than the next module, with the approval from the Program Director and after meeting their financial obligations.

Absence Due to Religious Belief

Under Massachusetts General Laws, Chapter 151C, any student in an educational or vocational training institution, other than a religious or denominational education or vocation training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study or work requirement on a particular day, will be excused from any such examination, or study, or work requirement and will be provided with an opportunity to make up such exam, study or work requirement which he may have missed because of such absence on any particular day; provided, however, that such make-up examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of section.

Absence Due to Bereavement

In the event of a death in the immediate family of a Salter student, the Office of Academic Affairs, or Program Director, will grant the student an excused absence for up to three (3) consecutive business days or longer. The immediate family is defined as parent/guardian, sibling, child, spouse/partner, or with the approval of the Dean of Academic Affairs, a member of the extended family. Students must notify the Dean or Program Director immediately in the event of a death within one (1) week of the initial notification. Students must complete the *Request for Absence Due to Bereavement Form* and attach supplemental documentation. In regard to completion of work missed, if an acceptable agreement between the student and professor(s) cannot be reached, the Dean of Academic Affairs will serve as arbitrator.

MAKE-UP STANDARDS

Attendance is encouraged every day and evening. A student who is absent is responsible to learn the material covered and to meet the requirements of the course for make-up test, homework, etc. Hours of make-up work will not be applied to hours of class attendance.

Faculty members will clearly state the course policy regarding make-up examinations on their syllabi. The faculty member will decide whether the option of taking a make-up exam is available to a student based on a full review of mitigating and special circumstances as defined in the Salter College Catalog and Student Handbook.

CHANGES IN PROGRAMS OR POLICIES

The College reserves the right, at its discretion, to substitute a course of equivalent weight and value for a prescribed course, make reasonable changes to program content, materials, schedules and/or course sequences when in the opinion of the Administration, it will aid the student in achieving educational outcomes. The College is required to make program or policy changes when programmatic or institutional accreditation changes occur.

CHANGE OF PROGRAM OR CONCENTRATION

A student may request a program or concentration change. Program or concentration transfers must be approved by the Program Director, Financial Aid and Continuing Education Department. A transfer credit evaluation will be completed resulting in any transfer credits applied to the new program. The transfer credits will be used in calculating satisfactory academic progress. Program transfer may impact financial aid eligibility, and result in additional charges and courses. A new enrollment contract will be required reflecting the tuition of the new program at the time of the program change. Increased costs such as new book editions may occur as the result a program change. Program Change Fee of \$25 will be assessed.

CLASS SCHEDULE

At any time prior to the start of any program course(s) that the student is registered to take in any module, the College may change the start date of that module, assign the student a new class schedule, and/or cancel the program or course. If the College cancels the program or course, the student's Enrollment Agreement with the College will have been canceled.

For any class session canceled by the College in any module due to a holiday or any unforeseen event, the class may be rescheduled by the College for a different day and time during the same module and may be rescheduled by the college for a day and/or time that differs from the student's regular class schedule. For any class session canceled by the college in any module due to a holiday or any unforeseen event which is not rescheduled, the student will be required during the same module to make up the course work missed as a result of the canceled class session.

COURSE CANCELLATION POLICY

A minimum of ten students is generally required for any course. Therefore, a course may be cancelled as a result of not meeting this requirement.

RESIDENCE REQUIREMENTS

To qualify for a degree or certificate, a student must earn a minimum of 50% of credits in residence at Salter College.

EVALUATION OF STUDENT PERFORMANCE

Students are issued letter grades at the end of each module. Throughout the module, students who experience academic difficulties or have attendance issues are given early warning worksheets indicating the problem and a corrective action plan. The warnings are issued by the faculty member and reviewed by the Program Director.

INDEPENDENT STUDY

Independent study is reserved for students in need of meeting program requirements due to scheduling conflicts or extenuating circumstances. To apply for independent study, students must be in satisfactory academic standing and must have completed the academic prerequisites for the course specified in the course description listed in the catalog. Prior to the start of an independent study, an Independent Study Contract must be completed and signed by the student and Program Director. Contract forms are available in the Program Directors' offices. Independent study is not available for any Allied Health or Culinary hands-on class.

ACADEMIC STANDARDS

ACADEMIC STANDING

Matriculated students are eligible for the following academic distinctions:

ACADEMIC HONORS

Following the completion of each module, the names of all students whose GPA for that module is 3.0 or better, and who are in good financial standing, will be placed on the Dean's List. The distinction will also be noted on the student's report card.

GRADUATION HONORS

Based on the level of academic excellence achieved, graduates may be awarded the distinction of honors or high honors. Honors are recognized at commencement exercises for graduates who have completed all degree/certificate requirements prior to the ceremony, including a minimum of 50% of their credits at Salter College. Students graduating with honors must attain the following cumulative grade point average (CGPA):

- Honors: 3.00 - 3.69 CGPA
- High Honors 3.70 - 4.00 CGPA

GRADING SYSTEM

Official final grades are issued after the end of each module. Letter grades are assigned numerical equivalents so that each student's progress may be reflected in terms of a CGPA. The CGPA is a weighted average calculated by multiplying the module credit hours for each course by the grade point equivalent received for that course, summing the results, and dividing the sum by the total term credit hours. The College uses the 4.0 system for computing the grade point average.

Letter Grade	Percentage Equivalent	Grade Point Equivalent
A	95-100	4.0
A-	90- 94	3.7
B+	87- 89	3.3
B	83- 86	3.0
B-	80- 82	2.7
C+	77- 79	2.3
C	73- 76	2.0
C-	70- 72	1.7
D+	67- 69	1.3
D	63- 66	1.0
D-	60- 62	0.7
F	Failure	0.0
I	Incomplete	0.0
WP	Withdrew Passing	0.0
WF	Withdrew Failing	0.0
TC	Transfer Credit	0.0
PT	Placement Test	0.0
CH	Challenge Credit	0.0
S	Satisfied Requirement	0.0
P	Pass	0.0

CH – Challenge Exam

A grade of "C" or better on a challenge exam is given a grade of "CH". Challenge examination credits are counted as credits toward the certificate or degree but not computed in the grade point average.

I – Incomplete

An instructor may give the grade of "I" to a student who may not be able to complete the work in a course. The faculty member will decide whether the option of getting an "I" is available to a student based on a full review of mitigating and special circumstances as defined in the Salter College Catalog and Student Handbook, and only when a major assessment is missing (e.g. mid-term, final exam).

The student has one week after the end of the module to convert the "I" to a grade. Failure to complete the required work within the one week will result in an "F" grade for the course. Any student receiving an "F" grade must repeat the course. The Incomplete is not calculated in the grade point average or credits attempted calculated toward course completion. However, the conversion from an "I" to an "F" will then result in the calculation of grade point average and course completion credit.

P – Pass

The student has met or exceeded the requirements for the course or seminar. The credits are counted as credits toward the certificate or degree but not computed in the grade point average.

PT – Placement Test

All students are required to take an academic assessment test for Math, English, reading and writing skills. Students who have placed out of the developmental level courses will receive a grade of “PT”. The credits are counted as credits toward the certificate or degree but not computed in the grade point average.

S – Satisfied

The student has satisfied the requirements for the course or seminar. The credits are counted as credits toward the certificate or degree but not computed in the grade point average.

TC – Transfer Credit

Students transferring from other institutions may be eligible to receive credit for comparable courses taken. If a course is accepted as a transfer, a grade of TC will be given but will not affect the student’s GPA. The credits are counted as credits toward the certificate or degree but not computed in the grade point average.

WF – Withdrew Failing

A student who has withdrawn from a course within the first week (day or evening) of the term will not incur an academic grade such as an "F"; however a withdrawal notation (WF – withdraw failing) will be indicated on the permanent record, which will not be calculated into the grade point average.

WP – Withdrew Passing

If a student withdraws after the first week and was passing the course at the time of withdrawal, the student is given a grade of “WP”. The withdrawal will be calculated as credits attempted in the successful course completion percentage.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

All students are expected to meet the minimum standards of satisfactory academic progress required towards their program of study. Therefore, satisfactory academic progress standards are applied to all students at Salter College. The following chart displays required evaluation schedule which monitors the minimum qualitative and quantitative components of the standards based on maximum time frame.

Evaluation Point	Minimum CGPA	Successful Completion of Credits Attempted
25% of Program Attempted	1.0	55%
50% of Program Attempted	1.5	60%
100% of Program Attempted	1.75	67%
150% of Program Attempted	2.0	All Required Credits in the Program

The Maximum Time Frame (MTF) is 1.5 times of the normal program length measured in credit hours attempted in which educational objective must be successfully completed. For example, if a program requires successful completion of 55 credits, the student may not attempt more than 82 credits. In order to receive the original academic credential for which the student enrolled, the student must successfully complete 100% of the required courses and must attain cumulative grade point average of 2.0 within the maximum time frame. Failure to meet the requirements will result in the designation of completer rather than a graduate on the academic record.

In addition, satisfactory academic progress (SAP) must be maintained to remain eligible for financial aid. Satisfactory academic progress is monitored on a qualitative and quantitative level to determine satisfaction. It is measured by the cumulative grade point average and progression towards completion. To ensure students are making sufficient progress throughout their course of study, students are evaluated at 25%, 50%, and 100% evaluation points based on the maximum time frame of their program. Failure to achieve minimum satisfactory progress at the 50% and 100% evaluation points may result in loss of financial aid eligibility and possible dismissal from the institution.

By the end of the First Academic Year, students need to earn a minimum cumulative grade point average of 1.25. By the end of the Second Academic Year, students need to earn a minimum cumulative grade point average of 2.0. Students receiving financial aid who do not meet the CGPA standards at the end of the second year will no longer be eligible for financial aid, may not be placed on probation and must be dismissed, unless the student wishes to continue without being eligible for federal financial aid.

ACADEMIC STATUS BASED ON SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Standing Status – A student in satisfactory academic standing is considered to be making adequate progress towards the certificate and can achieve a 2.0 for graduation. A student in satisfactory academic standing is eligible for financial aid.

Probation Status – Based on the minimum listed in the SAP table, students who fall below the required minimum cumulative grade point average (CGPA) will be placed on probation status. Students are notified by the Program Director of the probation status and are required to complete a Notice of Probation Form. While on probation, the students will meet with the Program Directors and receive academic advising to assist them in grade improvement. Students are permitted to remain on probation for two modules and are eligible for financial aid.

Extended Enrollment Status – A student who is not making satisfactory academic progress after the probation period may be placed on extended enrollment status. A student on extended enrollment status is not eligible for financial aid. A payment plan needs to be established. All credits accumulated while a student is on extended enrollment status count toward the 150% of the normal program length. However, a student in extended enrollment status cannot exceed the maximum time frame and continue to receive the original academic credential for which enrolled.

Suspension Status – A student who did not correct the academic deficiency resulting in probation may be placed in suspension status. If the student successfully appeals the suspension, the student will be returned to probation status. Students are not eligible for financial aid while in suspension status.

Dismissal Status – A student who is not making satisfactory academic progress at the end of the probation period may be dismissed from the college.

NOTIFICATION PROCESS

Students are notified of their academic standing through grade reports at the end of each module. Students who are not in satisfactory academic standing receive notification from the Program Director. Students are then required to meet with their Program Director to review academic progress.

APPEALS PROCESS

Students who do not meet the requirements of the institution's satisfactory academic progress policy may file a written appeal with the Program Director. The Program Director will review the appeal. If the appeal is approved, the student will be notified of the decision. If the student is granted the appeal for mitigating circumstances, the student will be placed on probation for two modules and will be considered making satisfactory academic progress.

MITIGATING AND SPECIAL CIRCUMSTANCES

The Program Director and Dean of Academic Affairs may waive the application of satisfactory academic progress and other academic issues for a specific period of time due to circumstances of poor health, family crisis, or other significant occurrence outside the control of the student. The student is to demonstrate that they had an adverse impact on the student's performance and must document these circumstances. No waivers will be provided for graduation requirements.

REESTABLISHMENT OF ACADEMIC PROGRESS

At the end of the probationary period, the student is required to meet with the Program Director to determine academic status. This meeting will be documented and a copy of the advising form will be given to the student. The original copy will be placed in the student's academic file. If the student is making satisfactory progress, the academic status will be changed to reflect good academic standing. If the student is not making satisfactory progress, the status will be changed to reflect suspension, extended enrollment status or dismissal.

A student may change programs after receiving approval from the Program Director. Under these circumstances, the institution may transfer all relevant credits to the new program and calculate the credits in the cumulative grade point average and credits attempted completion percentage. If the student transfers to a new program without transfer credits, the student will be subject to the new program's maximum time frame, CGPA and completion percentage.

SUCCESSFUL COURSE COMPLETION

Students must complete courses within the parameters established by instructors in order to avoid applicable penalties imposed by the instructors. Successful course completion is calculated by the number of successfully completed credit hours attempted by the student with a grade of D- or higher then divided by the cumulative number of credit hours attempted by the student at that time.

COURSES WITH A MINIMUM LETTER GRADE REQUIREMENT

If a student is enrolled in a course for which a minimum letter grade must be earned, and s/he does not earn the minimum letter grade, the student will not be able to progress to the next level of course work. Instead, the student must repeat the course and earn the minimum letter grade. After the student repeats the course, the higher grade will be used in the calculation of the CGPA. However, both the original credit hours and subsequent repetitions must be calculated as credit attempts in the successful completion percentage. Repeating a course will be done as scheduling permits.

If a student passes the course, but does not meet the minimum letter grade requirement, the student may use the course to satisfy another requirement (e.g., credits earned, General Education, etc.). However, the course may not be used to fulfill the professional education requirement in the student's certificate or degree program.

WITHDRAWAL FROM A COURSE

A student who has withdrawn from a course within the first week (day or evening) of the term will not incur an academic grade such as an "F"; however a withdrawal notation (WF – withdraw failing) will be indicated on the permanent record, which will not be calculated into the cumulative grade point average. The withdrawal will be calculated as credits attempted in the successful course completion percentage. A student may not withdraw from a course after the one-week withdrawal period.

A student not officially withdrawn, but who is not attending courses or meeting the course requirements will receive a grade based on the completed requirements. The grade will be used in determining the quality grade point average even if the grade is an "F" and the credit attempted will be counted towards overall progress. The student is responsible for all financial obligations including the financial obligation for retaking a failed course at the cost per course rate in effect at the time he/she enrolls to retake the course.

COURSE FAILURE/REPEATING A COURSE

If a student receives a failing grade, the student is required to repeat the course. After the student repeats the course, the higher grade will be used in the calculation of the cumulative grade point average. However both the original credit hours and subsequent repetitions must be calculated as credits attempted in the successful course completion percentage.

A student is allowed to repeat a failed course or a course in which they received a low grade (such as in a prerequisite) resulting in he/she not being able to take additional courses. Repeating a course will be done as scheduling permits. After the student repeats the course, the higher grade will be used in the calculation of the cumulative grade point average. However both the original credit hours and subsequent repetitions must be calculated as credits attempted in the successful course completion percentage.

When repeating a course, the student may not qualify for financial aid. In addition, repeating a course may result in the student not completing the program within the maximum time allowed. It is essential students meet with their Program Director and the financial aid officer to determine the best options. The students are responsible for all financial obligations and academic commitments. Students who may need to leave the college and return at a later date will need to submit an application for re-enrollment through the Department of Continuing Education.

TRANSFER CREDITS AWARDED PRIOR TO MATRICULATION

Transfer credits are not calculated in the grade point average or course completion percentage, except when transferring within Salter College. Credits of Salter College graduates are considered transfer credits, therefore, not calculated in the grade point average or course completion percentage. Students are granted transfer credits for work previously completed at an accredited institution, for military training or for satisfactory scores on AP, CLEP or Challenge exams. A grade of C or better is required for transfer credit.

COURSES TAKEN AT OTHER COLLEGES AFTER MATRICULATION

Once a student has matriculated at the college, no courses taken at other institutions will be accepted for transfer credits. Exceptions to this policy may be granted by the Provost.

REMEDIAL/NON-CREDIT COURSES

Remedial and noncredit courses are not calculated towards satisfactory academic progress.

FINAL GRADE CHALLENGE

Students enrolled at Salter College have the right to challenge a final grade if a student feels that a grade has been calculated in error, or that a significant injustice has occurred in the calculation of the grade, except when the grade was a result of academic or professional misconduct (see the relevant program code of conduct).

In order to challenge a grade, the student must first contact the faculty member and discuss the issue within five (5) business days of notification of the final grade. If the student is not satisfied with the outcome, the student should contact the Program Director within three (3) business days of the meeting with the faculty member. The Program Director will meet with the faculty member and the student and try to resolve the issue informally within three (3) business days. If the student is not satisfied with the outcome of the meeting, the student should contact the Dean of Academic Affairs to schedule a meeting to discuss the issue. If the issue is not resolved, the student may progress to the Formal Grievance Process.

TRANSFER OF SALTER CREDITS TO ANOTHER EDUCATION INSTITUTION

The transferability of Salter College courses to other institutions is based on the other institution's evaluation policies and procedures. An institution's accreditation does not guarantee that other institutions will automatically accept another institution's credits.

STUDENTS RIGHTS AND RESPONSIBILITIES

As an active member of Salter College student body, every student is embodied with certain rights and responsibilities that foster cooperative and respectful relationships among students, faculty and staff. The following statement identifies what these are:

Student Responsibilities

- Students are to be knowledgeable of and compliant with the college's policies and regulations.
- Students are expected to follow the Code of Conduct as outlined in the Salter College Catalog & Student Handbook.
- Students are responsible for their understanding of written course syllabi, grading system and attendance policies set forth by individual instructors.
- Students are expected to maintain Satisfactory Academic Progress.
- Students are expected to avail themselves of support services in order to maintain Satisfactory Academic Progress.
- Students are to be knowledgeable of their particular program and externship requirements.

Student Rights

- Students have the right to quality instruction, materials and resources to support their academic program.
- Students have the right to clearly written course objectives, syllabi, attendance and grading policies as set forth by individual instructors.
- Students have the right to evaluate instruction and course content.
- Students have the right to impartial and objective evaluation of their academic performance.
- Students have the right to fair treatment that is free of harassment, intimidation and discrimination from faculty, staff or fellow students.
- Students have the right to a safe and secure academic environment.
- Students have the right to full disclosure of all fees and financial obligations to the college.
- Students have the right to due process in regards to grievances or disciplinary action as outlined in the Salter College Catalog & Student Handbook.

SALTER POLICIES

STUDENT CODE OF CONDUCT

Salter College reserves the right to suspend or expel a student for failure to maintain the standards of academic progress, failure to attend classes regularly and punctually, breach of college rules and regulations, or for any cause that Salter College deems necessary for the good of the college. Student conduct in the classroom, college or at an externship site must be professional. Some forms of misconduct listed below are sufficient reason for suspension or expulsion.

Admission to Classes:

No student will be admitted to a scheduled class unless the student's name is on the instructor's class roster, and the student's account is in order.

Conduct Rules and Regulations:

The following is a list of prohibited behavior. It is not all-inclusive and serves as a guideline. Any student who commits the following misconduct is subject to disciplinary sanctions.

- Intentional disruption of teaching or other college activities on and off campus.
- Any conduct in the classroom or study areas that distracts from the learning environment.
- Theft of or intentional damage to college property or the property of a student, or staff member.
- Any conduct which threatens or endangers the health or safety of a Salter community member.
- Persistent failure to comply with directions given by members of the staff in the performance of their assigned duties.
- Intentional disruption or obstruction of teaching, administration, meetings or programs, or any other official college activity.
- Dishonesty including cheating, plagiarism, giving false information, forgery, or altering institutional documents. (See **Academic Integrity Policy under Academic Information.**)
- Violating the law on college property so as to damage or jeopardize the college's reputation or community standing.
- Violation of federal, state or local laws or regulations as they apply to students on and off campus included but not limited to use, possession or sale of illegal drugs, alcohol, firearms, and other weapons.
- Violation of smoking in buildings or designated areas, violation of college's Smoking Policy.
- Eating or drinking in prohibited areas such as clinical laboratories or computer laboratories.
- Bringing children into the college teaching area. Salter College does not provide childcare services and cannot assume responsibility for their health and safety.
- Improper use of email and Internet access as described in the Library Code of Conduct and Internet Usage policies.
- Failure to comply with software piracy statutes which forbid the copying of licensed computer programs.
- Bringing animals onto the college property.
- Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection or violation of any classroom safety rules.
- Using beepers, cell phones or other electronic devices during class time or in hallways of college.
- Violating HIPAA (Health Insurance Portability and Accountability Act) regulations.
- Violating the college Harassment and/or Sexual Harassment policy.
- Violation of individual program Code of Conduct.

Disruptive Behavior:

Behavior that disrupts or interferes with the learning environment may result in a student being removed from the classroom by the instructor. Disruptive behavior is a violation of the Code of Conduct. The student may be subjected to additional punitive action through the Office of the Dean of Academic Affairs. In the event that a student does not leave the classroom upon the instructor's request, the Administration will seek the assistance of the West Boylston Police Department.

The disruptive student has the right to the following unless the action required Police intervention:

- To be informed in writing of disruptive behavior;
- To be informed in writing of the consequences of not modifying the condition or behavior; and
- To have the opportunity to modify the behavior

PROGRAM CODE OF CONDUCT/ETHICS/REQUIREMENTS

Culinary Arts Program Code of Conduct

The purpose of the Code of Conduct is to provide every Culinary Arts student with a standard of behavior to adopt, and to expect from their fellow students as they work in a cohesive team environment.

- Attendance and punctuality are an important part of academic success and job performance. Students are expected to attend class regularly and arrive on time.
- Arrive to class prepared with the required course book, notebook and knife kit.
- Maintain a professional appearance and demeanor by keeping good hygiene and wearing the appropriate uniform.
- Appropriate uniform is classified as a chef jacket, checkered pants, a cooks' hat and non-skid shoes or sneakers.

- The entire uniform must be worn at all times within the kitchen; the jacket must remain fully buttoned and a belt must be worn if the pants sit below the natural waist.
- No artificial nails, excessively long nails or nail polish. Fingernails must be kept neat and trimmed.
- Students may wear only one single band- which may not have any stones or gems that could dislodge and end up in food products.
- Long hair must be put up or tied back-it must remain secured at all times.
- Gloves must be worn when handling any food product that will not receive any further cooking.
- Hats and aprons must be removed prior to using the restroom.
- Proper and frequent hand washing must be observed.
- Gum chewing is strictly prohibited.
- There is zero tolerance for sexual harassment.
- There is zero tolerance for the use of profanity.
- Students may not prepare any products within the kitchen without faculty supervision.
- Sanitation and safety requirements must be followed at all times.
- Fellow students, faculty and guests will be treated with respect and professionalism.

Emergency Medical Technician Programs Code of Conduct

The primary purpose of Emergency Medical Technician classes is to learn, practice, and contribute to the professional growth of self and support pre-hospital EMS team in a safe and supportive, supervised setting through use of constructive criticism, positive reinforcement, and feedback, adhering to the Code of Ethics for Emergency Medical Technician Students.

- Maintain a professional appearance and demeanor by keeping good hygiene and wearing attire appropriate for class and the Emergency Medical Service setting.
- Appropriate attire is defined as Salter College EMS golf shirt and EMS pants. No perfume, cologne or aftershave is allowed during the pre-hospital field externship.
- Good hygiene is defined as having no potentially offensive odors from body, breath, or clothing.
- Come to class prepared and on time.
- Equipped with stethoscope and appropriate attire.
- Maintain confidentiality of fellow students as you would for patients in a pre-hospital setting.
- Respect each other as a team player.
- There is zero tolerance for sexual harassment.
- No sexual innuendos, jokes, profanity, or inappropriate looks.
- No inappropriate remarks regarding student body shape, size, or characteristics.
- No inappropriate touch, either inside or outside the classroom.
- There is zero tolerance for drug or alcohol abuse during classes or in the EMS field.
- No hats or cell phones are allowed in the classroom or during field externships.

Library Code of Conduct

The purpose of the Library Code of Conduct is to provide every student with guidelines for proper library/equipment usage, so that all students have the opportunity to read, to study and to conduct research.

- Library reference materials, including periodicals, are not to be removed from the library.
- Non-reference books may be checked out for a two-week period and may be renewed once if necessary.
- Students must sign in when using the library; usage statistics are important to the growth of the library.
- Cell-phones are not to be heard in the library; please set to vibrate and take calls outside of the library when necessary.
- Food is not permitted in the library; covered beverages are permitted.
- Library computers are for the purpose of research; please refrain from playing games.
- Downloading of games, personal information, photos, e-mail etc. is not permitted.
- The library is a place for quiet study; please keep conversations at a minimum, and close the door when entering and exiting.
- Students are to return books to the return cart; please do not shelve.

Massage Therapy Program Code of Conduct

The primary purpose of clinical massage classes is to learn, practice, and contribute to the professional growth of self and other massage therapy students in a safe and supportive, supervised setting through use of constructive criticism, positive reinforcement, and feedback, adhering to the Code of Ethics for Clinical Students.

- Maintain a professional appearance and demeanor by keeping good hygiene and wearing attire appropriate for clinical class.
- Appropriate attire is defined as light colored cotton clothing or plain scrubs, and indoor footwear.
- No jeans, baseball caps, sweatshirts, or jewelry.
- No clothing bearing logos including but not limited to band names, clothing brands, and/or slogans.
- Good hygiene is defined as having no potentially offensive odors from body, breath, or clothing.

- Clean, clipped fingernails with no “white” showing.
- No cologne, perfume, or aftershave.
- Come to class prepared and on time.
- Equipped with clean white sheets and towels, holster, nail clippers.
- Maintain confidentiality of fellow students as you would for private clients.
- Respect each student practitioner (client/learner), as you would a stranger.
- There is zero tolerance for sexual harassment.
- No sexual innuendos, jokes, profanity, or inappropriate looks.
- No inappropriate remarks regarding student body shape, size, or characteristics.
- No inappropriate touch, either inside or outside the classroom.
- Maintain proper draping technique at all times.
- Confine disrobing to areas behind privacy screens or rest rooms.
- There is zero tolerance for drug or alcohol abuse during clinical classes.

Medical Assisting Program Code of Conduct/Ethics

The primary purpose of clinical medical assisting classes is to learn, practice, and contribute to the professional growth of self and other medical assisting students in a safe and supportive, supervised setting through use of constructive criticism, positive reinforcement, and feedback, adhering to the Code of Ethics for Clinical Students.

- Maintain a professional appearance and demeanor by keeping good hygiene and wearing attire appropriate for clinical class.
- Appropriate attire is defined as scrubs with or without a lab coat. Professional dress with a lab coat only during interview sessions. No perfume, cologne or aftershave.
- Good hygiene is defined as having no potentially offensive odors from body, breath, or clothing.
- Come to class prepared and on time.
- Equipped with stethoscope and appropriate attire.
- Maintain confidentiality of fellow students as you would for patients in a doctor’s office.
- Respect each student learner as you would a stranger.
- There is zero tolerance for sexual harassment.
- No sexual innuendos, jokes, profanity, or inappropriate looks.
- No inappropriate remarks regarding student body shape, size, or characteristics.
- No inappropriate touch, either inside or outside the classroom.
- Maintain proper draping technique at all times, and use patient gowns when performing EKG’s or other procedures requiring disrobing of the student.
- Confine disrobing to areas behind privacy screens or rest rooms.
- There is zero tolerance for drug or alcohol abuse during clinical classes.
- No food or beverage is allowed in the clinical laboratory.

Student Disciplinary Policy & Procedures

Students are expected to abide by rules and regulations of the College as well as city, state and federal laws. Should a violation occur, the college has developed policies and procedures to protect the rights of all members of the Salter College community.

The written policy provides general notice of prohibited conduct. It should be read broadly because it is not designed to define misconduct in exhaustive terms. Salter College has the right to amend any provision at any time. Salter College is committed to providing a collegiate environment that is free of disorderly, abusive, disruptive and harassing conduct. The College will protect the rights of students, faculty and staff with courtesy and respect.

The policies and procedures are not intended to prohibit the involvement of civil authorities should a violation of city, state or federal law occur. Disciplinary action will proceed as stated in the procedure during the pendency of criminal proceedings. A finding of guilty under criminal law will automatically constitute a finding of guilty under the student disciplinary policy if the charges arise out of the same set of facts. A finding of not guilty will have no bearing on the college in the discipline procedure. Any behavior which may have been influenced by a student’s mental state or use of drugs or alcoholic beverages shall not limit the student’s responsibility for the consequences of his or her actions.

Disciplinary Procedures

Any student, faculty member, staff member or guest of the College may file a complaint against a student for misconduct. The complaint should be filed in writing and submitted to the Dean of Academic Affairs. The Dean initiates an investigation for the purpose of ascertaining whether the charges may be disposed of informally without initiating disciplinary proceedings.

The investigation may include a hearing by the Dean of Academic Affairs and Program Director or other designees with each party involved. A disciplinary sanction may be imposed in lieu of a disciplinary proceeding if the investigation is conclusive, or the student does not dispute the charges or if the student waives a formal hearing.

Formal Disciplinary Hearing

If the Dean of Academic Affairs determines that the alleged misconduct requires formal disciplinary action, the Dean of Academic Affairs shall appoint a disciplinary board with the approval of the Provost or his/her designee. The board will consist of two faculty members and one student member. The board will elect its chairperson and set a hearing within ten (10) business days. The hearing shall be private unless otherwise required by the student who is being charged. The person initiating the complaint must be present. The charges shall be presented to the board by the Dean of Academic Affairs. The board may address questions to all parties. Any party may request the privilege of witnesses. Witnesses may only be present during the time they present their information. After the hearing the board will vote to determine if the student has violated the disciplinary policy. The recommendation of the disciplinary board shall be based upon evidence and testimony presented at the hearing. The chairperson shall make a written report to the Dean and all parties to the hearing, consisting of the charges and summation of evidence and recommendations of the board. The report shall be made within ten (10) business days of the conclusion of the hearing. The Dean shall review the recommendations and make a decision to be relayed to all parties within ten (10) business days.

A written appeal of the decision of the Dean of Academic Affairs may be made to the Provost of the college within five (5) business days of being notified. The Provost will review the decision of the disciplinary board and Dean and make a decision within two (2) business days. A written appeal of the decision of the Provost may be made to the President of the College within three (3) business days of being notified. The decision of the President is final.

Student Disciplinary Sanctions

When a violation is recognized, a sanction need not be imposed in every case. Extenuating circumstances may be taken into account such as the student's present attitude and behavior, past disciplinary record, nature of offense and/or severity of damage.

Individual Sanctions

- Admonition: An oral statement that the student has violated the college's code of conduct, rules or regulations.
- Censure: A written reprimand for violation of the college's code of conduct, rule or regulations specifying the regulation, consequences of violation, and possibility of additional disciplinary sanction should another violation occur within a specified time frame.
- Restitution: Reimbursement for damage of property or for the misappropriation of property. Restitution may be applied in conjunction with another sanction.
- Suspension: Termination of student for a definite period of time.
- Dismissal: Termination of student for an indefinite period of time.

INTERNET USAGE

Access to the Internet has been provided to students and allows them to connect to information resources around the world. Every student has a responsibility to maintain and enhance the College's public image, and to use the Internet in a productive manner. To ensure that all students are responsible, productive Internet users and are protecting the College's public image, the following guidelines have been established for using the Internet. Students accessing the Internet are representing the College. Students are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Internet Relay Chat channels may be used to research academic topics or to gain technical or analytical advice. Databases may be accessed for information as needed.

E-mail should follow these guidelines: Each student is responsible for the content of all text, audio or images that they place or send over the Internet. Fraudulent, harassing or obscene messages are prohibited. All messages communicated on the Internet should have your name attached. No messages shall be transmitted under an assumed name. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language is transmitted through the system.

Use of the Internet must not disrupt the operation of the college network or the networks of other users. To prevent computer viruses from being transmitted through the system there will be no unauthorized downloading of any software. Copyrighted materials belonging to entities other than the College may not be transmitted by students on the Internet. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the College or legal action by the copyright owner.

The College reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Harassment of any kind

is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference will be permitted.

Online Acceptable Use Policy

Internet users enjoy certain rights and privileges, which include:

Safety:

To the greatest extent possible, students will be protected from harassment and unwanted contact. Users should not give out their home address, phone number, credit card information or passwords. However, making the Internet available carries with it the potential that users may encounter information that some have identified as controversial and of potential harm. Because information on the Internet appears, disappears, and changes, creating a "safe, professional environment" is impossible, and implying that it is being done is a disservice to students and staff. Salter's focus is on providing the understanding and skills to use the Internet in ways appropriate to students' educational and professional needs rather than on controlling the environment.

Privileges:

The use of Internet services is a privilege and inappropriate use will result in a cancellation of that privilege.

Examples of inappropriate use include, but are not limited to, attempting to log on to an unacceptable site and not following proper network etiquette listed below.

Network Etiquette:

Each student is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Do not use the network in such a way that you would disrupt the use of the network by other users.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Be professional. Do not get abusive in your messages to others.
- Accessing or downloading offensive or sexually explicit material is prohibited, as is any behavior that is harassing or antisocial.
- Illegal activities are strictly forbidden. Illegal activities include libel, unauthorized entry into computers, or deliberate vandalism or destruction of computer files.
- Adherence to the laws of copyright is required. Users are expected to respect copyright issues regarding downloading and use of software, retrieving and citing of information and attributing authorship.
- Do not reveal anyone's personal address or telephone number.

Note that electronic mail (e-mail) is not guaranteed to be private. College staff who operate the system do have access to all mail. Messages relating to, or in support of, illegal activities may be reported to the authorities. All communications and information accessible via the network should be assumed not to be private property.

Code for Responsible Computing

Respect for Privacy

I will respect others' right to privacy. I will only access, look in or use individuals', organizations' or companies' information on computer or through telecommunications if I have the permission of the individual, organization or company who owns the information.

Respect for Property

I will respect others' property. I will not make changes to or delete computer programs, files or information that belongs to others unless the person, organization or company has given explicit permission.

Respect for Ownership

I will respect others' rights to ownership and to earn a living for their work. I will use only computer software, files or information which I own or which I have been given permission to borrow. I will use only software programs that I have purchased or written. I will make copies of computer files and information only if I own or have written them and will use it only if my original program is damaged. I will sell only computer programs that I have written or have been authorized to sell by the author. I will pay the suggested price to the developer or publisher for any shareware programs I decide to use.

Respect for Others and the Law

I will use only computers, software, and related technologies for purposes that are beneficial to others, that are not harmful physically, financially or otherwise to others or others' property, and that are within the law.

FREEDOM TO LEARN

Students should feel free to take reasonable exception to course material or points of view offered in a course of study and to reserve judgment about matters of opinion; but are responsible for maintaining the standards of academic performance established for each program of study.

STUDENTS' RIGHTS TO FREE ASSOCIATION

Students, as individuals, bring to college their own interests, and as members of an academic community have the right to associate and organize groups with other students based on those interests.

FREEDOM OF INQUIRY AND EXPRESSION

Students and student organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately.

USA PATRIOTS ACT

In response to the terrorist attacks on September 11, 2001, the United States Congress passed and President Bush signed into law the U.S.A Patriots Act. This Act amends the student's right to privacy when an investigation or prosecution of a terrorist crime is being conducted. The request for student information will come from the U.S. Attorney General's office in the form of a court order. Disclosure of this request does not need to become part of the student's record.

GRADUATION/COMPLETION RATES

Students may view the graduation statistics by going to <http://nces.edgov/ipeds/cool/>. Click on the State section and pick the state and city. Then click on "search" at the bottom of screen and then pick the school. The graduation rates are reached via the menu at the bottom of the screen. Any students not able to access this information are advised to see their Program Director to obtain a hard copy.

MISUSE OF DOCUMENTS/PROPERTY

Unauthorized possession, forgery or alteration of Salter College documents, records or instruments of identification are strictly prohibited.

ORDERS AND DIRECTIONS

Failure to comply with specific directives given by a Salter College official, or knowingly supplying false information and/order identification would be subject to discipline up to and including, discharge, dismissal or suspension.

LOSS OF PERSONAL PROPERTY

The College is not responsible for students' personal property that is damaged, stolen or lost. The College will, as a courtesy, maintain a lost and found area at the reception desk.

FIRE PROTECTION SYSTEM

Tampering, damaging, or removing fire extinguishers, fire alarms or smoke detectors are strictly prohibited. Failure to evacuate or obstruction of fire exits is also prohibited.

FIREARMS/WEAPONS POLICY

Salter College strictly prohibits possession or use of firearms, BB guns, air guns, explosives or other dangerous weapons.

SOLICITATION

Solicitation of goods and services from individuals or vendors not contracted by the College (excluding sanctioned fundraisers) is prohibited.

PUBLIC POSTINGS

Any posters, flyers, and other types of information displayed in common areas of the College must be approved by the Student Government Association or the Administration.

ALCOHOL AND ILLEGAL DRUG USE POLICY

In accordance with legal mandates, as well as its philosophy of providing a safe, secure and optimum learning environment, Salter College will enforce the following policy:

- Any student found in possession of an illegal drug or alcohol on campus shall be subject to disciplinary action which could include suspension, expulsion and criminal prosecution.
- Any student found distributing an illegal drug or alcohol on campus shall be subject to disciplinary action which could include suspension, expulsion and criminal prosecution.
- Salter College will uphold and cooperate with all Federal and State laws related to illegal drugs and alcohol.
- Any student found in a state of intoxication shall be subject to disciplinary action including dismissal, discharge or suspension.

ALCOHOL/DRUG SCREENING

Externship sites as well as employers and employment agencies may require a student to participate in drug and alcohol screening as part of the externship or employment process.

If students choose to do their externship or practicum at Fallon Clinic, they are required to pass a urine drug screening. All screening procedures and results are done by Quest Diagnostics, a national leader in drug testing, with full accreditation by leading healthcare institutions and government agencies. Quest Diagnostics offers full confidential on-site drug tests at locations that are convenient to the students. Salter's Medical Records Coordinator coordinates the drug screening process through individual appointments.

NON-DISCRIMINATION AND SEXUAL HARASSMENT POLICY AND PROCEDURES

Salter College is committed to providing equal opportunity in education and employment to all student applicants, students, employees and applicants for employment. Salter College fully supports the right of all persons to apply for academic programs and employment without suffering sexual harassment or unlawful discrimination of any kind. It is the policy of Salter College to maintain a work and academic environment that is free of sexual harassment and unlawful discriminatory actions based on race, color, national origin, citizenship, religion, gender, sexual orientation, pregnancy, age, marital status, disability, genetic information, veteran's status, sexual identity, or any legally protected status.

Unlawful discrimination and/or sexual harassment against students, faculty, and employees of Salter College by officers, faculty, managers/supervisors, employees, advisors/consultants, vendors, clientele, students, and contractors will not be tolerated. Every employee and student of Salter College is responsible for ensuring that her or his conduct does not sexually harass or unlawfully discriminate against anyone in Salter College community. Any student, faculty member, or employee who believes that she or he has been the victim of sexual harassment or discrimination should report the matter immediately through the procedure(s) described below.

Definitions

A. Unlawful Discrimination

Discrimination against a student, faculty member, or employee in the terms and conditions of their student status or employment on the basis of their race, color, national origin, citizenship, religion, gender, sexual orientation, pregnancy, age, disability, genetic information, veteran's status, sexual identity, or any legally protected status that is unlawful under federal and/or state law constitutes a violation of College policy and violators are subject to disciplinary action.

B. Unlawful Sexual Harassment

Sexual harassment is a form of sex discrimination that is illegal under both federal and Massachusetts state law, including Title VII of the Civil Rights Act of 1964, and Massachusetts General Laws, c.151B-Section IV (16A) and 151C-Section II. These laws provide that unwelcome sexual advances, requests for sexual favors and other physical or verbal conduct of a sexual nature constitute sexual harassment when:

Submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of an individual's employment (or) her/his status or entitlements as a student (or) as a basis for employment or academic decisions affecting the individual; (or) Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, humiliating, or sexually offensive academic or work environment.

Conduct which may constitute unlawful sexual harassment

Sexual harassment refers to behavior that is not welcomed and can occur in a variety of situations which share a common element, i.e. the inappropriate introduction of sexual activities or sexual comments into the academic or work environment.

Sexual harassment often involves relationships of unequal power. Such situations may contain elements of coercion, as when compliance with requests for sexual favors becomes a condition for granting privileges or favorable treatment.

However, sexual harassment may also involve relationships among persons of equal authority or power, such as when repeated advances or demeaning verbal comments by a student or worker towards another fellow student or co-worker are unwelcome and have a harmful effect on the person's ability to perform academically or her/his work. Sexual harassment may also involve student and employee behavior directed at non-students or non-employees or non-student or non-employee behavior directed at students or employees.

Conduct which may constitute unlawful discrimination:

- Verbal abuse or innuendo concerning a person's race, color, national origin, citizenship, religion, gender, sexual orientation, sexual identity, pregnancy, age, marital status, disability, genetic information, veteran's status, or other legally protected categories.
- An inappropriate display of objects, pictures, or other representations offensive to an individual's particular race, color, national origin, citizenship, religion, gender, sexual orientation, sexual identity, pregnancy, age, marital status, disability, genetic information, veteran's status, or other legally protected categories.
- Use of derogatory words to describe an individual's race, color, national origin, citizenship, religion, gender, sexual orientation, sexual identity, pregnancy, age, marital status, disability, genetic information, veteran's status, or other legally protected categories.

- Making decisions about an individual's student status or employment status based on her or his race, color, national origin, citizenship, religion, gender, sexual orientation, sexual identity, pregnancy, age, marital status, disability, genetic information, veteran's status, or other legally protected categories.
- Making decisions about an individual's student status or employment status based on their actions on their rights under the sexual harassment and/or discrimination policy or laws.
- An open display of sexually suggestive objects or pictures.
- Romantic involvement between a faculty member and a student, or a supervisor and an employees of which negatively impacts one of the parties in the academic environment or workplace in areas such as educational assignments, grades, job/work assignments, advancements, benefits, salary decision, etc.
- Obscene gestures or suggestive or insulting sounds made towards people who find them offensive.
- The demand for sexual favors, particularly in exchange for academic or job benefits.
- Physical contact such as touching, hugging, patting, or pinching, which is uninvited and unwanted.

Confidentiality

The investigation and resolution of sexual harassment and discrimination complaints shall be conducted with as much confidentiality as is reasonably possible, without compromising the thoroughness of the investigation or the rights of the alleged offender or the ability of Salter College to fulfill its commitment to resolve and avert unlawful treatment of members of its learning community. No disclosure of any information shared by the complainant will be made to the alleged offender or witness(s) without the written permission of the complainant. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the requirements of the applicable laws. In order to protect the dignity and privacy of those concerned, individuals with complaints or concerns about sexual harassment or discrimination are encouraged to direct their communications through appropriate channels as described below, and to avoid unnecessary discussion of specifics within Salter College community.

Informal Resolution Procedure

A student, faculty member, or employee who experiences or witnesses sexual harassment or discrimination may first attempt to resolve the matter informally by discussion with the person or persons involved. Where direct discussion is too difficult, or has failed to resolve the matter, or it is uncertain as to whether discrimination or harassment has occurred, the complainant should (if a student or faculty member) consult with the Dean of Academic Affairs, and may bring a personal advisor to such a consultation, if desired. If the complainant is a non-faculty employee, he/she should consult with his/her direct supervisor, and may bring a personal advisor to such a consultation, if desired.

During such a consultation, the complainant should fully discuss the facts surrounding the allegations of discrimination or harassment and any remedial action that is desired. At this point, an informal resolution will be defined and sought, in order to resolve the matter to the satisfaction of those involved and to assure that no repetition will occur. If no resolution has been reached within ten (10) days and/or the matter is deemed urgent, the formal resolution procedure may be instituted, if appropriate, by the complainant and/or any of the above-mentioned College officials. If a resolution is reached, it should be documented with the complainant and kept in a confidential file in the Office of the Dean of Academic Affairs separate from student academic files/records or employees' personnel files.

Formal Resolution Procedure

If informal procedures are inappropriate or fail to provide a satisfactory resolution, the complainant and/or College official(s), if appropriate, as identified in the informal procedures, may institute a formal resolution process. If so, the complainant will be asked to submit a written statement of the facts authorizing College officials to handle the complaint, and which describes the alleged acts of harassment or discrimination, identifies the witness(es)/ (if any), identifies the location of any corroborating evidence, and provides any other directly relevant information. Within ten (10) days, if reasonably possible, Salter College official(s) handling the complaint will conduct and complete an equitable and thorough formal investigation of the matter. To the extent practical, all investigations will not only include private interviews with the complainant, but the person alleged to have committed the harassment or discrimination, and third-party witnesses, and will include consideration of other relevant evidence. When the investigation is completed, to the extent appropriate, the complainant and the person alleged to have committed the conduct will be informed of the results and any remedial actions and/or disciplinary actions that are considered appropriate. All actions must be consistent with legal requirements in Salter College. The results of the formal investigation will be documented and filed in a confidential file in the Office of the Academic Affairs. Salter College may employ the services of a professional investigative service to facilitate objectivity and fairness. Salter College has the right to call in a third party investigator.

Remedial Action

If the investigation reveals that sexual harassment or discrimination has occurred, appropriate remedial action may include discipline, discharge, or a request for resignation from Salter College. After taking into consideration the complainant's requested remedial action, the Review Committee shall be the final decision-makers regarding the remedial action called for. Salter College reserves the right to contact state and local law enforcement officials as appropriate or as may be required by law.

Non-Retaliation Policy

Any person who has a problem or question concerning sexual harassment or discrimination should feel free to use Salter College resolution procedures without threat of intimidation, retaliation, or harassment. Retaliatory action of any kind against an individual who makes use of these resolution procedures is prohibited and will be regarded as a separate and distinct violation of this policy.

State and Federal Agencies

If you believe that you have been subjected to sexual harassment or unlawful discrimination, you may file a formal complaint with either or both of the government agencies listed below. Using Salter College complaint resolution process does not prohibit your filing a complaint with these agencies.

The United States Equal Employment Opportunity Commission (EEOC)
One Congress Street
Boston, MA 02114
(617) 565-3200

Massachusetts Commission Against Discrimination (MCAD)
One Ashburton Place 424 Dwight Street
Boston, MA 02108 Springfield, MA 01103
(617) 727-3990 (413) 739-2145

Disclaimer

This policy is a guideline that is subject to change by Salter College at its discretion without prior notice to members of Salter College community; no such change shall be made in violation of applicable law. This policy shall not be construed as a contract of student academic status or employment or the terms thereof, nor shall this policy itself give rise to any claim against Salter College or against any person charged with responsibility, if not followed. Harassment can be defined as an intentional and often repeated attack that can take many forms. Harassment of any nature is unacceptable, and will not be tolerated on campus.

COMMONWEALTH OF MASSACHUSETTS SEX OFFENDER REGISTRY BOARD

In accordance with federal law, Salter College has made available to its students the following information: Level 2 and Level 3 sex offender information can be obtained by contacting the Commonwealth of Massachusetts Sex Offender Registry Board located at PO Box 4547, Salem, MA 01970-4547, (978-740-6400), or online at www.mass.gov/sorb/community.htm

HAZING POLICY

Under Massachusetts General Laws, Chapter 269, Sections 17, 18, and 19, any form of hazing is considered to be a criminal offense punishable by a fine and/or punishment. Persons who witness or have knowledge of hazing incidents and fail to report them are subject to similar penalties. The act of hazing occurs when activities or acts that initiate a person into any student organization may result in willful or reckless endangerment to the physical or mental health of the student. Such activities may include forced consumption of, or deprivation of food, liquor, beverage, or drug, and physical attacks such as beating, branding, whipping, and forced calisthenics.

NOTE: The College does not recognize any off-campus student organizations and, therefore, does not publish policies pertaining to such organizations.

DISABILITY GRIEVANCE PROCEDURE

Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA) of 1990 applies to all institutions receiving federal financial aid assistance. This act provides that qualified persons with disabilities cannot be excluded from participation in, denied the benefits of or be subjected to discrimination by any service, program or activity of a postsecondary institution. In order to meet the needs of students with disabilities and fulfill its legal obligations under Section 504 and the ADA, the Disability Coordinator assists students with disabilities in identifying and accessing reasonable accommodations through the college's accommodations process.

If a student believes that he or she has been subjected to disability-related discrimination, the student should file a complaint with the Dean of Academic Affairs, Salter College, 184 West Boylston Street, West Boylston, MA 01583, who will promptly investigate the allegation in a fair and expeditious manner.

Complaints should be filed within 30 days of the incident and should include the following:

1. The exact nature of the complaint—how complainant feels his/her rights have been denied and the person(s) they believe are responsible
2. The date, time and place of the incident
3. The names of witnesses or persons who have knowledge of the incident
4. Copies of any available written documentation or evidence
5. Actions that could be taken to correct the violation

The investigation will include an interview with the person making the allegation and with witnesses, if appropriate. The College will also interview the party or parties to have committed the discriminatory action. If there is agreement that the complainant was the subject of discrimination, corrective action will be taken to restore the complainant's rights. If there is no agreement, the complainant may appeal to the Provost or his or her designee. Students may also file a complaint of discrimination with the Office for Civil Rights (Boston Office), U.S. Department of Education, 33 Arch Street, Suite 900, Boston, Massachusetts, 02110-1491 at any point in the complaint process.

STUDENT PROBLEM RESOLUTION AND GRIEVANCE PROCEDURE

The grievance procedure is a mechanism for problem resolution. The College encourages reasonable effort to be made in problem resolution by those involved in a dispute. The College promotes open and cooperative dialogue before the Grievance Procedure is invoked. Students may file a complaint which will be promptly investigated in a fair and expeditious manner and all reasonable efforts will be made to maintain confidentiality in accordance with applicable law.

Informal Grievance Procedure

The informal procedure encourages the affected person to discuss the concern with any involved College official who may be helpful in resolving the matter. The College official may be a Program Director, counselor or any other official who might assist with an informal resolution directly with the department or individual responsible for the decision or action resulting in the complaint. The purpose of the informal grievance procedure is to allow for misunderstandings to be aired and resolved and to provide an opportunity for the aggrieved person and the alleged perpetrator to attempt to resolve the concern prior to the formal grievance process.

Formal Grievance Procedure for Academic and Non-Academic Issues*

If participation in an informal resolution procedure does not yield a satisfactory outcome for the student, the student can initiate the Formal Grievance Procedure.

The Formal Grievance Procedure is as follows:

Within five (5) business days after exhausting the informal procedure, students must complete a *Request to Initiate a Formal Grievance Form*. The form should be submitted to the Library and Student Services Assistant. This form asks for

- A summary of the complaint;
- Documentation of the informal steps taken to address the complaint (including the names of the college personnel who participated in the informal process and the dates on which the student spoke with the college staff member);
- Documentation supporting the student's position

Upon receipt of the form, the Library and Student Services Assistant will conduct an investigation of the issues presented in the Form. If the issue is an academic related issue (e.g. Grades, SAP, Status, etc.), the information and documentation will be forwarded to the Dean of Academic Affairs for review. If the issue is non-academic related (e.g. Bursar, Financial Aid, Disciplinary, etc.) the information and documentation will be forwarded to the Dean of Library and Student Support Services for review.

Within five (5) business days of receiving the Form, the respective dean will issue a decision in resolution of the issue to the student and the relevant Salter College personnel. The dean may call a formal meeting to hear both sides of the issue, and/or ask for additional documentation. If a formal meeting is called, the student has a right to include witnesses and/or representation in that meeting.

If the student is not satisfied with the decision, the student has a right to appeal to the Provost of Salter College. The student should complete and submit the *Request to Appeal a Formal Grievance Form* within two (2) business days of notification of the outcome of the Formal Grievance process decision. The Provost will review the decision of the respective dean, in addition to supplemental documentation, and issue a response to the student and the relevant Salter College personnel within two (2) business days of receipt of the appeal (if reasonably possible). No new supplemental information can be introduced at this stage of the appeal.

If the student is not satisfied with the decision of the Provost, the student may request a review by the President of the College. The student should make the request to the Provost by signing the relevant section of the *Request to Appeal a Formal Grievance Form*. There are no appeals beyond the decision of the President.

***Please note that there is a separate Formal Grievance Procedure for issues related to Discrimination, Sexual Harassment, and Reasonable Accommodations.**

GOOD NEIGHBOR POLICY

Students are to demonstrate responsible citizenship in the local neighborhood. Excessive noise, harassment of neighbors, public drinking, disorderly conduct, damaging or stealing of property or any other behavior that represents Salter College in a negative manner is strictly prohibited and may warrant disciplinary action.

PARKING POLICY

Salter College maintains two parking sections--one for students located in the front of the building and one located in the back of the building for staff and clinic use only. Students are required to register their vehicle at orientation, and will receive a parking decal that must be displayed in the rear window of their vehicle. Student not properly displaying a parking decal may be subject to a violation fee.

Prohibited Parking Areas Subject to Violation Fees and Tow

Fire Lane

Handicap Parking

Massage Clinic Parking

Faculty Parking

Violation Fees

Non-display of Parking Decal - \$10.00

Double Parking - \$10.00

Handicap Parking - \$25.00

Massage Clinic - \$25.00

Faculty Parking - \$25.00

Immediate payment of any violation fee is expected. Any unpaid fees will be placed on the student's account and must be paid before graduation.

SMOKING POLICY

Salter College maintains an anti-smoking policy in accordance to MGL Chapter 270 Section 22 that states no person shall smoke in any school, college or university. In addition smoking is not allowed at entrances of the building. The College has a designated smoking area outside the cafeteria that is marked and cigarette receptacles have been provided.

USAGE OF CELL PHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES

Salter College strives to maintain an environment that is conducive to maximizing student learning. Cell phones (and other electronic communication devices) should be turned off when entering a classroom. In an emergency, and with prior authorization from the instructor, cell phones may be turned to "silent ring" mode. In such cases, any exit from a classroom to respond to a call should be made with minimal disturbance. In every other circumstance, cell phone usage (and that of other electronic communication devices) is limited to the café or outside of the building.

Violation of this policy may be subject to disciplinary action under the Salter College Student Code of Conduct.

CAMPUS SAFETY AND SECURITY

Salter College provides its students with a secure and safe environment. The College complies with the various federal, state and local building codes and the Board of Health and Fire Marshall regulations. Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The College does not accept responsibility or obligation for any student's personal belongings that are lost, stolen or damaged on or off College property or during College activities. The College does not accept responsibility or obligation with respect to any altercations or disputes between students, whether on or off the College's premise or for any damages or injuries arising from the incident.

STUDENT IDENTIFICATION PROGRAM

The Salter College Administration takes seriously the safety and security of all staff and students. In order to provide an environment where all members of its community are identifiable, a mandatory visible identification card is issued to all new students on the first day of class. Students are encouraged to display their visible card with a Salter lanyard which may be purchased upon receiving their card. The cost of a replacement identification card is \$5.00. Students may also use their card to take advantage of discounts from local vendors, museums and cultural events.

VISITOR POLICY

As part of Salter Safety Program, any visitor on the property of Salter must immediately report to the Welcome Desk, sign in and wear a visitor badge. Visitors must be escorted while in the building.

ANIMALS AND PETS

Animals and pets are not allowed in campus buildings.

PROCEDURES TO REPORT CRIMINAL ACTIONS & EMERGENCIES

All campus security and safety incidences should be reported to the College's administration. An incident report will be completed, documenting all criminal actions and/or emergencies, describing the event and in some cases, filing a police report.

To report a crime or an emergency, contact the administration at the following telephone number:

Salter College
184 West Boylston Street
West Boylston, MA 01583
(508) 853-1074

The administration reviews all reported violations of law and works with the local police in the reporting, investigation and prevention of violations of the law which may occur on the campus property.

Policies Concerning Law Enforcement

Under the College's policy, security personnel who are not duly appointed law enforcement officers have no power of arrest, will not be armed and are forbidden to use force in any situation except in self-defense. Security and administrative personnel are authorized to request unidentified persons to identify themselves while on campus. Support from local police may be summoned by campus security or the administration by calling police at 911.

All crimes are reported to the President or Provost of the campus who, in turn, may call the local police if necessary.

ANNUAL CRIME STATISTICS

Students may view crime statistics by going to www.op.ed.gov./security. Click on Open Campus Security Statistics Website, then go to the State Section and pick your state, click on search at the bottom of the screen and then pick your school. Any students not able to access this information are advised to see their Program Directors to obtain a printed copy.

Programs to Inform Students about Campus Security Procedures and Practices

Security procedures and practices are addressed at orientation sessions for new students and employees. Significant changes to policies or procedures related to security will be available for distribution to all students and employees.

Description of Programs to Inform Students and Employees about the Prevention of Crime

Although the College does not conduct formal awareness programs, students and employees are advised to read the section called "Common Sense in Preventing Crimes" to assist in the prevention of crime.

Policy Regarding Campus Sexual Assault Programs to Prevent Sex Offenses

The College advises students and employees to follow safe practices to increase their awareness and prevent incidences of sexual assault. In addition, it is suggested they read the section called "Common Sense in Preventing Crimes" to assist in the prevention of a sexual assault.

Common Sense in Preventing Crimes

- Be Alert – Take in your surroundings. Don't be afraid to look around you occasionally to see who's standing near you or walking towards you.
- Be Determined – If you are on an unfamiliar or lonely street, quicken your pace and act as if you are going to meet someone who is waiting for you.
- Walk Carefully – Walk where it is well lit. Stay away from darkened buildings, entrances, doorways, alleyways and high shrubbery. Travel with companions whenever possible during the daytime and especially at night. There is greater safety in numbers.
- Planning Ahead – Know where you are going. Know the general day and evening conditions of the streets you use and know which stores are open late at night. If an emergency situation arises, go to these locations. Have your car keys in hand when you are going to your car. Before getting in your car, check the floor of the back seat for intruders. Keep your doors locked and windows up while driving. Never pick up strangers of either sex. If you suspect you're being followed, drive into a busy, well-lit business establishment and call the police.
- Call the Police – Notify police immediately of suspicious persons who are loitering, going from door to door, trying doors or sitting in parked or slowly cruising cars. Description of the person, color, make and model of car, and the time and location are all important to the police. If you're in any doubt about a person, call the police and let them settle the doubt.
- Reporting – If you become a victim of a crime, report the incident promptly to the campus administration and police.

Educational Website to Promote Awareness of Rape and Other Sex Offenses

At the websites listed below, you may obtain information regarding rape and other sex offenses.

<http://www.safety.com/womens/>

<http://www.usdoj.gov/ovw>

Procedures to follow when a sex offense occurs:

- As soon as possible after the assault has occurred, contact campus administration who will notify local police authorities upon the request of the victim. Victims, of course, may request anonymity to the extent permitted by law.
- Because physical evidence is of the utmost importance to help establish proof of criminal assault and/or identify the perpetrator:
 - Do not change your clothing.
 - Do not clean your body or clothing.
 - Do not disturb or alter the crime scene.

You will be advised to go to a rape treatment center for the medical examination and treatment of physical injuries. Emotional counseling is available at rape treatment centers or you may desire to see a private counselor. Upon request, all victims of sexual assault will be provided the opportunity to change their academic schedule.

Procedures for Campus Disciplinary Action when a Sex Offense Occurs

In the case of an on-campus disciplinary action regarding an alleged sexual assault, the accuser and the accused are entitled to the same opportunities during the campus disciplinary proceedings. Both the accuser and the accused will be informed of the outcome of any proceedings brought alleging a sexual assault. See the Student Disciplinary Policy and Procedures for additional information.

Procedures for General Campus Disciplinary Action

The College may disclose to the victim of any crime of violence the results of any disciplinary proceedings conducted against the perpetrator of said crime.

A crime of violence is defined as an offense that has the element, the use, attempted use, or threatened use of physical force against the person or property of another; or any other offense that is a felony and that, by its nature involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense. See the Student Disciplinary Policy and Procedures for additional information.

Timely Warning

In addition to the annual campus security report, the College will make a timely warning to the campus community of any occurrences of the following crimes that are reported to campus security authorities or local police agencies and are considered to represent a serious or continuing threat to students and employees. These crimes are: Criminal homicide including, (a) murder and non-negligent manslaughter, and (b) negligent manslaughter; forcible and non-forcible sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; and arson; separately by category of prejudice each crime listed above and any other crime involving bodily injury reported to local police agencies or to a campus security authority that shows evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability; arrests for drug violations of liquor and drug law violations, and illegal weapons possession; and persons not arrested but referred for campus disciplinary action for liquor, drug, and

weapons law violations. The warning will be made either by a conspicuous posting or by an announcement read to the students and staff.

EMERGENCY POLICY AND PROCEDURES

It is the responsibility of the entire college community to report all emergencies, health or otherwise, to the Program Directors or an Administrator on duty who will assess the situation and follow the appropriate procedures.

Students should immediately report any medical, criminal, or other emergency occurring on college premises to the Administrator on duty or any other college employee. On receipt of any report of medical or criminal emergency, the College will obtain the services of medical or security professionals. In the event of a criminal emergency, the student may be required to confirm in writing the details of the criminal emergency reported. Students are encouraged to promptly and accurately report all crimes that occur on college premises or during any college activities to college officials and appropriate police agencies.

Health Emergency: The Administrator on duty will assess the situation and will call for emergency help (911). The Administrator on duty will stay with the student until emergency personnel arrive. The emergency personnel will make an assessment, and may recommend the student be transported to a hospital emergency room. If the student refuses, they must complete a waiver form provided by the emergency personnel. The Administrator on duty will file an incident report, and will follow-up with the student.

Fire, Flood, Hurricane, and Evacuation Procedure: Salter complies with approved emergency evacuation plans that are posted in all classrooms and student gathering areas. Evacuation plans and emergency equipment undergo regular inspection by maintenance and the local fire department to ensure they are in proper working order.

Criminal Activity: Any activity that is witnessed or suspected to be of a criminal nature must be immediately reported to the Program Directors or the Administrator on Duty. The Administrator will investigate the alleged activity, necessary notify the police department and file an incident report. The Administrator will follow-up with the appropriate disciplinary action.

LEGAL LIABILITY OF THE COLLEGE

The College is not legally liable for damages or loss of personal property or interruption of services due to weather or acts of God.

FIRE PROTECTION SYSTEM

Tampering, damaging, or removing fire extinguishers, fire alarms or smoke detectors are strictly prohibited. Failure to evacuate or obstruction of fire exits is also prohibited.

FIREARMS/WEAPONS POLICY

Salter College strictly prohibits possession or use of firearms, BB guns, air guns, explosives or other dangerous weapons. The college is not responsible for lost or stolen items or damaged on or off College property or during College activities. The College does not accept responsibility or obligation with respect to any altercations or disputes between students, whether on or off the College's premise or for any damages or injuries arising therefrom.

Students may view crime statistics by going to www.op.ed.gov/security. Click on Open Campus Security Statistics Website, then go to the State Section and pick your state, click on search at the bottom of the screen and then pick your school. Any students not able to access this information are advised to see their Program Directors to obtain a printed copy.

STUDENT SERVICES

NEW STUDENT ORIENTATION PROGRAM

The New Student Orientation Program is designed to provide students with the resources that are essential to their transition as a Salter student. The program provides students with information to help them enhance their success regarding their specific educational goals. As part of the orientation program, presentations include information on what it takes to be a successful student. Important facts such as the College policies and procedures, available campus resources and services, class schedules, and the student handbook will be introduced. In addition, students have the opportunity to meet members of the administration, faculty, staff, and student body.

COLLEGE SURVIVAL

Salter College offers a College Survival Skills course designed to meet the unique needs of our student body. The goal is to support new students in their transition to the challenges of college life. The course is comprehensive in scope, teaching the skills and strategies required for success at Salter College. Topics include time management, critical thinking, listening, taking notes, learning how to study, effective writing, speaking and research techniques. Students are given opportunities to discover and practice many procedures, techniques, and tips relating to these topics.

ACADEMIC ADVISING PROGRAM

As an integral part of the overall mission of the institution, the Academic Advising Program provides student-centered advising and guidance for the development of suitable educational, career and personal goals. All faculty and staff are committed to the development of student's enhanced self esteem, self direction, personal values and ethics in relation to building a community of professionals with an interest in life-long learning. Academic Advising begins with the Program Director at orientation and continues as a collaborative effort between the student, the Program Director and the faculty throughout the student's program.

ACADEMIC SUPPORT CENTER

Salter College provides a variety of services through the Academic Support Center for students who are experiencing academic difficulties/challenges. The Center provides assistance to all students free of charge in a supportive informal setting. The center is staffed by Salter College faculty who provide group and individualized tutoring in all course subject areas. Services are designed to help motivate students to learn effectively, and rise to the challenges they face in their coursework.

WEEKLY WORKSHOP & TUTOR SERIES

Anatomy and Physiology Workshop

This workshop provides assistance to students in the areas of Anatomy and Physiology. The workshop will be a combination of directed learning pertaining to current syllabus topics followed by an open forum for questions. All A&P I and II students are encouraged to attend as well as any other student with questions or curiosity about the structure of the body.

Computer Basics Workshop

This workshop provides assistance to students who have had very little computer experience. Topics covered include how to save to flash drives, retrieve documents, and editing and formatting reports for class assignments. Students learn the APA/MLA documentation citation which is the formatting required for all reports assigned in the College. Students are encouraged to attend this workshop with basic computer questions and for reinforcement of areas learned in the classroom.

Math/English/Computer Workshop

This workshop combines tutoring in Math, English and computer skills. It is offered for students seeking assistance in computer basics (Word, Spreadsheet, PowerPoint, database, keyboarding, SMO, computer concepts, Quick Books) basic math skills (number systems, factors, orders of operations, fractions) and/or English skills (grammar, literature, and composition). Students are encouraged to attend to support and reinforce the classroom learning experience.

Medical Terminology Workshop

This workshop is offered to Medical Terminology I and II students who would like support with the understanding of word components and breakdown and application of medical terms. There will also be an opportunity for students to review the various body systems and their pathologies and diagnostic techniques. The weekly topics will follow the Medical Terminology syllabus.

Mission A-Plus Salter Success

This workshop covers topics such as note taking skills, and test taking skills, reading comprehension methods, study techniques, and ways to enhance memory and concentration. Students are given tips to enhance their concentration level and active listening skills during class lecture time. Efficient time management strategies are also reviewed.

Problem Solving/Math Workshop

This workshop concentrates on math and critical thinking skills. Student will be focusing on problem-solving, communicating and reasoning. Small group instruction will allow students to explore specific questions for clarification while presenting them with the opportunity to practice math skills.

Writing/English Workshop

This workshop provides assistance to students in the areas of reading, writing and English language skills, with a particular emphasis on grammar. Through the enhancement of writing and reading skills, students will be able to improve their understanding of the subject matter they are studying at any given point in their program. Furthermore, enhanced English skills will help students develop a sense of professional competence in their ability to communicate.

TECHNOLOGY SUPPORT

Computers with Internet access are available in the Dorothy Salter Library, the Academic Support Center, and in computer labs. All computers are equipped with links to Dorothy Salter Library webpage and have the current software necessary for students to complete their coursework.

REGISTRAR SERVICES

The Office of the Registrar offers the following professional services: enrollment processing, verification of enrollment, reenrollment, class scheduling, posting and distributing of grades, attendance and graduation status. The office also maintains and issues transcripts. An official copy of the student's grades will be mailed upon written request from the student or the completion of the Transcript Request Form. An official transcript is sent directly to the institution or place of employment from the registrar's office. Payment of \$5.00 per transcript is required. Unofficial copies of the student's record are furnished for student use. Transcripts are issued upon the student meeting all financial and academic obligations.

VETERAN'S SERVICES

Salter College assists eligible veterans and dependents of veterans in filing and submitting necessary paperwork to certify enrollment status under Veteran's benefits. Students inquiring about benefits should visit the Financial Aid Office for an appointment.

DISABILITY SERVICES

Section 504 of the Rehabilitation Act of 1973 is a Federal law that protects qualified individuals from discrimination against citizens with disabilities. Specifically, Section 504 of the Act states, "No otherwise qualified handicapped individual in the United States...shall solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Salter College is committed to the following:

- Salter College may not apply limitations upon the number or proportion of students with disabilities who may be admitted.
- Prohibition of pre admission inquiries as to whether an applicant has a disability.
- No qualified handicapped student shall be excluded from participation in any course of study.
- Modifications to academic requirements as are necessary to ensure that the requirements do not discriminate or have the effect of discriminating on the basis of handicap, against a qualified handicapped applicant or student.
- Supports appropriate academic adjustments such as tape recorders or auxiliary aids for certain students with disabilities.
- Provide alternate methods for evaluating the academic achievement of students who have a handicap that impairs sensory, manual or speaking skills.
- Salter College shall provide services without discrimination on the basis of handicap. Students with disabilities will not be directed toward more restrictive career objectives than are non-handicapped students with similar interests and abilities. Students will receive factual information about licensing and certification requirements that may present obstacles to handicapped persons in their pursuit of particular careers.

Criteria for Identification

As defined by 504 of the Rehabilitation Act, a person with a disability:

1. has a physical or mental impairment which substantially impairs one or more major life activities
2. has a record of such an impairment or;
3. regarded as having such an impairment.

The term "major life activities" means functions such as caring for one's self, performing manual tasks, walking, hearing, breathing, learning, and working. The impairment may be either permanent or temporary.

By law, students who have disabilities are not required to identify themselves as having a disability. In order to receive academic adjustments, students with disabilities must submit appropriate documentation to substantiate their disability to the 504 Coordinator. Upon student request, the 504 Coordinator in conjunction with academic personnel will determine appropriate academic adjustments and coordinate arrangements to provide auxiliary learning aid assistance and support services to students in accordance with their documented needs, accommodations will never be set up "automatically." Students must meet with the 504 Coordinator and their Program Director to have a discussion about individualized accommodations. All provided accommodations will be defined via a meeting between the 504 Coordinator and student. The responsibility for determining a student's eligibility for services rests with the 504 Coordinator and the student's Program Director. Confidentiality of records is

required by law and maintained in the office of the 504 Coordinator. Only upon the student's written release can the 504 Coordinator discuss a specific disability with the faculty member.

Disabilities as defined in Section 504 include but are not limited to:

- Physiological disorder or condition
- Cosmetic disfigurement
- Anatomical loss affecting one more of the following body systems: Neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular, reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine
- Mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities

Disability Services

- Salter College offers the following assistance available to support students with disabilities:
- reserved parking
- note takers/scribes
- extended time exams/alternative testing
- study skills workshops
- taped lectures
- assistance in obtaining auxiliary aids

HEALTH SERVICES

As a non-residential college, Salter College does not provide in-house health services. It does maintain a current list of local free medical clinics, and area agencies that provide counseling and mental health services.

ALCOHOL AND DRUG PREVENTION PROGRAM

In accordance with The Drug-Free Schools and Communities Act Amendment of 1989, which requires recipients of federal funds to adopt and implement an alcohol and drug prevention program, Salter College has available to its students reference books and current periodicals, pamphlets relating to prevention, intervention, and health risks of alcohol and drug abuse, and a community resource guide for referral to local prevention, intervention and rehabilitation programs.

SUBSTANCE ABUSE PROGRAM

This institution addresses the problem of drug and alcohol abuse by introducing a substance abuse policy to ensure that the College will have a drug free workplace and learning environment. This policy is distributed to all employees and to all students enrolled at our campus.

Drug and alcohol addiction is a complex, yet treatable disease. Even the incidental use of highly toxic and potentially addictive substances may trigger detrimental bio-medical changes within the body and/or inconsistent behavioral patterns which could endanger both the user and surrounding persons. The sharing of paraphernalia (needles, syringes, pipes, etc.) used for the intake of these substances may, if blood to blood contact results, promote the transmission of causative agents related to Hepatitis B and Acquired Immune Deficiency Syndrome (AIDS). For this reason, our substance program is targeted at alleviating the problem at the community level by involving students, employees and their families.

While the College understands students and employees under a physician's care may be required to use prescription drugs as a form of therapy, abuse of prescribed medications will be dealt with in the same manner as the abuse of illegal substances.

The ultimate goal of this policy is to balance our respect for individual privacy with our need to keep a safe, productive, drug-free environment. Our intention is to prevent and make available treatment for substance abuse. We strongly encourage those who seek help in overcoming their problem. In this way, fully rehabilitated abusers who remain drug-free can return to school or employment in good standing.

With these basic objectives in mind, the College has established the following policy with regard to use, possession, or sale of alcohol and drugs.

Student/Employee Assistance Program

The College maintains a Student/Employee Assistance Program (SEAP) which provides help to students and employees who suffer from drug and alcohol abuse. However, it is the responsibility of the affected individual to seek assistance from SEAP before drug and alcohol problems require disciplinary action. Once a violation of this policy occurs, subsequently using the SEAP on a voluntary basis will not necessarily lessen the disciplinary action and may, in fact, have no bearing on the determination of appropriate disciplinary action.

An individual's decision to seek prior assistance from the SEAP will not be used as the basis for disciplinary action and will not be used against the student or employee in any disciplinary proceeding. On the other hand, using the SEAP will not be a defense to imposition of disciplinary action where the facts providing a violation of this policy are obtained outside of the SEAP.

Accordingly, the purposes and practices of this policy and program are not in conflict but are distinctly separate in their applications.

Through the SEAP, the College will provide the opportunity for appropriate assessment of the affected individual's condition and referral to licensed treatment facility. Such students and employees may be granted leave with a conditional return to school or work depending on successful completion of the agreed treatment regimen which may include periodic and random testing.

Grounds for Disciplinary Action or Termination for Illegal Drug Use:

Any student or employee bringing onto the College's premises or property, having possession of, being under the influence of, or using, consuming, transferring, selling or attempting to sell or transfer any form of illegal drug as defined here during scheduled class time or while on College business is guilty of misconduct and is subject to discipline up to and including dismissal, discharge or suspension without pay from employment even for the first offense.

Definitions

A. Legal Drug: Includes prescribed drugs and over-the-counter drugs which have been legally obtained and are being used solely for the purpose for which they were prescribed or manufactured.

B. Illegal Drug: Any drug – (a) which is not legally obtainable; (b) which may be legally obtainable but has NOT been legally obtained; (c) which is being used in a manner or for a purpose other than as prescribed. The following examples are provided as reference and other substances may be included within the legal parameters of this category:

NARCOTICS: Opium, Heroin, Morphine, and Synthetic Substitutes

DEPRESSANTS: Chloral Hydrate, Barbiturates, and Methaqualone

STIMULANTS: Cocaine, Crack, and Amphetamines

HALLUCINOGENS: LSD, Mescaline, PCP, Peyote, Psilocybin, and MDMA

CANNABIS: Marijuana and Hashish

Policy & Work Rules

Illegal drug use and alcohol abuse is prohibited by a student or employee of the College. The College complies with the Drug Free Workplace Act of 1988. Any student or employee determined to be in violation of this policy is subject to disciplinary action which may include dismissal, termination and even prosecution as mandated under local, state or federal statutes. Possession of unlawful substances may be punishable as a third degree felony and may carry a maximum sentence of up to five years in a state correctional facility. Further legal information can be obtained by calling the State Attorney's Office. It is a standard of conduct of the College to establish and enforce the programs and rules set forth below:

General Procedures

A student or employee reporting for school or work visibly impaired and is unable to properly perform required duties will not be allowed to attend their class or work. If possible, the instructor or employee's supervisor should first seek another supervisor's opinion to confirm the individual's status. The supervisor should then consult privately with the student/employee to determine the cause of the observation, including whether substance abuse has occurred. If, in the opinion of the supervisor, impairment is determined, the individual should be sent home or to a medical facility by taxi or other safe transportation alternative, accompanied by the supervisor or another student or employee if necessary. The impaired person should NOT be allowed to drive themselves.

Alcohol Abuse

Any student or employee who is under the influence of alcoholic beverages during scheduled class time or while on college business is guilty of misconduct and is subject to disciplinary action including dismissal, discharge or suspension without pay from employment, even for the first offense.

A student/employee shall be determined to be under the influence of alcohol if: (1) the individual's normal faculties are impaired due to the consumption of alcohol, or (2) the student/employee has a blood alcohol level of .10 or higher as determined by the appropriate medical or legal authority.

Failure to submit to required medical or physical examinations or tests is misconduct and is grounds for dismissal, discharge or suspension without pay from employment. The College provides instructors and supervisors with policy and procedural guidelines and personal consultation as necessary for the management of circumstances affecting student or employee performance.

Additionally, the College will monitor the progress made by the students and employees in programs for which they have been referred, including consultation with the campus administrator or an employee supervisor if satisfactory compliance with a recommended course of action is made, a requirement for continued enrollment or employment and the individual has given their consent for such discussion.

Problems requiring extended counseling or in-patient treatment are dealt with through referral to professional treatment facilities. As a non-residential college, Salter College does not provide in-house health services. It does maintain a current list of local free medical clinics, and area agencies that provide counseling and mental health services.

DINING SERVICES

Salter College offers lunch service on specific days and evenings during the week and maintains a student lunch room with vending machines and microwaves.

RESIDENCE HALLS

As a commuter college that draws the majority of its students from within a 20 mile radius, the college does not have residence halls.

DOROTHY SALTER LIBRARY

Students are encouraged to use the library, which was specifically developed for the Salter Community. The collection is built in direct consultation with faculty members from all departments, especially as new courses are developed and existing courses are enhanced. Beyond its primary goal to support the curriculum of Salter College, the library serves a community of life long learners with a wide range of interests and educational backgrounds. As a member of the Association of College and Research Libraries (ACRL) and in recognition of the responsibility of libraries to provide an environment fostering academic freedom, the Dorothy Salter Library supports the ACRL's Intellectual Freedom Principles for Academic Libraries.

Students, faculty, or staff members may challenge resources in the Dorothy Salter Library. Challenges must be based on the failure of that resource to meet library's collection development policy, including the commitment to intellectual freedom.

Circulating Collection

The circulating collection materials can be charged out for two weeks and renewed for an additional two weeks. Materials that have been renewed can be recalled if needed by another library user. Reference books, periodicals/newspapers, reserve materials, and audiovisual materials can only be used in the library.

Interlibrary Loan (ILL)

Library collections from across the state are made available to Salter students through our membership in the Central Massachusetts Regional Library System (CMRLS) a network of school, public, special, and academic libraries encompassing 71 communities in Central Massachusetts. Requests can be made at the library circulation desk.

Academic Resource Collaborative

Salter College is a member of the Academic Resource Collaborative (ARC), a coalition of academic, public, and special libraries working together to facilitate the sharing of resources and services for the benefit of their collective users. A list of ARC libraries which have shared borrowing privileges with Salter College is available in the library. An ARC borrowing card can be requested at the library circulation desk.

Periodicals

Current issues of periodicals subscribed to by the library are displayed for browsing and back issues are available for use in the library.

Information Literacy

The library staff participates in the College Survival Skill class, scheduled workshops, course-related instruction, and individualized instruction.

The library has computers that provide access to Microsoft Word, PowerPoint, Excel, Access, and many other course-related software applications, as well as the Internet. Documents may be printed free of charge to a networked printer. The library has a coin-operated copy machine for student use and copies cost 10 cents a page.

Staff

Library hours are posted at the entrance to the Library and on the web site at www.saltercollege.com/Library.

An applications for a library card is offered at orientation but can also be acquired through completing a form at the circulation desk. The databases available in the library can be accessed off-campus through the library website.

Guidelines

1. Students need a valid library card to borrow library material or access the databases outside the library.
2. All incoming students are given the opportunity to request a library card as a part of the College Survival Skills Course
3. Students receiving a library card must sign a Library Patron Agreement and a Library Internet User Agreement.
4. No food or drink or cell phone use is permitted in the library.
5. Students will receive three warnings about their overdue books before borrowing privileges are blocked.
6. If a student has books that are overdue more than four weeks, the following actions go into effect:
 - a) Grades, transcripts, and diplomas will be withheld.
 - b) Students will not be allowed to advance to their next module.
 - c) Students will not be allowed to participate in externships.
 - d) No academic information will be available to potential employees or other institutions of higher education.Once the library materials are returned, the above actions will no longer be in effect.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association (SGA) includes all registered Salter College students. The Student Council of the SGA is an elected group of students that represent the voice of the student body. Their main objective is to communicate ideas and concerns to the administration and to serve on various college committees. The SGA meets every week and all students are welcome to attend.

ORIENTATION WELCOME COMMITTEE

Student leaders organize and conduct orientation activities such as registration, campus tours and program presentations.

ATHLETIC PROGRAMS

Salter College does not currently offer athletic programs.

CERTIFICATIONS, LICENSING, STATE & NATIONAL EXAMS

Students are responsible for pursuing and obtaining certification, licensing, as well as participating in state and national examinations. The college makes every attempt to provide students with accurate information pertaining to test dates, requirements and examination fees. Students are not certified in any way upon program completion. Several programs are designed to prepare students to take various certifications; however, Salter College cannot guarantee students will pass the examinations. In some cases, field experience may be necessary to successfully pass examinations.

The following table illustrates the exams and certifications pertaining to Salter programs.

Program	Examinations /Certifications/ Licenses
EMT	Massachusetts OEMS approved practical and written exams and examiners. Administered at Salter College. Commonwealth of Mass. Certification (EMT-Basic)
Massage Therapy	National Certification Board for Massage Therapy and Bodywork , Massachusetts State Licensure
Medical Assisting	CMA-Certified Medical Assistant Certification
Medical Billing & Coding	CPC Certification

Some of Salter's programs have certifications that are required for the field of study, and students obtain these certifications during their coursework. It is the student's responsibility to maintain their certification throughout their program.

Program	Certifications
Culinary Arts	ServSafe Certification
EMT	CPR/Blood Borne Pathogens/First Aid
Massage Therapy	CPR/Blood Borne Pathogens/First Aid
Medical Assisting	CPR/Blood Borne Pathogens/First Aid

State agencies as well as private employers may require a criminal background check before students can take a professional exam or obtain certification. Students may be denied a license or certification in some states as a result of the criminal check even if the student successfully passed an exam and may be otherwise qualified.

CAREER SERVICES

CAREER SEMINAR

This course will offer the valuable tools that will assist students in reaching their career goals. Emphasis will be placed on professionalism, interviewing techniques, resume writing, public speaking and networking.

POTENTIAL EXTERNSHIP/PRACTICUM STATUS

Note: The terms externship and practicum are used interchangeably depending on program requirements. Students are classified in Potential Extern Status once they have completed all the required course work for their program. The Career Office maintains a record of all students in potential extern status to ensure that enough suitable externship sites are available prior to the student's transition into extern status. The list of potential externs is updated every module to ensure all active students are accounted for and properly advised for the externship process.

EXTERNSHIP COURSE

As a requirement for specified programs at Salter College, students must complete an externship course. Externships provide hands-on experience utilizing the skills attained in the students' programs. Depending upon the program of study, students serve up to 200 hours in their career field. Externships are typically without compensation. Accreditation standards may prohibit compensation for specific fields.

Externships are a cooperative effort between the College and various facilities. Externships sites are carefully selected based on facility, learning opportunity, geographic location, site personnel and availability. The Career Services personnel maintain individual relationships with all active sites and visit these locations on an ongoing basis. Although the College maintains agreements with many sites, various sites have special requirements which could delay externship placement. Externship assignments are arranged after students have completed all course requirements as well as attending an individual externship meeting with the Career Services Office. Students are provided with, and sign a receipt for, their Externship Package which includes the syllabus, externship contract, externship policies and procedures as well as evaluation/survey documents for completion by their site and/or by the student. Students are responsible for contacting the Career Services Office to initiate the externship process. Students are required to begin their externship within fourteen (14) days of completing their coursework; failure to do so will result in withdrawal from the program. Students will need to reenroll in order to be assigned to an externship.

In securing an externship, the college will attempt to accommodate students' request or needs; however this may not be possible due to site availability. Students have the right to refuse the externship site allocated to them with just cause. This refusal must be submitted in writing. If the student refuses an externship assignment, the student will then be offered a second site and should they refuse the second opportunity they will be responsible for finding their own site. Students interested in sites that have no affiliation with the college, must have the site approved by the Director of Career Services prior to starting their externship. While on externship, students are supervised by professionals at the site. Students are expected to obey all rules and regulations of the externship site and the externship contract. The externship site has the right to terminate any student who demonstrates disregard for the externship sites policies and procedures. Should a student be terminated or fail to follow externship requirements, they will receive a failing grade and will need to pay to retake the course. Student must then schedule a meeting with their Program Director to begin the externship process again.

On completion of their externship hours, all students are required to schedule and attend a mandatory exit interview with the Careers Office. Students are required to return all completed survey and evaluation documents to the Careers Office. Results of these surveys and evaluations are provided to the Education Department for feedback to faculty.

The following requirements may apply before participating in the externship: Criminal/Sexual Offender Records Information Check (CORI/SORI) by the externship site, maintaining SAP, passing grade of C for Clinical I & II, updated immunization records, and completed sign off sheet by various departments.

JOB SEARCH ASSISTANCE

The Career Services Office of Salter College assists eligible graduates in their job search. Eligible graduates are students who have completed the graduation requirements as stated in the graduation requirements section of this handbook. In addition, Career Fairs are coordinated to provide career information and an opportunity for students to discuss their employment search with human resource professionals.

The College encourages and supports students who are actively participating in their own job search by providing techniques in seeking and securing employment. The Career Services Office maintains a library of material relevant to career research. Additional information is available in the Dorothy Salter Library. Eligible graduates may also utilize the Dorothy Salter Library computers for creating resumes and conducting job searches as well as process online job applications. Career Services personnel will provide further assistance to eligible graduates such as lists of job search web sites and potential job/employer postings. Graduates are responsible for advising the college of their employment information.

The services offered by Salter College are not an obligation, guarantee, or promise of employment. Although the Career Services Office may assist students/alumni in arranging job interviews, should a student or alumni fail to attend an interview, the service may no longer be available to that student.

Special Note: Please be advised that if you have been convicted of a felony, you may not be eligible for certain clinical experiences, externships, internships or certifications associated with our educational programs. Those with non-felonious criminal backgrounds may also find it difficult to secure employment within a health care setting.

PROGRAMS OF STUDY

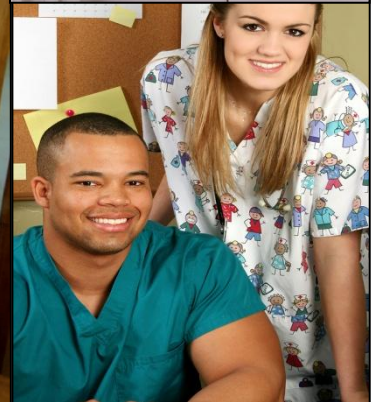
ASSOCIATE IN SCIENCE DEGREES

Accounting
Medical Assisting
Office Administration
Concentrations – Executive, Legal, Medical



CERTIFICATES

Business Office Support
Computerized Accounting
Culinary Arts
Emergency Medical Technician
Massage Therapy
Medical Assisting
Medical Billing & Coding
Medical Office
Office Support Specialist



Accounting Programs

Accounting Programs Mission Statement

The mission of the Accounting Programs is to prepare students who demonstrate proficiency with entry-level skills. The program encourages the student to acquire and apply the knowledge required to perform accounting functions, including the interpretation, analysis, and effective communication of financial information utilized in management decision-making. Problem-solving and critical thinking skills are fostered to further develop the student's understanding of the financial environment.

ASSOCIATE IN SCIENCE IN ACCOUNTING

Program Description

The Associate in Science in Accounting provides a solid introduction into the field of accounting. Students are challenged with courses in the business and technology areas integrating accounting principles with methods. Emphasis is placed on the areas of financial management and planning. The general education component of the program further develops the student's analytical, decision-making, critical thinking, and communication skills appropriate for entry-level positions.

Students participate in an externship which allows for the opportunity to gain valuable hands-on experience in the financial environment. Students will be able to demonstrate their knowledge of generally accepted accounting principles, using effective communication, interpretation, and analytical skills.

Students completing the Associate in Science in Accounting degree will be proficient in the entry-level skill areas of general accounting, managerial accounting, and tax preparation in both the public and private sector.

Program-Specific Learning Outcomes

- Identify and demonstrate knowledge of accounting theory to practice. (Knowledge, Application, Synthesis)
- Demonstrate a thorough knowledge of generally accepted accounting principles (GAAP). (Knowledge, Comprehension, Application)
- Demonstrate proficiency in the use of selecting and utilizing technology in analyzing financial data. (Knowledge, Comprehension, Application, Analysis, Synthesis, Evaluation)
- Communicate effectively using oral, written, and electronic communication methods. (Comprehension, Application, Analysis)
- Demonstrate an awareness of and respect for diversity. (Comprehension, Application, Analysis, Evaluation)
- Display commitment to the accounting field through participation in professional associations, certifications, and continuing education. (Application, Synthesis, Evaluation)
- Adhere to ethical, legal, and regulatory guidelines as related to the financial industry. (Knowledge, Application, Synthesis, Evaluation)
- Analyze and interpret financial information using critical thinking and decision-making skills. (Knowledge, Comprehension, Application Analysis, Synthesis, Evaluation)
- Work collaboratively to achieve organizational goals. (Comprehension, Analysis, Synthesis)

General Education Learning Outcomes

- Identify and demonstrate concepts and theories related to the areas of math, science, social science and humanities. (Knowledge, Application)
- Recognize the value of lifelong learning and evaluate long term goals. (Comprehension, Evaluation)
- Demonstrate an awareness of and respect for diversity. (Comprehension, Application, Analysis)
- Communicate effectively using oral, written and electronic methods. (Comprehension, Application, Analysis)
- Analyze attitudes, behaviors, concepts and beliefs applying critical thinking and deductive reasoning. (Analysis, Synthesis, Evaluation)
- Formulate a global social perspective using knowledge of human behavior and ethical issues. (Application, Analysis, Synthesis)
- Evaluate assumptions and meanings associated with various disciplines. (Evaluation)
- Demonstrate the ability to locate, evaluate, and use information effectively, and incorporate information literacy into the lifelong learning process. (Knowledge, Analysis, Synthesis)

Special Program Note

A supervised externship of 135 contact hours in an approved site must be completed prior to graduation.

Associate in Science in Accounting Program Requirements

Upon successful completion of the program, graduates will be awarded an Associate in Science in Accounting Degree.

Course No	Course Title	Credits	Prerequisites & Corequisites
Professional Education			
ACT101	Accounting Principles I	3	CSS101, ENG080, MTH080, MTH090, MTH091
ACT102	Accounting Principles II	3	ACT101
ACT205	Accounting Software Application	3	ACT101, OAP101
ACT210	Federal Income Taxes	3	ACT101
ACT211	Managerial Accounting	3	ACT102
ACT212	Introduction to Finance	3	ACT102
ACT223	Accounting Externship	3	CAR230
CAR230	Career Seminar	1	OAP101
COM101	Computer Technology & Application	3	CSS101, ENG080, MTH080, MTH090, MTH091
COM104	Spreadsheet Application	3	CSS101, ENG080, MTH080, MTH090, MTH091
COM106	Database Management	3	CSS101, ENG080, MTH080, MTH090, MTH091
MGT101	Introduction to Business	3	CSS101, ENG080, MTH080, MTH090, MTH091
MGT201	Business Law	3	CSS101, ENG080, MTH080, MTH090, MTH091
OAP101	Keyboarding	3	CSS101, ENG080, MTH080, MTH090, MTH091
General Education			
CHE101	Chemistry of Nutrition (OR)	3	CSS101, ENG080, MTH080, MTH090, MTH091
MTH104	College Algebra	3	CSS101, ENG080, MTH080, MTH090, MTH091
ENG101	College English I: Structure and Style	3	CSS101, ENG080, MTH080, MTH090, MTH091
ENG102	College English II: Introduction to Literature (OR)	3	ENG101
ENG104	Business Communication	3	CSS101, ENG080, MTH080, MTH090, MTH091
HIS101	Post Civil War through World War II (OR)	3	CSS101, ENG080, MTH080, MTH090, MTH091
HIS102	Post World War II to Present	3	CSS101, ENG080, MTH080, MTH090, MTH091
SCI101	Environmental Science	3	CSS101, ENG080, MTH080, MTH090, MTH091
PSY101	Introduction to Psychology	3	CSS101, ENG080, MTH080, MTH090, MTH091
	Social Science Elective	3	CSS101, ENG080, MTH080, MTH090, MTH091
	Humanities Elective	3	CSS101, ENG080, MTH080, MTH090, MTH091
Total Credits:		64	

Occupational Outcomes:

- Account Clerk
- Bookkeeper
- Collections
- Customer Service Representative
- Payroll
- Accounts Receivable
- Account Payable

COMPUTERIZED ACCOUNTING CERTIFICATE

Program Description

The Computerized Accounting Certificate Program centers on the new and innovative technology in use in today's accounting fields. Students are introduced to accounting methods and principles with an overview of the communication skills. Participation in an externship allows students to demonstrate and apply their knowledge in the computerized accounting field.

The Computerized Accounting Certificate prepares students for entry-level careers in various accounting departments including accounts payable, accounts receivable, payroll, and customer service representative.

Program-Specific Learning Outcomes

- Identify and demonstrate knowledge of accounting theory to practice. (Knowledge, Application, Synthesis)
- Demonstrate knowledge of generally accepted accounting principles (GAAP). (Knowledge, Comprehension, Application)
- Demonstrate the ability to select and utilize technology in analyzing financial data. (Knowledge, Comprehension, Application, Analysis, Synthesis, Evaluation)
- Communicate effectively using oral, written, and electronic communication methods. (Knowledge, Comprehension, Application, Analysis)
- Demonstrate an awareness of and respect for diversity. (Comprehension, Application, Analysis, Evaluation)
- Display commitment to the accounting field through participation in professional associations, certifications, and continuing education. (Application, Synthesis, Evaluation)
- Adhere to ethical, legal, and regulatory guidelines as related to the financial industry. (Knowledge, Application, Synthesis, Evaluation)
- Analyze and interpret financial information using critical thinking and decision-making skills. (Knowledge, Comprehension, Application Analysis, Synthesis, Evaluation)
- Work collaboratively to achieve organizational goals. (Comprehension, Analysis, Synthesis)
- Demonstrate the ability to locate, evaluate, and use information effectively. (Knowledge, Analysis)

Special Program Note

A supervised externship of 135 contact hours in an approved site must be completed prior to graduation.



Computerized Accounting Certificate Program Requirements

Upon successful completion of the program, graduates will be awarded a Certificate in Computerized Accounting.

Course No	Course Title	Credits	Prerequisites & Corequisites
Professional Education			
ACT101	Accounting Principles I	3	CSS101, ENG080, MTH080, ENG104, MGT101
ACT102	Accounting Principles II	3	ACT101
ACT205	Accounting Software Application	3	ACT101
ACT210	Federal Income Taxes	3	CSS101, ENG080, MTH080, ENG104
ACT223	Accounting Externship	3	CAR230
CAR230	Career Seminar	1	OAP101
COM101	Computer Technology & Applications	3	CSS101, ENG080, MTH080, ENG104, OAP101
COM104	Spreadsheets Application	3	CSS101, ENG080, MTH080, ENG104, OAP 101
COM106	Database Management Application	3	CSS101, ENG080, MTH080, ENG104, OAP101
MGT101	Introduction to Business	3	CSS101, ENG080, MTH080, ENG104
Total Credits:		28	

Occupational Outcomes:

- Account Clerk
- Bookkeeper
- Collections
- Jr. Accountant
- Customer Service Representative
- Payroll
- Accounts Receivable
- Account Payable

Allied Health Programs

Allied Health Programs Mission Statement

The mission of the Salter College Allied Health Department is to develop professional, skilled students who demonstrate proficiency with entry-level competencies in their chosen field. Allied Health Programs provide multi-disciplinary learning experiences that enable students to acquire and apply fundamental technical knowledge and theory. The cultivation of a positive, professional attitude, ethical behavior, and high standards of practice prepares students to participate as professionals in the Allied Health field.

ASSOCIATE IN SCIENCE IN MEDICAL ASSISTING

Program Description

Associate in Science in Medical Assisting (ASMA) curriculum consists of hands-on competencies and content areas that relate to the duties of a medical assistant in a healthcare setting. The medical assistant supports the medical office through monitoring and recording vital signs, patient preparation, examination, minor office procedures, and other patient communications. General education courses provide the student with additional opportunities to develop analytical, critical thinking and communication skills, increase sensitivity to patient needs, and deepen understanding of the context in which the graduate will practice medical assisting. Professionalism, appropriate therapeutic communication, and reliability are integral to the medical assistant's success. The ASMA program curriculum consists of the elements that cover the examination outline to prepare eligible candidates before they study for the Certification Medical Assistant CMA (AAMA) or the Registered Medical Assistant RMA (AMT) examinations.†

A 200-hour practicum in an appropriate medical work environment gives the student the opportunity to synthesize and apply the theory and skills set in a real-world setting. The practicum is completed at the end of the program. The Associate in Science in Medical Assisting is intended to prepare the student to work in the healthcare field as a medical assistant, or to work in a job with similar position titles and job descriptions.

Program-Specific Learning Outcomes

- Demonstrate entry-level competencies in clinical, administrative and general areas of medical assisting. (Application)
- Identify and demonstrate knowledge of medical assisting theory to practice. (Knowledge, Application, Synthesis)
- Adhere to ethical, legal, and regulatory guidelines as related to the practice of medical assisting. (Knowledge, Synthesis, Evaluation)
- Communicate effectively using oral, written, and electronic methods. (Comprehension, Application, Analysis)
- Accurately document therapeutic procedures. (Knowledge, Application)
- Demonstrate an awareness of and respect for diversity. (Comprehension, Application, Analysis, Evaluation)
- Exemplify professionalism, teamwork, and positive attitude in medical assisting. (Synthesis)
- Display commitment to medical assisting and the allied health field through participation in professional associations, certification and continuing education. (Application, Synthesis Evaluation)
- Demonstrate the ability to locate, evaluate, use information effectively, and incorporate information literacy into the lifelong learning process. (Knowledge, Analysis, Synthesis)

General Education Learning Outcomes

- Identify and demonstrate concepts and theories related to the areas of math, science, social science and humanities. (Knowledge, Application)
- Recognize the value of lifelong learning and evaluate long term goals. (Comprehension, Evaluation)
- Demonstrate an awareness of and respect for diversity. (Comprehension, Application, Analysis)
- Communicate effectively using oral, written and electronic methods. (Comprehension, Application, Analysis)
- Analyze attitudes, behaviors, concepts and beliefs applying critical thinking and deductive reasoning. (Analysis, Synthesis, Evaluation)
- Formulate a global social perspective using knowledge of human behavior and ethical issues. (Application, Analysis, Synthesis)
- Evaluate assumptions and meanings associated with various disciplines. (Evaluation)
- Demonstrate the ability to locate, evaluate, and use information effectively, and incorporate information literacy into the lifelong learning process. (Knowledge, Analysis, Synthesis)

Program Requirements

†Eligibility for the examination is not guaranteed, and may depend on a candidate having no criminal history, being of good moral character, graduation from high school or equivalent, or the College having accreditation or licensure. Practicum sites for Medical Assistant Program (MA) may require criminal background check, documentation of physical examination and up-to-date immunizations from the student. A supervised practicum of 200 hours in an approved site must be completed prior to graduation. To be eligible for graduation and practicum, medical assisting students are required to maintain C or better in certain required courses. (See grading system.)

Occupational Outcomes

- Doctor Offices
- Specialty Offices
- Hospitals
- Weight Loss Clinics
- Alternative Medical Offices
- Rehabilitation Centers

Associate in Science in Medical Assisting Program Requirements

Upon successful completion of the program, graduates will be awarded an Associate in Science in Medical Assisting Degree.

Course No.	Course Title	Credits	Prerequisites & Corequisites
Professional Education			
ALH101	Medical Terminology I	3	CSS101, ENG080, MTH080, MTH090, MTH091
ALH102	Medical Terminology II	3	ALH101
ALH105	Certification Seminar	1	
ALH201	Pharmacology I	3	CSS101, ENG080, MTH080, MTH090, MTH091
ALH202	Pharmacology II	3	ALH201
BIO110	Anatomy & Physiology I	3	CSS101, ENG080, MTH080, MTH090, MTH091
BIO110L	Anatomy & Physiology I Lab	1	
BIO111	Anatomy & Physiology II	3	BIO110
BIO111L	Anatomy & Physiology II Lab	1	
CAR230	Career Seminar	1	OAP101
MAA215	Clinical Procedures I	3	CSS101, ENG080, MTH080, ALH105, MTH090, MTH091
MAA216	Clinical Procedures II	3	MAA215
MAA224	Medical Assisting Practicum	4	CAR230, MAA216
MBC101	Medical Insurance Billing I	3	CSS101, ENG080, MTH080, MTH090, MTH091
OAP101	Keyboarding	3	CSS101, ENG080, MTH080, MTH090, MTH091
OAP203	Medical Office Procedures	3	CSS101, ENG080, MTH080, MTH090, MTH091
OAP204	Simulated Medical Office	2	CSS101, ENG080, MTH080, OAP101
General Education			
CHE101	Chemistry of Nutrition (OR)	3	CSS101, ENG080, MTH080, MTH090, MTH091
MTH104	College Algebra	3	CSS101, ENG080, MTH080, MTH090, MTH091
ENG101	College English I: Structure and Style	3	CSS101, ENG080, MTH080, MTH090, MTH091
ENG102	College English II: Introduction to Literature	3	ENG101
SCI101	Environmental Science	3	CSS101, ENG080, MTH080, MTH090, MTH091
PSY101	Introduction to Psychology	3	CSS101, ENG080, MTH080, MTH090, MTH091
	Social Science Elective	3	CSS101, ENG080, MTH080, MTH090, MTH091
	Humanities Elective	3	CSS101, ENG080, MTH080, MTH090, MTH091
Total Credits:		64	

MEDICAL ASSISTING CERTIFICATE

Program Description

The certificate program in Medical Assisting curriculum consists of hands-on competencies and content areas that relate to the duties of a medical assistant in a healthcare setting. Medical Assistants provide help to the physician in office work, monitoring and recording vital signs, patient preparation, examination, minor office procedures, and other patient communications. Professionalism, appropriate therapeutic communication, and reliability are integral to the medical assistant's success. The Medical Assistant (MA) program curriculum consists of the elements that cover the examination outline to prepare eligible candidates before they study for the Certified Medical Assistant CMA (AAMA) or the Registered Medical Assistant RMA (AMT) examinations. †

The Salter College-West Boylston Certificate Medical Assisting Program is programmatic accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727/210-2350

A 200-hour practicum in an appropriate medical work environment gives the student the opportunity to synthesize and apply the theory and skills development in a real-world setting. This practicum is completed at the end of the program. The Certificate in Medical Assisting Program curriculum is intended to prepare students to work in the healthcare field as a medical assistant, or to work in a job with similar position titles and job descriptions.

Program-Specific Learning Outcomes

- Demonstrate entry-level competencies in clinical, administrative and general areas of medical assisting. (Application)
- Identify and demonstrate knowledge of medical assisting theory to practice. (Knowledge, Application, Synthesis)
- Adhere to ethical, legal, and regulatory guidelines as related to the practice of medical assisting. (Knowledge, Synthesis, Evaluation)
- Communicate effectively using oral, written, and electronic methods. (Comprehension, Application, Analysis)
- Accurately document therapeutic procedures. (Knowledge, Application)
- Demonstrate an awareness of and respect for diversity. (Comprehension, Application, Analysis, Evaluation)
- Exemplify professionalism, teamwork, and positive attitude in medical assisting. (Synthesis)
- Display commitment to medical assisting and the allied health field through participation in professional associations, certification and continuing education. (Application, Synthesis Evaluation)
- Demonstrate the ability to locate, evaluate, and use information effectively. (Knowledge, Analysis)

Program Requirements

†Eligibility for the examination is not guaranteed, and may depend on a candidate having no criminal history, being of good moral character, graduation from high school or equivalent, or the College having accreditation or licensure. Practicum sites for MA may require criminal background check, documentation of physical examination and up-to-date immunizations from the student. A supervised practicum of 200 hours in an approved site must be completed prior to graduation. To be eligible for graduation and externship, medical assisting students are required to maintain C or better in A & P I & II and Clinical I & II. (See grading system.)



Medical Assisting Certificate Program Requirements

Upon successful completion of the program, graduates will be awarded a Certificate in Medical Assisting.

Course No.	Course Title	Credits	Prerequisites & Corequisites
Professional Education			
ALH201	Pharmacology I	3	ALH101, ALH102, ALH105, CAR230, CSS101, ENG080, MTH080, OAP101, OAP203, PSY101
ALH202	Pharmacology II	3	ALH201
BIO110	Anatomy & Physiology I	3	ALH101, ALH102, ALH105, CAR230, CSS101, ENG080, MTH080, OAP101, OAP203, PSY101
BIO110L	Anatomy & Physiology I Lab	1	None
BIO111	Anatomy & Physiology II	3	BIO110
BIO111L	Anatomy & Physiology II Lab	1	BIO110
MAA215	Clinical Procedures I	3	ALH101, ALH102, ALH105, CAR230, CSS101, ENG080, MTH080, OAP101, OAP203, PSY101
MAA216	Clinical Procedures II	3	MAA215
MAA224	Medical Assisting Practicum	4	MAA216
MBC101	Medical Insurance Billing I	3	ALH101, ALH102, ALH105, CAR230, CSS101, ENG080, MTH080, OAP101, OAP203, PSY101
OAP204	Simulated Medical Office	2	ALH101, ALH102, ALH105, CAR230, CSS101, ENG080, MTH080, OAP101, OAP203, PSY101
	Total Credits	29	

Occupational Outcomes

- Doctor Offices
- Specialty Offices
- Hospitals
- Weight Loss Clinics
- Alternative Medical Offices
- Rehabilitation Centers

MASSAGE THERAPY CERTIFICATE

Program Description

The Massage Therapy Certificate Program prepares students for an exciting career in therapeutic and relaxation massage. Students are engaged in medical and general education courses that provide the essential foundation for the skills required in this emerging health field. Massage hands-on courses immerse students in classical massage techniques and advanced therapeutic procedures, along with introduction to specialty massage modalities. Topics include, but are not limited to: Swedish, deep tissue, trigger point, Thai/Asian, shiatsu, lymphatic drainage, and pregnancy massage. Business practices, communication, professionalism and ethical standards of practice are emphasized, promoting development of the skills required for success in the health and wellness community. Upon satisfactory completion of this certification program, students are prepared to take National Certification Examination for Therapeutic Massage and Bodywork (NCETMB) and to apply for massage therapy licensure in the state of Massachusetts.†

Program-Specific Learning Outcomes

- Identify and demonstrate knowledge of massage therapy theory to practice. (Knowledge, Application, Synthesis)
- Demonstrate proficiency in the performance of basic and advanced therapeutic massage techniques. (Knowledge, Application)
- Demonstrate an awareness of and respect for diversity. (Comprehension, Analysis, Evaluation)
- Utilize medical and scientific education as a foundation for determining the medical appropriateness for massage treatments. (Knowledge, Application, Analysis, Synthesis)
- Communicate effectively using oral, written, and electronic methods. (Comprehension, Application, Analysis, application)
- Accurately document therapeutic procedures. (Knowledge, Application)
- Recognize ethical dilemmas and make informed decisions when needed. (Comprehension, Application, Analysis, Synthesis, Evaluate)
- Adhere to ethical, legal, and regulatory guidelines as related to the practice of massage therapy and health services. (Knowledge, Application, Synthesis, Evaluation)
- Display commitment to massage therapy and the allied health field through participation in professional associations, licensing, certifications and continuing education. (Knowledge, Comprehension, Application, Synthesis, Evaluation)
- Demonstrate the ability to locate, evaluate, and use information effectively. (Knowledge, Analysis)

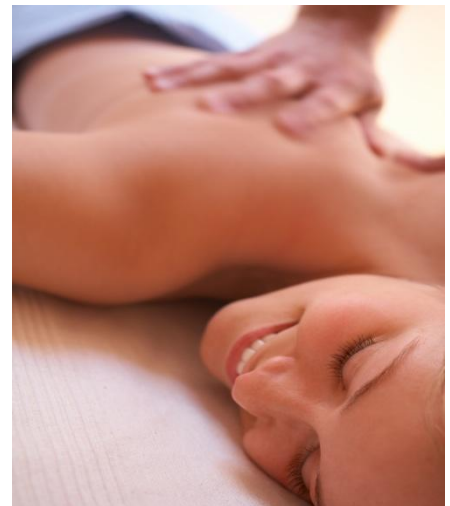
Program Requirements

Students are required to achieve a C or better in Massage hands-on classes and A & P I & II. (See grading system.)

† Eligibility either to take this exam or become licensed is not guaranteed. Various factors such as their work experience, a criminal record or other factors may influence a student's eligibility to register and take the exam and/or to obtain a massage license in the state of Massachusetts

Clinical Practicum

A supervised, clinical practicum course consisting of 135 contact hours in the Advanced Student Massage Clinic and/or an approved site must be completed prior to graduation.



Massage Therapy Certificate Program Requirements

Upon successful completion of the program, graduates will be awarded a Certificate in Massage Therapy.

Course No.	Course Title	Credits	Prerequisites & Corequisites
Professional Education			
ALH105	Certification Seminar	1	None
BIO110	Anatomy & Physiology I	3	ALH101, ALH102, CSS101, ENG080, MTH080, PSY101
BIO110L	Anatomy & Physiology I Lab	1	None
BIO111	Anatomy & Physiology II	3	BIO110
BIO111L	Anatomy & Physiology II Lab	1	BIO110
MST101	Anterior Swedish Massage	2	ALH101, ALH102, CSS101, ENG080, MTH080, PSY101
MST102	Posterior Swedish Massage	2	ALH101, ALH102, CSS101, ENG080, MTH080, PSY101
MST103	Advanced Clinical Techniques	2	MST101 or MST102
MST104	Special Populations and Energy Therapies	2	ALH101, ALH102, CSS101, ENG080, MTH080, PSY101
MST110	Ethics and Professional Development	3	ALH101, ALH102, CSS101, ENG080, MTH080, PSY101
MST201	Muscle Structure & Function	3	ALH101, ALH102, CSS101, ENG080, MTH080, PSY101
MST202	Pathology	3	ALH101, ALH102, CSS101, ENG080, MTH080, PSY101
MST227	Massage Clinical Practicum	3	ALH101, ALH102, CSS101, CAR230, ENG080, MTH080, PSY101
Total Credits:		29	

Occupational Outcomes:

- Spas
- Salons
- Chiropractic Offices
- Fitness Centers
- Clinics
- Alternative Medicine Offices
- Sports Medicine Offices
- Doctor's Offices
- Nursing Homes
- Resorts
- Cruise Ships

MEDICAL BILLING AND CODING CERTIFICATE

Program Description

The Medical Billing and Coding program prepares students for an exciting career in billing, coding and reimbursement within healthcare and health insurance organizations. General education courses provide the opportunity to develop a foundation in the allied health field including the ability to communicate effectively. Courses that provide the fundamentals of human pathology and disease processes as well as the language of medicine are emphasized. Program specific courses provide in-depth knowledge of the health insurance industry including federal, state, and private insurance programs together with training in health record management, procedural, and diagnostic coding

An externship further enhances the educational process providing the opportunity to gain practical experience in both medical billing and coding fundamentals. Students demonstrate professional administrative and organizational skills within a health care setting. Occupational outcomes for the graduate include entry-level positions in, but are not limited to, private physician's offices, group practices, clinics, hospitals, nursing facilities, residential care facilities and insurance companies.

This program prepares students to complete the Certified Professional Coder (CPC) examination sponsored by the American Academy of Professional Coders (AAPC) †. The CPC credential signifies to employers that the graduate has achieved a level of knowledge and expertise in coding of services and procedures, and diagnoses for physician practices.

Program-Specific Learning Outcomes

- Communicate effectively using oral, written, and electronic communication methods.(Comprehension, Application, Analysis)
- Communicate using the language of medicine.(Comprehension, Application, Analysis)
- Identify and demonstrate knowledge of medical billing and coding theory to practice.(Knowledge, Application, Synthesis)
- Display proficiency in organizational and medical administrative responsibilities.(Knowledge, Application)
- Prepare and manage health care records.(Knowledge, Comprehension, Application)
- Work collaboratively to achieve organizational goals.(Comprehension, Application, Analysis, Evaluation)
- Adhere to ethical, legal, and regulatory guidelines as related to health services. (Knowledge , Application, Synthesis, Evaluation)
- Demonstrate the ability to locate, evaluate, and use information effectively. (Knowledge, Analysis)

Special Program Note

†A student's eligibility either to take the CPC exam or become certified is not guaranteed. Various factors such as their work experience, or a criminal record or other factors may influence a student's eligibility to register and take the exam.

Students who successfully pass the exam are awarded a Certified Professional Coder Apprentice (CPC-A). After one (1) year of experience, the student is considered a full CPC.

A supervised externship of 135 contact hours in an approved site must be completed prior to graduation. The externship requires prerequisite CAR230 Career Seminar.

Students are required to pass A & P I & II with a C or better.



Medical Billing & Coding Certificate Program Requirements

Upon successful completion of the program, graduates will be awarded a Certificate in Medical Billing & Coding.

Course No.	Course Title	Credits	Prerequisites & Corequisites
Professional Education			
ALH201	Pharmacology I	3	CSS101, ENG080, MTH080, ALH101, ALH102, COM104, OAP101
BIO110	Anatomy & Physiology I	3	CSS101, ENG080, MTH080, ALH101, ALH102, COM104, OAP101
BIO111	Anatomy & Physiology II	3	BIO1101
MBC101	Medical Insurance Billing I	3	CSS101, ENG080, MTH080, ALH101, ALH102, COM104, OAP101
MBC102	Medical Insurance Billing II	3	MBC101
MBC202	Procedural Coding	3	CSS101, ENG080, MTH080, ALH101, ALH102, COM104, OAP101
MBC203	Diagnostic Coding	3	CSS101, ENG080, MTH080, ALH101, ALH102, COM104, OAP101
MBC204	Advanced Coding	3	MBC202, MBC203
MBC225	Medical Coding and Billing Externship	3	MBC204, CAR230
OAP204	Simulated Medical Office	2	CSS101, ENG080, MTH080, ALH101, ALH102, COM104, OAP101
Total Credits:		29	

- **Occupational Outcomes**

- Offices
- Hospitals
- Insurance Companies
- Dental Practices
- Third Party Billing Offices
- Medical Equipment Suppliers
- Ambulance Services
- Nursing Homes

EMERGENCY MEDICAL TECHNICIAN CERTIFICATE

Program Description

The certification program of Emergency Medical Technician curriculum consists of hands-on competencies and content area that relate to the duties of the emergency medical technician in a pre-hospital setting. Emergency Medical Technicians provide pre-hospital care to the ill or injured person in accordance with the guidelines established by the U.S. Department of Transportation (DOT) Emergency Medical Technician (EMT) National Standard Curriculum. The student will be utilizing practicum experiences to increase their awareness of what to do in an emergency situation in varied settings.

The EMT curriculum consists of elements that cover the examination outline to prepare eligible candidates before they study for the Emergency Medical Technical Basic (EMT-B) Commonwealth of Massachusetts examination.

A 10-hour practicum experience in an appropriate pre-hospital or hospital medical work environment gives the student the opportunity to comprehend the vast components of safety, medical care theory and skills development in a real-world setting. This practicum is completed at the end of the program. The certificate in Emergency Medical Technician – Basic program curriculum is intended to prepare students to work in the pre-hospital healthcare field as an EMT, or to work in a job with similar position titles and job descriptions in the hospital setting.

Program-Specific Learning Outcomes

- Demonstrate entry-level competencies in general, administrative and pre-hospital settings
- Possess the basic knowledge and skills necessary to provide patient care and transportation
- Adhere to ethical, legal and regulatory guidelines as related to the practice of the EMT-B level set by the Commonwealth of Massachusetts
- Function as part of a comprehensive Emergency Medical Service response team under medical direction
- Communicate effectively as a link to the emergency health care system by using oral, written and electronic method
- Perform skilled interventions utilizing the equipment typical of an ambulance service
- Exemplify professionalism, teamwork, and positive attitude in the EMS

Program Requirements

Eligibility for the examination is not guaranteed, and may depend on a candidate having the following Commonwealth of Massachusetts eligibility requirements:

- be able to read, understand and communicate in English
- be 18 years of age
- be free from addiction to alcohol or any drug
- be able to lift and carry 125 pounds
- be free from any physical or mental defect or disease which might impair his/her ability to provide emergency care within the scope of the EMTs training and responsibilities, or which might jeopardize the health of another member of the class
- CORI/SORI background check

The Commonwealth of Massachusetts requires a CORI/SORI background check, on every student applying for EMT-B examination. Practicum/Externship sites for EMT-B's may require criminal background checks, documentation of physical examination and up-to-date immunizations from the student. A supervised practicum of 10 hours in an approved site must be completed prior to sitting for the written examination. To be eligible for graduation and practicum, Emergency Medical Technician students are required to maintain a C or better in A&P I and II and all sections of EMT-B.

Emergency Medical Technician Certificate Program Requirements

Upon successful completion of the program, graduates will be awarded a Certificate in Emergency Medical Technician.

Course No.	Course Title	Credits	Prerequisites & Corequisites
Professional Education			
ALH101	Medical Terminology I	3	CSS101, ENG080, MTH080
ALH102	Medical Terminology II	3	MAA101
ALH105	Certification Seminar	1	NONE
ALH201	Pharmacology I	3	CSS101, ENG080, MTH080
BIO110	Anatomy & Physiology I	3	CSS101, ENG080, MTH080
BIO110L	Anatomy & Physiology I Lab	1	NONE
BIO111	Anatomy & Physiology II	3	BIO110
BIO111L	Anatomy & Physiology II Lab	1	BIO110
CAR230	Career Seminar	1	OAP101
EMT101	Initial Procedures for the EMT	3	CSS101, ENG080, MTH080
EMT102	Pre-Hospital Patient Care for the EMT	3	EMT101
EMT103	Medical, Trauma and Special Operations for the EMT	3	EMT102
EMT104	EMT-B Field Practicum	1	EMT103, CAR230
Total Credits:		29	

Occupational Outcomes:

- Public Service Provider
- Fire Service Provider
- EMT-B Ambulance Service

Business Office Administration Programs

Business Office Administration Programs Mission Statement

The mission of the Business Office Administration programs is to enable students, through the integration of technological, organizational, and professional skills, to pursue careers in the medical, legal, or executive office environments. Through the development of effective communication skills and entry-level competencies, with an emphasis on fostering decision-making and critical thinking skills, students will gain the knowledge to succeed in the business office profession.

ASSOCIATE IN SCIENCE IN OFFICE ADMINISTRATION

Program Description

The Associate in Science in Office Administration educates students in the areas of executive, legal, or medical office administration. Using acquired computer, analytical, communication, and organizational skills, students are able to obtain positions in applicable business environments. General education courses in the humanities, social science, science, and math areas equip students to think critically, communicate effectively, and demonstrate interpersonal and decision-making skills as required by today's office administrators. Students complete an externship in their area of concentration.

Students will be able to obtain entry-level employment in various office environments including medical offices, hospitals, law firms, insurance agencies, and government and business organizations.

ASSOCIATE IN SCIENCE IN OFFICE ADMINISTRATION

CONCENTRATION: EXECUTIVE

Program-Specific Learning Outcomes

- Identify and demonstrate knowledge of business office theory to practice. (Knowledge, Application, Synthesis)
- Demonstrate technological skills through the use of general and discipline related computer applications. (Knowledge, Comprehension, Application, Analysis, Synthesis, Evaluation)
- Communicate effectively using oral, written, and electronic communication methods. (Comprehension, Application, Analysis)
- Display proficiency in organizational and administrative skills. (Knowledge, Application)
- Demonstrate an awareness of and respect for diversity. (Comprehension, Application, Analysis, Evaluation)
- Adhere to ethical, legal, and regulatory guidelines as related to the business environment. (Knowledge, Application, Synthesis, Evaluation)
- Display commitment to the office administration field through participation in professional associations, certifications, and continuing education. (Knowledge, Comprehension, Application, Synthesis, Evaluation)
- Work collaboratively to achieve organizational goals. (Comprehension, Application, Analysis, Evaluation)

General Education Learning Outcomes

- Identify and demonstrate concepts and theories related to the areas of math, science, social science and humanities. (Knowledge, Application)
- Recognize the value of lifelong learning and evaluate long term goals. (Comprehension, Evaluation)
- Demonstrate an awareness of and respect for diversity. (Comprehension, Application, Analysis)
- Communicate effectively using oral, written and electronic methods. (Comprehension, Application, Analysis)
- Analyze attitudes, behaviors, concepts and beliefs applying critical thinking and deductive reasoning. (Analysis, Synthesis, Evaluation)
- Formulate a global social perspective using knowledge of human behavior and ethical issues. (Application, Analysis, Synthesis)
- Evaluate assumptions and meanings associated with various disciplines. (Evaluation)
- Demonstrate the ability to locate, evaluate, and use information effectively, and incorporate information literacy into the lifelong learning process. (Knowledge, Analysis, Synthesis)

Special Program Note

A supervised externship of 135 contact hours in an approved site must be completed prior to graduation.

Occupational Outcomes:

- Secretary
- Administrative Assistant
- Receptionist
- Office Clerk
- Office Support
- Clerical Support
- Data Entry
- Customer Service Representative

Associate in Science in Office Administration
Concentration: Executive

Upon successful completion of the program, graduates will be awarded an Associate in Science in Office Administration – Concentration: Executive Degree.

Course No.	Course Title	Credits	Prerequisites & Corequisites
Professional Education			
ACT101	Accounting Principles I	3	CSS101, ENG080, MTH080, MTH090, MTH091
ACT205	Accounting Software Application	3	ACT101
BUS228	Business Office Administration Externship	3	CAR230
CAR230	Career Seminar	1	OAP101
COM101	Computer Technology & Applications	3	CSS101, ENG080, MTH080, MTH090, MTH091
COM102	Word Processing Application	3	CSS101, ENG080, MTH080, MTH090, MTH091
COM104	Spreadsheet Application	3	CSS101, ENG080, MTH080, MTH090, MTH091
COM106	Database Management Application	3	CSS101, ENG080, MTH080, MTH090, MTH091
MGT101	Introduction to Business	3	CSS101, ENG080, MTH080, MTH090, MTH091
MGT201	Business Law	3	CSS101, ENG080, MTH080, MTH090, MTH091
OAP101	Keyboarding	3	CSS101, ENG080, MTH080, MTH090, MTH091
OAP102	Document Formatting	3	OAP101
OAP200	Office Procedures & Records Management	3	CSS101, ENG080, MTH080, MTH090, MTH091
General Education			
CHE101	Chemistry of Nutrition (OR)	3	CSS101, ENG080, MTH080, MTH090, MTH091
MTH104	College Algebra	3	CSS101, ENG080, MTH080, MTH090, MTH091
ENG101	College English I: Structure and Style	3	CSS101, ENG080, MTH080, MTH090, MTH091
ENG102	College English II: Introduction to Literature	3	ENG101
ENG104	Business Communication	3	CSS101, ENG080, MTH080, MTH090, MTH091
HIS101	Post Civil War through World War II (OR)	3	CSS101, ENG080, MTH080, MTH090, MTH091
HIS102	Post World War II through Present	3	CSS101, ENG080, MTH080, MTH090, MTH091
SCI101	Environmental Science	3	CSS101, ENG080, MTH080, MTH090, MTH091
	Social Science Elective	3	CSS101, ENG080, MTH080, MTH090, MTH091
	Humanities Elective	3	CSS101, ENG080, MTH080, MTH090, MTH091
Total Credits:		61	

ASSOCIATE IN SCIENCE IN OFFICE ADMINISTRATION

CONCENTRATION: LEGAL

Program-Specific Learning Outcomes

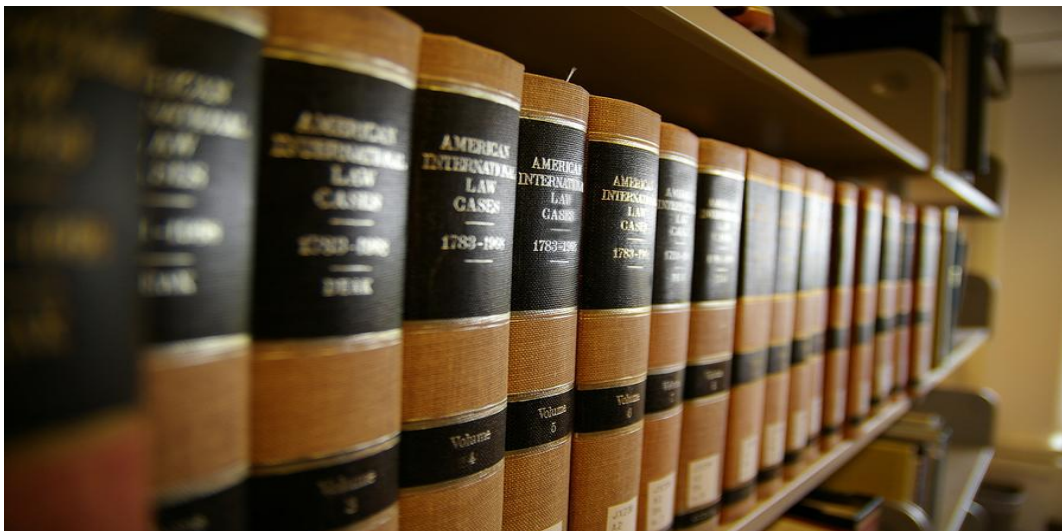
- Identify and demonstrate knowledge of legal office theory to practice. (Knowledge, Application, Synthesis)
- Demonstrate technological skills through the use of general and discipline related computer applications. (Knowledge, Comprehension, Application, Analysis, Synthesis, Evaluation)
- Communicate effectively using oral, written, and electronic communication methods. (Comprehension, Application, Analysis)
- Display proficiency in organizational and administrative skills. (Knowledge, Application)
- Demonstrate an awareness of and respect for diversity. (Comprehension, Application, Analysis, Evaluation)
- Adhere to ethical, legal, and regulatory guidelines as related to the legal office environment. (Knowledge, Application, Synthesis, Evaluation)
- Display commitment to the legal office administration field through participation in professional associations, certifications, and continuing education. (Knowledge, Comprehension, Application, Synthesis, Evaluation)
- Work collaboratively to achieve organizational goals. (Analysis, Synthesis, Evaluation)

General Education Learning Outcomes

- Identify and demonstrate concepts and theories related to the areas of math, science, social science and humanities. (Knowledge, Application)
- Recognize the value of lifelong learning and evaluate long term goals. (Comprehension, Evaluation)
- Demonstrate an awareness of and respect for diversity. (Comprehension, Application, Analysis)
- Communicate effectively using oral, written and electronic methods. (Comprehension, Application, Analysis)
- Analyze attitudes, behaviors, concepts and beliefs applying critical thinking and deductive reasoning. (Analysis, Synthesis, Evaluation)
- Formulate a global social perspective using knowledge of human behavior and ethical issues. (Application, Analysis, Synthesis)
- Evaluate assumptions and meanings associated with various disciplines. (Evaluation)
- Demonstrate the ability to locate, evaluate, and use information effectively, and incorporate information literacy into the lifelong learning process. (Knowledge, Analysis, Synthesis)

Special Program Note

A supervised externship of 135 contact hours in an approved site must be completed prior to graduation.



Associate in Science in Office Administration Program Requirements
Concentration: Legal

Upon successful completion of the program, graduates will be awarded an Associate in Science in Office Administration – Concentration: Legal Degree.

Course No.	Course Title	Credits	Prerequisites & Corequisites
Professional Education			
ACT101	Accounting Principles I	3	CSS101, ENG080, MTH080, MTH090, MTH091
BUS228	Business Office Administration Externship	3	CAR230
CAR230	Career Seminar	1	OAP101
COM101	Computer Technology & Applications	3	CSS101, ENG080, MTH080, MTH090, MTH091
COM102	Word Processing Application	3	CSS101, ENG080, MTH080, MTH090, MTH091
COM104	Spreadsheet Application	3	CSS101, ENG080, MTH080, MTH090, MTH091
COM106	Database Management Application	3	CSS101, ENG080, MTH080, MTH090, MTH091
LAW102	Family Law	3	CSS101, ENG080, MTH080, MTH090, MTH091
MGT201	Business Law	3	CSS101, ENG080, MTH080, MTH090, MTH091
OAP101	Keyboarding	3	CSS101, ENG080, MTH080, MTH090, MTH091
OAP102	Document Formatting	3	OAP101
OAP200	Office Procedures & Records Management	3	CSS101, ENG080, MTH080, MTH090, MTH091
OAP209	Legal Terminology & Transcription	3	OAP101
General Education			
CHE101	Chemistry of Nutrition (OR)	3	CSS101, ENG080, MTH080, MTH090, MTH091
MTH104	College Algebra	3	CSS101, ENG080, MTH080, MTH090, MTH091
ENG101	College English I: Structure and Style	3	CSS101, ENG080, MTH080, MTH090, MTH091
ENG102	College English II: Introduction to Literature (OR)	3	ENG101
ENG104	Business Communication	3	CSS101, ENG080, MTH080, MTH090, MTH091
HIS101	Post Civil War through World War II (OR)	3	CSS101, ENG080, MTH080, MTH090, MTH091
HIS102	Post World War II to Present	3	CSS101, ENG080, MTH080, MTH090, MTH091
PSY101	Introduction to Psychology	3	CSS101, ENG080, MTH080, MTH090, MTH091
SCI101	Environmental Science	3	CSS101, ENG080, MTH080, MTH090, MTH091
	Social Science Elective	3	CSS101, ENG080, MTH080, MTH090, MTH091
	Humanities Elective	3	CSS101, ENG080, MTH080, MTH090, MTH091
		Total Credits:	61

Occupational Outcomes:

- Legal Secretary
- Legal Administrative Assistant
- Receptionist
- Office Clerk
- Office Support
- Clerical Support

ASSOCIATE IN SCIENCE IN OFFICE ADMINISTRATION

CONCENTRATION: MEDICAL

Program-Specific Learning Outcomes

- Identify and demonstrate knowledge of medical office theory to practice. (Knowledge, Application, Synthesis)
- Demonstrate technological skills through the use of general and discipline related computer applications. (Knowledge, Comprehension, Application, Analysis, Synthesis, Evaluation)
- Communicate effectively using oral, written, and electronic communication methods. (Comprehension, Application, Analysis)
- Display proficiency in organizational and administrative skills. (Knowledge, Application)
- Demonstrate an awareness of and respect for diversity. (Comprehension, Application, Analysis, Evaluation)
- Adhere to ethical, legal, and regulatory guidelines as related to the healthcare environment. (Knowledge, Application, Synthesis, Evaluation)
- Display commitment to the medical office administration field through participation in professional associations, certifications, and continuing education. (Knowledge, Comprehension, Application, Synthesis, Evaluation)
- Work collaboratively to achieve organizational goals. (Analysis, Synthesis, Evaluation)

General Education Learning Outcomes

- Identify and demonstrate concepts and theories related to the areas of math, science, social science and humanities. (Knowledge, Application)
- Recognize the value of lifelong learning and evaluate long term goals. (Comprehension, Evaluation)
- Demonstrate an awareness of and respect for diversity. (Comprehension, Application, Analysis)
- Communicate effectively using oral, written and electronic methods. (Comprehension, Application, Analysis)
- Analyze attitudes, behaviors, concepts and beliefs applying critical thinking and deductive reasoning. (Analysis, Synthesis, Evaluation)
- Formulate a global social perspective using knowledge of human behavior and ethical issues. (Application, Analysis, Synthesis)
- Evaluate assumptions and meanings associated with various disciplines. (Evaluation)
- Demonstrate the ability to locate, evaluate, and use information effectively, and incorporate information literacy into the lifelong learning process. (Knowledge, Analysis, Synthesis)

Special Program Note

A supervised externship of 135 contact hours in an approved site must be completed prior to graduation.

Occupational Outcomes:

- Medical Secretary
- Medical Receptionist
- Medical Records
- Customer Service Representative
- Patient Accounts
- Patient Registration



Associate in Science in Office Administration Program Requirements
Concentration: Medical

Upon successful completion of the program, graduates will be awarded an Associate in Science in Office Administration – Concentration: Medical Degree.

Course No.	Course Title	Credits	Prerequisites & CoRequisites
Professional Education			
ACT101	Accounting Principles I	3	CSS101, ENG101, MTH080, MTH090, MTH091
ALH101	Medical Terminology I	3	CSS101, ENG101, MTH080, MTH090, MTH091
BUS228	Business Office Administration Externship	3	CAR230
CAR230	Career Seminar	1	OAP101
COM101	Computer Technology and Applications	3	CSS101, ENG080, MTH080, MTH090, MTH091
COM102	Word Processing Application	3	CSS101, ENG080, MTH080, MTH090, MTH091
COM104	Spreadsheet Application	3	CSS101, ENG080, MTH080, MTH090, MTH091
COM106	Database Management Application	3	CSS101, ENG080, MTH080, MTH090, MTH091
MBC101	Medical Insurance Billing I	3	CSS101, ENG080, MTH080, MTH090, MTH091
OAP101	Keyboarding	3	CSS101, ENG080, MTH080, MTH090, MTH091
OAP102	Document Formatting	3	OAP101
OAP203	Medical Office Procedures	3	CSS101, ENG080, MTH080, MTH090, MTH091
OAP204	Simulated Medical Office	2	OAP101
General Education			
CHE101	Chemistry of Nutrition (OR)	3	CSS101, ENG080, MTH080, MTH090, MTH091
MTH104	College Algebra	3	CSS101, ENG080, MTH080, MTH090, MTH091
ENG101	College English I: Structure and Style	3	CSS101, ENG080, MTH080, MTH090, MTH091
ENG102	College English II: Introduction to Literature (OR)	3	ENG101
ENG104	Business Communication	3	CSS101, ENG080, MTH080, MTH090, MTH091
HIS101	Post Civil War through World War II (OR)	3	CSS101, ENG080, MTH080, MTH090, MTH091
HIS102	Post World War II to Present	3	CSS101, ENG080, MTH080, MTH090, MTH091
SCI101	Environmental Science	3	CSS101, ENG080, MTH080, MTH090, MTH091
PSY101	Introduction to Psychology	3	CSS101, ENG080, MTH080, MTH090, MTH091
	Social Science Elective	3	CSS101, ENG080, MTH080, MTH090, MTH091
	Humanities Elective	3	CSS101, ENG080, MTH080, MTH090, MTH091
Total Credits:		60	

BUSINESS OFFICE SUPPORT CERTIFICATE

Program Description

The Business Office Support Certificate Program prepares students for employment within an office setting as a support member of the office team. Students will develop a variety of computer skills using Microsoft Office Applications and computerized accounting software. Students will demonstrate communication and office skills to enhance their value within a company or organization. The externship component provides practical experiences in the work place, providing students the opportunity to apply the skills and knowledge mastered in their program.

Career paths available to students include, but are not limited to, employment opportunities as a receptionist, office support member, data entry clerk, and customer service representative.

Program-Specific Learning Outcomes

- Identify and demonstrate knowledge of business office theory to practice. (Knowledge, Application, Synthesis)
- Demonstrate technological skills through the use of general and discipline related computer applications. (Knowledge, Comprehension, Application)
- Communicate effectively using oral, written, and electronic communication methods. (Knowledge, Comprehension, Application, Analysis)
- Display proficiency in organizational and administrative skills. (Knowledge, Comprehension, Application)
- Demonstrate an awareness of and respect for diversity. (Comprehension, Application, Analysis, Evaluation)
- Adhere to ethical, legal, and regulatory guidelines as related to the business environment. (Knowledge, Application, Synthesis, Evaluation)
- Display commitment to the office administration field through participation in professional associations, certifications, and continuing education. (Application, Synthesis, Evaluation)
- Work collaboratively to achieve organizational goals. (Comprehension, Analysis, Synthesis)
- Demonstrate the ability to locate, evaluate, and use information effectively. (Knowledge, Analysis)

Special Program Note

A supervised externship of 135 contact hours in an approved site must be completed prior to graduation.



Business Office Support Certificate Program Requirement

Upon successful completion of the program, graduates will be awarded a Certificate in Business Office Support.

Course No.	Course Title	Credits	Prerequisites & Corequisites
Professional Education			
ACT101	Accounting Principles I	3	CSS101, ENG080, MTH080, ENG104, OAP101, MGT101
ACT205	Accounting Software Application	3	ACT101
BUS228	Business Office Administration Externship	3	CAR230
CAR230	Career Seminar	1	CSS101, ENG080, MTH080, ENG104, OAP101, MGT101
COM101	Computer Technology & Applications	3	CSS101, ENG080, MTH080, ENG104, OAP101, MGT101
COM102	Word Processing Application	3	CSS101, ENG080, MTH080, ENG104, OAP101, MGT101
COM104	Spreadsheet Application	3	CSS101, ENG080, MTH080, ENG104, OAP101, MGT101
COM106	Database Management Application	3	CSS101, ENG080, MTH080, ENG104, OAP101, MGT101
OAP102	Document Formatting	3	CSS101, ENG080, MTH080, ENG104, OAP101, MGT101
OAP200	Office Procedures & Records Management	3	CSS101, ENG080, MTH080, ENG104, OAP101, MGT101
		Total Credits:	28

Occupational Outcomes:

- Secretary
- Receptionist
- Office Clerk
- Office Support
- Clerical Support
- Data Entry
- Customer Service Representative

MEDICAL OFFICE CERTIFICATE

Program Description

The Medical Office Certificate Program prepares students for employment within the medical field as a support specialist. Students will become familiar with medical terminology and administrative and computerized office procedures specific to various medical office environments. Students will develop a variety of computer skills using Microsoft Office Applications. Students will demonstrate effective communication and office skills to enhance their value within any medical office, clinic or hospital setting. The externship component provides practical experiences in a medical setting, providing students the opportunity to apply the skills and knowledge mastered in their program. †

Career paths available to students include, but are not limited to, employment opportunities in the field of medical office administrator, medical receptionist, medical records clerk, patient accounts representative, and patient registration representative.

Program-Specific Learning Outcomes

- Identify and demonstrate knowledge of medical office theory to practice. (Knowledge, Application, Synthesis)
- Demonstrate technological skills through the use of general and discipline related computer applications. (Knowledge, Comprehension, Application)
- Communicate effectively using oral, written, and electronic communication methods. (Knowledge, Comprehension, Application, Analysis)
- Display proficiency in organizational and medical office administrative skills. (Knowledge, Comprehension, Application)
- Demonstrate an awareness of and respect for diversity. (Comprehension, Application, Analysis, Evaluation)
- Adhere to ethical, legal, and regulatory guidelines as related to the healthcare environment. (Knowledge, Application, Synthesis, Evaluation)
- Display commitment to the healthcare administration field through participation in professional associations, certifications, and continuing education. (Application, Synthesis, Evaluation)
- Work collaboratively to achieve organizational goals. (Comprehension, Application, Analysis)
- Demonstrate the ability to locate, evaluate, and use information effectively. (Knowledge, Analysis)

Special Program Note

†A supervised externship of 135 contact hours in an approved site must be completed prior to graduation. The externship requires prerequisite CAR230 Career Seminar.

Medical Office Certificate Requirements

Upon successful completion of the program, graduates will be awarded a Certificate in Medical Office.

Course No.	Course Title	Credits	Prerequisites & Corequisites
Professional Education			
ACT101	Accounting Principles I	3	CSS101, MTH080, ENG080, ENG104, OAP101, PSY101
ALH101	Medical Terminology I	3	CSS101, ENG080, MTH080, ENG104, OAP101, PSY101
BUS228	Business Office Administration Externship	3	CAR230, ENG104, OAP101, PSY101
COM101	Computer Technology and Applications	3	CSS101, ENG080, MTH080, ENG104, OAP101, PSY101
COM102	Word Processing Application	3	CSS101, ENG080, MTH080, ENG104, OAP101, PSY101
COM104	Spreadsheet Application	3	CSS101, ENG080, MTH080, ENG104, OAP101, PSY101
COM106	Database Management Application	3	CSS101, ENG080, MTH080, ENG104, OAP101, PSY101
OAP102	Document Formatting	3	OAP101
OAP203	Medical Office Procedures	3	CSS101, ENG080, MTH080, ENG104, OAP101, PSY101
OAP204	Simulated Medical Office	2	CSS101, ENG080, MTH080, ENG104, OAP101, PSY101
Total Credits:		29	

Occupational Outcomes:

- Medical Secretary
- Medical Receptionist
- Medical Records
- Customer Service Representative
- Patient Accounts
- Patient Registration

OFFICE SUPPORT SPECIALIST CERTIFICATE

The Office Support Specialist Certificate Program prepares students for entry-level positions in the office environment. Students will develop entry-level computer and analytical skills using software applications. Emphasis will be placed on developing keyboarding and communication skills.

Students will be prepared to work as a receptionist, secretary, and customer service support representative.

Program Specific Learning Outcomes

- Demonstrate technological skills through the use of general computer applications. (Knowledge, Comprehension, Application)
- Communicate effectively using oral, written, and electronic communication methods. (Knowledge, Comprehension, Application, Analysis)
- Display entry-level organizational and office skills. (Knowledge, Comprehension, Application)
- Demonstrate an awareness of and respect for diversity. (Comprehension, Application, Analysis, Evaluation)
- Adhere to ethical, legal, and regulatory guidelines as related to the business environment. (Knowledge, Application, Synthesis, Evaluation)
- Work collaboratively to achieve organizational goals. (Comprehension, Analysis, Synthesis)
- Demonstrate the ability to locate, evaluate, and use information effectively. (Knowledge, Analysis)

Office Support Specialist Certificate Program Requirements

Upon successful completion of the program, graduates will be awarded a Certificate in Office Support Specialist.

Course No.	Course Title	Credits	Prerequisites & Corequisites
Professional Education			
ACT101	Accounting Principles I	3	CSS101
CAR230	Career Seminar	1	OAP101
COM101	Computer Technology and Applications	3	CSS101
COM104	Spreadsheet Application	3	CSS101
ENG080	Developmental English	3	CSS101
MTH080	Developmental Math	3	CSS101
OAP101	Keyboarding	3	CSS101
Total Credits:		19	

Occupational Outcomes

- Customer Service Support
- Entry Level Office Support
- Receptionist
- Secretary
- Advancement Opportunity

Culinary Arts Program

Culinary Arts Mission Statement

The mission of the Culinary Arts department is to prepare students for a rewarding and challenging career in the food service industry. Professionalism, positive work ethic, sanitation standards and critical thinking are recognized and developed as core components of the program through fundamental skill building, teamwork, and practical experience.

Program Description

The Culinary Arts Certificate program provides students with the necessary skills for this rewarding and demanding career. Students are engaged in a combination of general education and hospitality classes that develop the foundation of a professional culinarian. Core fundamentals of the Culinary profession are delivered through hands-on classes, and encompass teamwork, nutritional guidelines, cost control measures and menu planning. Sanitation standards are a primary focus, enabling students to obtain ServSafe® certification.†

Students participate in a supervised externship gaining practical experience and reaffirming the fundamental techniques. Occupational outcomes for the graduate include entry level positions as restaurant or hotel line cook, prep cook, catering chef, corporate dining chef, or baker's assistant.

Program Specific Learning Outcomes

- Identify and demonstrate the knowledge of culinary theory to practice. (Knowledge, Application, Synthesis)
- Recognize, identify and adapt to change, through evaluation of one's own skills. (Comprehension, Application, Synthesis, Evaluation)
- Demonstrate proficiency in fundamental cooking and baking techniques. (Knowledge, Application)
- Adhere to ethical, legal and regulatory guidelines as related to the culinary profession.(Knowledge, Application, Synthesis, Evaluation)
- Demonstrate an awareness of and a respect for diversity, while working collaboratively towards a team goal. (Comprehension, Application, Analysis, Evaluation)
- Communicate effectively, using oral, written and electronic methods. (Comprehension, Application, Analysis)
- Evaluate and categorize tasks in relation to time schedules and deadlines. (Comprehension, Application, Evaluation)
- Create and design products based on the knowledge of culinary fundamentals. (Knowledge, Application, Synthesis)
- Demonstrate the ability to locate, evaluate, and use information effectively. (Knowledge, Analysis)

Special Program Note

†A student's eligibility to become certified is not guaranteed. A supervised externship of 200 contact hours in an approved site must be completed prior to graduation.



Culinary Arts Certificate Program Requirements

Upon successful completion of the program, graduates will be awarded a Certificate in Culinary Arts.

Course No.	Course Title	Credits	Prerequisites & Corequisites
Professional Education			
CUL110	Science of Food	3	CSS101, ENG080, MTH080, OAP101, CUL107
CUL126	Garde Manger	2	CSS101, ENG080, MTH080, OAP101, CUL107
CUL131	Stocks, Soups, and Sauces	2	CSS101, ENG080, MTH080, OAP101, CUL107
CUL133	Meat and Seafood Identification	3	CSS101, ENG080, MTH080, OAP101, CUL107
CUL146	American Cuisine	2	CSS101, ENG080, MTH080, OAP101, CUL107
CUL160	Bakeshop	2	CSS101, ENG080, MTH080, OAP101, CUL107
CUL175	International Cuisine	2	CSS101, ENG080, MTH080, OAP101, CUL107
CUL201	Spa Cuisine	2	CSS101, ENG080, MTH080, OAP101, CUL107
CUL204	Hospitality Business Fundamentals	3	CSS101, ENG080, MTH080, OAP101, CUL107
CUL206	Classical Bakeshop	2	CSS101, ENG080, MTH080, OAP101, CUL107
CUL210	Classical Cuisine	2	CSS101, ENG080, MTH080, OAP101, CUL107
CUL226	Culinary Arts Externship	4	CSS101, ENG080, MTH080, OAP101, CUL107, CAR230
Total Credits:		29	

Occupational Outcomes:

- Restaurant Line Cook
- Prep Cook
- Sous Chef
- Baker
- Catering Chef
- Corporate Dining Chef

COURSE DESCRIPTIONS

The courses are listed alphabetically within academic programs based on the first three alpha abbreviations defining specific disciplines. The courses are then arranged in numerical ascendancy from 100 to 200's. The course numbers represents the faculty evaluation of the content level of the course in a particular discipline.

DEVELOPMENTAL EDUCATION

ENG080 Developmental English

This course focuses on the development of writing and critical thinking skills through the application of grammar, punctuation and capitalization. Through various applications, team work and reading assignments, students will work toward mastering language skills that are critical to career success.

3 Non-Degree Credit Hours

MTH080 Developmental Math

This course is designed to develop an understanding of fundamental operations using whole numbers, fractions, decimals and percentages and to strengthen basic skills in mathematics. The course is primarily for students who need to review basic mathematical processes.

3 Non-Degree Credit Hours

MTH090 Basic Algebra I

This course provides a comprehensive introduction of algebra. Thorough coverage of real numbers, algebraic expressions & equations, inequalities, and polynomials are provided to insure the students have the necessary skills required in the workplace.

Prerequisite: MTH080 Developmental Math

3 Non-Degree Credit Hours

MTH091 Basic Algebra II

This course will provide an advanced study of algebraic equations. It will provide a more in-depth coverage of information presented in Introductory Algebra including functions, graphs, polynomials, radicals and rational exponents and equations.

Prerequisite: MTH090 Basic Algebra I

3 Non-Degree Credit Hours

GENERAL EDUCATION

BIO101 Concepts in Biology

This course introduces students to the science of life. Topics covered are cellular structure and function, chemistry of life, evolution, and genetic principles, as well as simple plant and animal physiology. The laboratory section of this course includes techniques in scientific observation, analysis, and data interpretation relating to lecture topics. Appropriate for health and science students as well as non-science students.

Prerequisites: ENG080, MTH080, MTH090, MTH091

4 Credit Hours

CHE101 Chemistry of Life: Nutrition

An introductory course in the science of nutrition as it applies to everyday life. The course will focus on the six major nutrients: carbohydrates, fats, proteins, vitamins, minerals and water as they relate to personal health, chemical composition, absorption, and metabolism. A close look at the digestive, immune, excretory and nervous system will be reviewed as they support and utilize nutrients daily in order to function at maximum potential. Endocrine imbalances and disturbances and how they affect certain lifestyles as well as diet fads and trends will also be discussed. The course will examine energy balance, weight control, fiber, vegetarianism and dietary trends in today's medical field.

Prerequisites: ENG080, MTH080, MTH090, MTH091

3 Credit Hours

ECO102 Microeconomics

This course used current policy issues to explain the basics of micro economics through the introduction of the five key economic principles. It focuses on the organization and functions of the American economic system and the major economic institutions such as the free market. It aims at helping the student develop the ability to apply economic analysis to the study of consumption, production, demand, supply, price determination, and costs.

Prerequisites: ENG080, MTH080, MTH090, MTH091

3 Credit Hours

ECO103 Macroeconomics

Macroeconomics is concerned with the modern concept of aggregate economic productivity and output, national income analysis, inflation, national levels of employment, the government tax spending, and monetary policies designed to affect these aggregates. It studies the nature of the market for money, the role of the commercial banking industry and how and why central banks and

government manage the money supply. Additionally the course will explore the impact of international trade, trade policies, the market for foreign exchange, the globalization of finance, risk management, and central bank coordination.

Prerequisites: ENG080, MTH080, MTH090, MTH091

3 Credit Hours

ENG101 College English I: Structure and Style

In a workshop atmosphere, students will be instructed on how to plan, compose and revise their writing, in addition to learning techniques for brainstorming ideas, editing and critiquing. Students will be exposed to various styles of writing such as persuasion, argument, narration, description, comparison & contrast and cause and effect. These strategies will be explored through assigned readings of short studies, which are exemplary of the particular focus area.

Prerequisites: ENG080, MTH080, MTH090, MTH091

3 Credit Hours

ENG102 College English II: Introduction to Literature

This course will familiarize students with the forms and genres of literature. Using readings drawn from English and American literature, students will learn to critically read, dissect, evaluate, contemplate, and elaborate on the works of writers such as William Shakespeare, Nathaniel Hawthorne, and Henrik Ibsen. Students will be exposed to fiction, poetry, and drama while considering the author, his or her purpose and individual perspective, point of view, imagery, and tone.

Prerequisite: ENG101

3 Credit Hours

ENG103 Effective Speaking

Through various exercises in public speaking, students will develop the skills to successfully organize, deliver and evaluate impromptu, extemporaneous and prepared speeches. Students will develop techniques for gaining and holding an audience and increasing self-confidence.

Prerequisites: ENG080, MTH080, MTH090, MTH091

3 Credit Hours

ENG104 Business Communication

This course introduces the student to the writing process by clearly identifying the various steps in planning, drafting, and completing messages for print, electronic and oral communication. It will also allow the student to have the experience of speaking extemporaneously and from prepared notes in front of a group. The student will have practice with spelling different business terms and problem words that affect how business correspondences appear.

Prerequisites: ENG080, MTH080, MTH090, MTH091

3 Credit Hours

HIS101 Post Civil War through World War II

This survey course reviews the progress in the United States after the Civil War including changes in the government through the Constitution and leadership, and major issues of societal changes including those brought from labor and big business interactions, progressivism, imperialism and immigration. The impacts of World War I and World War II, as well as the connections with eras known as the “Roaring Twenties”, “The Great Depression” and the “New Deal” will be explored. The beginning and progress of the Women’s movement in the US during this time period will be integrated into this course.

Prerequisites: ENG080, MTH080, MTH090, MTH091

3 Credit Hours

HIS102 Post World War II to Present

This course will survey the Post World War II Era through to the present and the connections between this time span and the current world situations. The course will incorporate a review and analysis of the impact of the birth of atomic weapons, the Cold War, superpower status, global economy and changing societal perspectives reflecting technological advancements, cultural expectations and political shifts on the people, culture and government of the United States today. Contemporary issues including global terrorism, immigration laws and constitutional interpretations will be explored in the context of this historical time period.

Prerequisites: ENG080, MTH080, MTH090, MTH091

3 Credit Hours

HIS103 Topics in Western Civilization

This course is a look into the beginning of our civilization. It is a journey through several ancient civilizations, with a look at the problems and questions still plaguing our society today. The course will begin with human evolution, and then delve into the earliest civilizations including the Stone Age, the first civilizations of Mesopotamia and Egypt, the achievements of Greece, and the greatness of Rome. We will end with the fall of Rome and the rise of Christianity, which ushered in a new era of world civilizations.

Prerequisites: ENG080, MTH080, MTH090, MTH091

3 Credit Hours

HIS201 World Influence on United States History

This course will focus on the expansion of European countries into the Americas including: Portugal, Spain, France and England concentrating on their exploration, discoveries and conquests. The curriculum will lead students through the tumultuous time period of 1500 through to the 1900's, when countries like England and France had a major influence in colonial development. Studies will also focus on discoveries in foreign countries that specifically influenced the development of the United States such as: the discovery of silver in Mexico and Peru, and the sugar boom in the Caribbean.

Prerequisites: ENG080, MTH080, MTH090, MTH091

3 Credit Hours

HUM102 Critical Thinking

This course is an introduction to critical reasoning with a concise explanation of vital thinking concepts which encourage students to question their own assumptions and to enlarge their thinking through the analysis of common problems associated with everyday reasoning.

Prerequisites: ENG080, MTH080, MTH090, MTH091

3 Credit Hours

LAW101 Introduction to Law

This course introduces the student to American law and the legal system. Students learn the fundamental concepts and concerns of the law while examining the historical development of the American legal system from its English roots. This course is a basic survey of the structures of the American legal system, with an overview of substantive, procedural, and modern law

Prerequisites: ENG080, MTH080, MTH090, MTH091

3 Credit Hours

LAW102 Family Law

This course reviews the substantive and procedural law relative to divorce, adoption, guardianship, custody, and other family law matters within the jurisdiction of the Probate Court. Students will be introduced to contract law as its principles are specifically applied to ante-nuptial agreements, separation agreements, and surrogacy agreements. Related areas of law such as juvenile, criminal, and tort law are also discussed, as are relevant administrative agency regulations. Legal concepts will be applied to particular factual situations, thus developing and enhancing critical skills such as analysis.

Prerequisites: ENG080, MTH080, MTH090, MTH091

3 Credit Hours

MGT201 – Business Law

This course provides an introduction to legal concepts as applied to the study of business. Traditional areas of business law, such as contracts, property law, commercial paper and the Uniform Commercial Code, as well as emerging areas of the law, such as e-commerce are covered. This course also provides an introduction to the United States legal system as well as extensive discussion of legal ethics in the context of our diverse business workplace.

Prerequisites: ENG080, MTH080, MTH090, MTH091

3 Credit Hours

MTH104 College Algebra

This course continues the area of study presented in Intermediate Algebra using a more advanced treatment of functions, linear functions, equations of lines, systems of linear equations, and linear inequalities. Quadratic equations, power functions, composite functions, inverse functions, radical equations, exponential and logarithmic functions and graphical methods of linear programming will also be covered.

Prerequisites: ENG080, MTH080, MTH090, MTH091

3 Credit Hours

MTH201 Statistics

This course presents statistics as a useful tool in learning about the world around us. While studying descriptive and inferential concepts, students will become aware of their real-world applications in the fields of business, economics, science and computers.

Prerequisite: MTH104

3 Credit Hours

PHI101 Introduction to Ethics

This course provides an introduction to the definition, history, professional adaptation and personal introspective areas of ethics. Students will learn about historical leaders and schools of philosophical approaches to ethics, while considering and evaluating ethical problems within various professional fields such as: law, medical and business ethics. Specifically a lecture course, students will be challenged to explore and discuss controversial issues introduced within the curriculum, in order to become knowledgeable enough to consider ethics in real life situations.

Prerequisites: ENG080, MTH080, MTH090, MTH091

3 Credit Hours

PSY101 Introduction to Psychology

This course provides an introduction to the study and principles of behavior. Students will gain knowledge in the areas of principles of scientific investigation and psychological behaviors including sensation, perception, states of consciousness, cognitive, language, and developmental psychology.

Prerequisites: ENG080, MTH080, MTH090, MTH091

3 Credit Hours

PSY104 Human Growth & Development: Lifespan

This course is the study of human growth and development across the lifespan. Students are introduced to normal psychology, social, cognitive and physical growth patterns and milestones. Emphasis is placed on lifespan development, successful aging and developmental theories.

Prerequisites: CSS101

3 Credit Hours

PSY201 Adulthood and Aging

Using the theoretical framework of life span development, this course will review and discuss major conceptual approaches to the study of adulthood. Special attention is given to family and social influences. Topics covered include physical, cognitive social and personality changes, role transitions and interpersonal and intergenerational relationships.

Prerequisites: ENG080, MTH080, MTH090, MTH091

3 Credit Hours

SCI101 Introduction to Environmental Science

This is an introductory course in environmental science and how it affects people and places on our planet. The course will highlight real people and places surrounding environmental issues and concepts in the world today while teaching students how to interpret and understand scientific data and research presently being conducted in this area. This course is designed to help students weight the issues and the solutions which will impact our natural systems.

Prerequisites: ENG080, MTH080, MTH090, MTH091

3 Credit Hours

SOC101 Introduction to Sociology

This course introduces the basic principles, theories, and terminology used in the study of societies. It will include the basic foundations that create the structure and purposes of a society in terms of the groups, the institutions and societal processes. The course will allow students to explore their personal lives in the context of a changing society. The course will review how people within a society chose to meet the economic, social, psychological and basic needs of all the people within said society.

Prerequisites: ENG080, MTH080, MTH090, MTH091

3 Credit Hours

SOC102 Cultural Competency and Interpersonal Sensitivity

This course provides the student with an understanding for and sensitivity to differences between various people in accessing health services, due to diversity of family structure, socioeconomic background, cultural differences, and differences in needs for various age groups (pediatric, geriatric populations). The course also develops the student's skills in understanding why these differences exist so they can work effectively with co-workers, patients and clients who have these differences.

Prerequisites: ENG080, MTH080, MTH090, MTH091

3 Credit Hours

ACCOUNTING AND BUSINESS OFFICE ADMINISTRATION**ACT101 Accounting Principles I**

This course is an introduction to basic accounting terms and functions which covers the following topics: accounting cycle through the trial balance, adjusting and closing entries and the preparation of financial statements for both a service and a merchandise business. In-depth coverage of cash, cash control and special journals is also included.

Prerequisites: ENG080, MTH080, (Degree seeking students MTH090, MTH091.)

3 Credit Hours

ACT102 Accounting Principles II

This course continues the study of accounting principles. It includes in-depth coverage of receivables, inventory, plant and equipment, depreciation, and liabilities. It includes the organization, division of profits, and dissolution of partnerships. Corporate formation, capital stock transactions, corporate earnings and corporate financing are emphasized.

Prerequisite: ACT101

3 Credit Hours

ACT205 Accounting Software Application

This course transfers the student's manual accounting skills to a computerized environment using computerized accounting software. It includes hands-on practice with a personal computer and covers general ledger, accounts receivable, accounts payable, cash receipts, cash disbursements, payroll, reports, and business simulation problem sets.

Prerequisite ACT101

3 Credit Hours

ACT210 Federal Income Taxes

This course is designed to give students knowledge and understanding of federal income taxes for individuals. It provides training and preparation of federal tax forms. Preparation and understanding of 1040EZ, 1040A, and 1040 forms and related schedules are included.

Prerequisite: ACT101

3 Credit Hours

ACT211 Managerial Accounting

This course is designed to give the student an introduction to the core concepts that are necessary in managerial accounting. The course encompasses such topics as what is managerial accounting, cost concepts, profit planning, flexible budgets, overhead analysis, and decentralization.

Prerequisite: ACT102

3 Credit Hours

ACT212 Introduction to Finance

This course is designed to give the student an understanding of how small and medium companies finance their business and what business owners should be aware of in order to expand their operation. The student will begin to understand the financial areas involved in running a growing business; i.e. Corporate finance, working capital management, short-term assets, mergers and divesting.

Prerequisite: ACT102

3 Credit Hours

ACT223 Accounting Externship

This course is designed to allow a student the opportunity to gain valuable hands-on experience in the financial environment. Students will be able to demonstrate their knowledge of generally accepted accounting principles, using effective communication, interpretation, and analytical skills.

Prerequisites: CAR230

3 Credit Hours

ALH101 Medical Terminology I

This course provides the student with a solid foundation that facilitates the understanding of the medical language. Students will utilize basic medical terms that relate to the healthcare professional. They will analyze medical words using root, prefix and suffix construction. Several body systems will also be reviewed in detail.

Prerequisites: ENG080, MTH080, (Degree seeking students MTH090, MTH091.)

3 Credit Hours

BUS228 Business Office Administration Externship

This course is designed to allow a student the opportunity to apply practical office, software application and communication skills in a business and/or medical environment.

Prerequisites: CAR230

3 Credit Hours

CAR230 Career Seminar

This course will offer the valuable tools that will assist students in reaching their career goals. Emphasis will be placed on professionalism, interviewing techniques, resume writing, public speaking and networking.

Prerequisite: ENG080, MTH080

1 Credit Hour

COM101 Computer Technology & Applications

This course provides the student with a firm foundation in computer technology and the use of a computer as a productivity tool. It will cover computer hardware and software as well as the use of a personal information management software program to manage daily priorities and information in an integrated solution. Students will also be introduced to presentation software.

Prerequisites: ENG080, MTH080, (Degree seeking students MTH090, MTH091.)

3 Credit Hours

COM102 Word Processing Application

Using word processing software, this course will provide the student with the necessary skills to develop professional letters, reports, forms and newsletters utilizing word processing software. The topics involve a comprehensive study of Word tools from the beginning to advance levels. Object linking and embedding, HTML documents and macros are incorporated to emphasize Word's integration and automation features.

Prerequisites: ENG080, MTH080, (Degree seeking students MTH090, MTH091.)

3 Credit Hours

COM104 Spreadsheet Application

Using spreadsheet application software, this course will provide the student with the necessary skills to create, edit and format a worksheet and workbook. The student will work with formulas, macros, validation techniques, filters and pivot tables to analyze, summarize and evaluate information. In addition, the student will utilize the integration features of OLE and HTML documents to work with other applications.

Prerequisites: ENG080, MTH080, (Degree seeking students MTH090, MTH091.)

3 Credit Hours

COM106 Database Management Application

Upon successful completion of this course, the student will have the necessary skills to organize, maintain, retrieve and sort data that businesses use on a daily basis to find, use and analyze their activities. The student will create, modify, and maintain tables to organize data, work with queries to retrieve specific data and build forms to allow easy access to the information. In addition, the student will develop reports, integrate database software with other applications and automate tasks with macros.

Prerequisites: ENG080, MTH080, (Degree seeking students MTH090, MTH091.)

3 Credit Hours

CSS101 College Survival Skills

This course is an introduction to the challenges that a student may encounter while pursuing post-secondary education. Focus is on managing time, critical thinking, communication, note taking and effective study and research techniques.

Prerequisites: None

3 Credit Hours

LAW101 Introduction to Law

This course introduces the student to American law and the legal system. Students learn the fundamental concepts and concerns of the law while examining the historical development of the American legal system from its English roots. This course is a basic survey of the structures of the American legal system, with an overview of substantive, procedural, and modern law.

Prerequisites: ENG080, MTH080, (Degree seeking students MTH090, MTH091.)

3 Credit Hours

LAW102 Family Law

This course reviews the substantive and procedural law relative to divorce, adoption, guardianship, custody, and other family law matters within the jurisdiction of the Probate Court. Students will be introduced to contract law as its principles are specifically applied to ante-nuptial agreements, separation agreements, and surrogacy agreements. Related areas of law such as juvenile, criminal, and tort law are also discussed, as are relevant administrative agency regulations. Legal concepts will be applied to particular factual situations, thus developing and enhancing critical skills such as analysis.

Prerequisites: ENG080, MTH080, (Degree seeking students MTH090, MTH091.)

3 Credit Hours

MBC101 Medical Insurance Billing I

This course provides the student with a practical approach to gaining expertise in insurance billing and claims management in conjunction with patient record keeping. Legal and ethical issues that impact the billing industry will be explored. The development of the insurance claim is studied in depth. Basic medical and insurance abbreviations will be utilized throughout the course.

Prerequisites: ENG080, MTH080, (Degree seeking students MTH090, MTH091.)

3 Credit Hours

MGT101 – Intro to Business

This course introduces the student to the purpose, role, and responsibility of business in today's society. Students will apply basic business concepts and principles to a variety of business situations as they explore such topics as ethical behavior, forms of business ownership, leadership and decision-making skills, marketing, and the impact of the economy on business.

Prerequisites: ENG080, MTH080, (Degree seeking students MTH090, MTH091.)

3 Credit Hours

MGT201 – Business Law

This course provides an introduction to legal concepts as applied to the study of business. Traditional areas of business law, such as contracts, property law, commercial paper and the Uniform Commercial Code, as well as emerging areas of the law, such as e-commerce are covered. This course also provides an introduction to the US legal system as well as extensive discussion of legal ethics in the context of our diverse business workplace.

Prerequisites: ENG080, MTH080, (Degree seeking students MTH090, MTH091.)

3 Credit Hours

OAP101 Keyboarding

Basic principles of proper keyboarding techniques are introduced in this course. Emphasis will be placed on a thorough knowledge of location of keys and how to key correctly without looking at the keyboard. Basic business documents are formatted in this course.

Prerequisites: ENG080, MTH080, (Degree seeking students MTH090, MTH091.)

3 Credit Hours

OAP102 Document Formatting

The course focuses on speed, accuracy and communication skills. Emphasis is placed on document formatting.

Prerequisites: OAP101

3 Credit Hours

OAP200 Office Procedures & Records Management

Upon successful completion of this course, the student will have developed the skills required of a professional assistant. The areas of development involve business ethics, space management, security, office efficiency, appointment making and record management. In addition students will have explored the concepts of priority setting, time and stress management, public relations and communications. Technology and office procedures including document creation and distribution, research and organization of business reports, travel and conference planning and financial procedures are discussed.

Prerequisites: ENG080, MTH080, (Degree seeking students MTH090, MTH091.)

3 Credit Hours

OAP203 Medical Office Procedures

This course provides the student with the skills necessary for the effective operation of the medical office. Students will learn office management skills such as effective communication, telephone techniques, and record management. Additional topics include the legal and ethical responsibilities of the health care professional.

Prerequisites: ENG080, MTH080, (Degree seeking students MTH090, MTH091.)

3 Credit Hours

OAP204 Simulated Medical Office

This course focuses on maintaining electronic medical records and patients' files, electronic appointments, processing of insurance claims, accounting and bookkeeping responsibilities, collections, supervision of the front office and personnel management responsibilities.

Prerequisites: OAP101

2 Credit Hours

OAP209 Legal Terminology & Transcription

This course provides an understanding of legal vocabulary for employees in the legal office. Students define commonly used legal terms and use them in a legal context by formatting and transcribing legal dictation. Emphasis will be placed on increasing legal terminology, including learning the correct spelling, pronunciation, and proper use of each term. Keyboarding practice from printed copy and dictation will incorporate terms from various types of legal practices.

Prerequisites: OAP101

3 Credit Hours

ALLIED HEALTH PROGRAMS**ALH101 Medical Terminology I**

This course provides the student with a solid foundation that facilitates the understanding of the medical language. Students will utilize basic medical terms that relate to the healthcare professional. Students will analyze medical words using root, prefix and suffix construction. Several body systems will also be reviewed in detail.

Prerequisites: ENG080, MTH080 (Degree seeking students MTH090, MTH091.)

3 Credit Hours

ALH102 Medical Terminology II

This course stresses the terminology of the body systems, anatomy and physiology, and pathology. The student will learn to use correct medical terms, abbreviations and symbols that relate to specialized medical terminology.

Prerequisite: ALH101

3 Credit Hours

ALH105 Certification Seminar

This course offers professional level instruction in Basic Life Support which includes CPR and AED, Standard First Aid and BBP/ABP. Professional level certification indicates that the individual has received sufficient training to respond to adult and pediatric medical emergencies, is responsible for providing emergency care when necessary and is capable of handling blood and airborne pathogens according to OSHA standards. Students who successfully complete the two day course will receive certification in Basic Life Support and CPR/AED 9 (adult & pediatric) Standard First Aid and BBP/ABP.

NOTE: It is the student's responsibility to maintain their certification for the duration of their education, including for and during practicum/externship. Students understand that failure to acquire or maintain certification may cause them to be removed from a practicum/externship and/or from their hands-on and clinical classes.

Prerequisite: ENG080, MTH080, (Degree seeking students MTH090, MTH091.)

1 Credit Hour

ALH201 Pharmacology I

This course presents the basis for understanding correct drug therapy. Initially, the student will practice fractions, ratios, and proportions as well as temperature equivalents, the metric system, household measures, apothecaries' measurements and conversion from one system of measurement to another. This knowledge is then used to calculate adult dosages of oral and parenteral medications. The essentials of medication administration, forms of drugs and their mechanism of action, medication orders, allergies, and equipment and supplies are also covered in this course. These activities are supplemented with critical thinking exercises, hands-on projects and spot checks for specific classifications of drugs.

Prerequisites: ENG080, MTH080, (Degree seeking students MTH090, MTH091.)

3 Credit Hours

ALH202 Pharmacology II

This course continues from Pharmacology I. In this course, antibiotic agents, antifungal, antiviral and immunizing agents, antineoplastic agents, psychotropic agents, vitamins and minerals are covered in-depth. Additionally, the effects of medications relating to individual body systems are explored in detail, along with usual dosages and potential adverse reactions. Students learn to calculate dosages for children, and continue to calculate dosages for adults. These activities are supplemented with critical thinking exercises, hands-on projects and spot checks for specific classifications of drugs.

Prerequisite: ALH201

3 Credit Hours

BIO110 Anatomy & Physiology I

This is an introduction to the structure and function of the human body, geared toward students pursuing careers in allied health sciences. This course discusses the physical basis of life, and is concerned with the chemical and cellular organization, structure and functions of cells and tissues, muscles and the skeleton, the nervous system, and special senses. Included is an exploration of various related pathologies.

Prerequisites: ENG080, MTH080, (Degree seeking students MTH090, MTH091.)

3 Credit Hours

BIO110L Anatomy & Physiology I Lab

This is an introduction to the structure and function of the human body, geared toward students pursuing careers in allied health sciences. The laboratory component begins with basic laboratory techniques and safety, microscope use, and scientific methods. Concepts and theories will be examined through the use of computer simulation as well as dissection, and will relate to topics covered in Anatomy and Physiology I course.

Pre-requisites: None

1 Credit Hour

BIO111 Anatomy & Physiology II

This is a continuation of BIO110 Anatomy and Physiology I, the course proceeds with the study of the human body through levels of increased complexity, focusing on circulatory, digestion, endocrine, respiratory, kidney systems, and acid-base balance. The complimentary nature of structure and function is investigated, as well as continued understanding of specific pathologies.

Pre-requisites: BIO110

3 Credit Hours

BIO111L Anatomy & Physiology II Lab

This is a continuation of BIO110 Anatomy and Physiology I, the course proceeds with the study of the human body through levels of increased complexity, focusing on circulatory, digestion, endocrine, respiratory, kidney systems, and acid-base balance. The complimentary nature of structure and function is investigated, as well as continued understanding of specific pathologies.

Pre-requisites: None

1 Credit Hour

CAR230 Career Seminar

This course will offer the valuable tools that will assist students in reaching their career goals. Emphasis will be placed on professionalism, interviewing techniques, resume writing, public speaking and networking.

Prerequisite: ENG080, MTH080, (Degree seeking students MTH090, MTH091.)

1 Credit Hour

COM104 Spreadsheet Application

Using spreadsheet application software, this course will provide the student with the necessary skills to create, edit and format a worksheet and workbook. The student will work with formulas, macros, validation techniques, filters and pivot tables to analyze, summarize and evaluate information. In addition, the student will utilize the integration features of OLE and HTML documents to work with other applications.

Prerequisites: ENG080, MTH080, (Degree seeking students MTH090, MTH091.)
3 Credit Hours

CSS101 College Survival Skills

This course is an introduction to the challenges that a student may encounter while pursuing post-secondary education. Focus is on managing time, critical thinking, communication, note taking and effective study and research techniques.

Prerequisites: None
3 Credit Hours

EMT101 Initial Procedures for the EMT

Emergency Medical Technician Basic level program is designed to prepare the student to provide pre-hospital patient care following the Commonwealth of Massachusetts rules and regulations.

Prerequisites: ENG080, MTH080
3 Credit Hours

EMT102 Pre-Hospital Patient Care for the EMT

This course enhances the student's initial comprehension of EMS. It expands to the specific medical issues related to respiratory, cardiovascular and obstetrical emergencies, diabetes, altered mental status and this course provides an in-depth coverage of soft tissue and musculoskeletal injuries

Pre-requisite: EMT101
3 Credit Hours

EMT103 Medical, Trauma and Special Operations for the EMT

This course on Medical, Trauma and Special Operations for the EMT expands from the initial EMT courses and covers specific issues related to hazardous material, the National Incident Command Systems (NIMS), EMT-B Paramedic Assistant level training and emergency reaction driving skills for the pre-hospital ambulance service

Pre-requisite: EMT102
3 Credit Hours

EMT104 EMT-B Field Externship

Externship further enhances the educational process by providing the student a safe opportunity to observe fundamental aspects of the pre-hospital patient care process.

Pre-requisite: CAR230, EMT103
1 Credit Hour

ENG103 Effective Speaking

Through various exercises in public speaking, students will develop the skills to successfully organize, deliver and evaluate impromptu, extemporaneous and prepared speeches. Students will develop techniques for gaining and holding an audience and increasing self-confidence.

Prerequisites: ENG080, MTH080, MTH090, MTH091
3 Credit Hours

MAA215 Clinical Procedures I

This course provides the student with basic clinical skills. The student will learn about diseases and infection control. This course will provide the student with the fundamentals of procedures, how to assist the physician and prepare a patient for the physical examination.

Prerequisites: ENG080, MTH080, (Degree seeking students MTH090, MTH091.)
3 Credit Hours

MAA216 Clinical Procedures II

This course increases the medical assistant's proficiency in the study of clinical procedures. Students progress to the study of hematology, nutrition, and diet, and assisting with minor surgery. Other advanced levels of learning and competency include the administration of medications and specific procedures used in medical emergencies.

Prerequisite: MAA215
3 Credit Hours

MAA224 Medical Assisting Practicum

This course is designed to allow a student the opportunity to apply practical office, software application and communication skills as well as clinical experience in a medical environment focusing on personal attributes, job readiness, workplace dynamics and allied health professions and credentialing.

Prerequisite: CAR230, MAA216
4 Credit Hours

MBC101 Medical Insurance Billing I

This course provides the student with a practical approach to gaining expertise in insurance billing and claims management in conjunction with patient record keeping. Legal and ethical issues that impact the billing industry will be explored. The development of the insurance claim is studied in depth. Basic medical and insurance abbreviations will be utilized throughout the course.

Prerequisites: ENG080, MTH080, (Degree seeking students MTH090, MTH091.)
3 Credit Hours

MBC102 Medical Insurance Billing II

This course continues from Medical Insurance Billing I providing the student with a practical approach to gaining expertise in insurance billing and claims management in conjunction with patient record keeping. Legal and ethical issues that impact the billing industry will be explored. Detailed, hands-on approach will be used for this advanced course. Advanced medical and insurance abbreviations will be utilized throughout the course. Emphasis will be placed on the ability to apply the concepts learned in Billing I as well as new material in Billing II.

Prerequisite: MBC101
3 Credit Hours

MBC202 Procedural Coding

This course trains the medical coder in the use of current procedural terminology (CPT) codes. Students will apply CPT Coding Principles to surgeries, treatments and procedures in the areas of evaluation and management, anesthesia, surgery, laboratory, and pathology, radiology, and medicine.

Prerequisites: ENG080, MTH080
3 Credit Hours

MBC203 Diagnostic Coding

This course offers extensive coding practice in differential v. principal codes, in principal and secondary diagnoses and correct sequencing. In addition to conditions and diseases, neoplasm, congenital anomalies and E and V codes will be studied. The International Classification of Diseases-9th Edition- Clinical Modification (ICD-9-CM) will be used throughout the course.

Prerequisites: MBC202
3 Credit Hours

MBC204 Advanced Coding

This capstone course allows students hands-on practice in the abstraction of medical records, identifying services rendered, treatments performed, and procedures completed in the areas of evaluation and management, anesthesia, surgery, laboratory, and pathology, radiology and medicine. Course content allows for students to integrate coding for procedures and diagnoses simultaneously following associated payment rules. Principles of electronic coding and filing are also covered and integrated with Medisoft computer software, Version 16.

Prerequisites: MBC202, MBC203
3 Credit Hours

MBC225 Medical Billing and Coding Externship

This course is designed to allow a student the opportunity to gain practical experience in medical billing and coding fundamentals and demonstrate learned professional, administrative and organizational skills within a healthcare setting.

Prerequisite: CAR230, MBC204
3 Credit Hours

MST101 Anterior Swedish Massage

As a study in therapeutic massage, students explore professional touch as a therapeutic tool. Topics covered include but are not limited to the history of massage, health, hygiene, sanitation, and safety standards in a massage environment as well as an overview of massage physiology: effects, indications, and contraindications, and endangerment sites. The course focuses on appropriate body and table mechanics for the massage therapist to prevent self-injury, preparation for massage, equipment, supplies, professional environment, position and draping. The students will learn to perform a relaxation massage treatment of the front of the body.

Prerequisites, ENG080, MTH080
2 Credit Hours

MST102 Posterior Swedish Massage

Students will be provided with a study of the physiology of massage techniques and their effects on the body systems. Included are indications, contraindications, and the effects of massage on various body systems. Procedures and techniques for a complete body massage will be presented. Procedures and techniques for side-lying massage will be presented.

Prerequisites: ENG080, MTH080
2 Credit Hours

MST103 Advanced Clinical Techniques

This course will focus on assessment and development of appropriate massage methods and techniques for treatment of musculature and fascia. In addition, students will be trained in basic hydrotherapy and spa applications, lymphatic massage techniques, sports massage and trigger point therapy. Upon completion of the course, student is able to assess, develop a basic care/treatment plan, and integrate therapeutic massage in a professional environment.

Prerequisites: MST101 or MST102

2 Credit Hours

MST104 Special Populations

This course will introduce students to special populations requiring modification and/or adjustments in technique, positioning, environment and timing. Topics covered will include massage pregnancy massage, infant/child massage, contrast therapies (hot/cold), hydrotherapy, spa massage techniques including hot stone massage, lymphatic drainage, seated massage, and an introduction to medical massage. Upon completion of the course, students will be aware of the opportunities for continuing education and further specialization in the field of massage and bodywork

Prerequisites: ENG080, MTH080

2 Credit Hours

MST110 Ethics and Professional Development

Students will be introduced to the major aspects of building and maintaining a successful massage practice. Fundamental business skills necessary for success, both working for someone else or self-employed, are conveyed. Students will be introduced to ethical concepts involved in touch therapies in preparation for creating a professional, safe, and enduring practice. Current codes of ethics in the areas of touch therapy will be reviewed.

Prerequisites: ENG080, MTH080

3 Credit Hours

MST201 Muscle Structure & Function

This course will serve as an introduction to the anatomical and physiological fundamentals of human motion and body mechanics. Emphasis will be on identification of the structure and function of muscle tissue in the body as well as demonstration of origin, insertion, action, and patterning of muscle fiber directions for all major muscles. Students will develop kinesthetic and visual awareness of appropriate massage techniques for major muscle groups.

Prerequisites: ENG080, MTH080

3 Credit Hours

MST202 Pathology

This course will provide overviews of body systems and fundamental information about how those processes are interrupted when disease occurs. During this course the students will explore the common diseases of the body systems that massage therapists may encounter in clinical practice including signs and symptoms and the applicability of massage.

Prerequisites: ENG080, MTH080

3 Credit Hours

MST227 Massage Clinical Practicum

This course provides the student with supervised clinical massage therapy, client assessment and record keeping theory and practice.

Prerequisites: CAR230

3 Credit Hours

OAP101 Keyboarding

Basic principles of proper keyboarding techniques are introduced in this course. Emphasis will be placed on a thorough knowledge of location of keys and how to key correctly without looking at the keyboard. Basic business documents are formatted in this course.

Prerequisites: ENG080, MTH080 (Degree seeking students MTH090, MTH091.)

3 Credit Hours

OAP203 Medical Office Procedures

This course provides the student with the skills necessary for the effective operation of the medical office. Students will learn office management skills such as effective communication, telephone techniques, and record management. Additional topics include the legal and ethical responsibilities of the health care professional.

Prerequisites: ENG080, MTH080 (Degree seeking students MTH090, MTH091.)

3 Credit Hours

OAP204 Simulated Medical Office

This course focuses on maintaining electronic medical records and patients' files, electronic appointments, processing of insurance claims, accounting and bookkeeping responsibilities, collections, supervision of the front office and personnel management responsibilities.

Prerequisites: OAP101

2 Credit Hours

PSY101 Introduction to Psychology

This course provides an introduction to the study and principles of behavior. Students will gain knowledge in the areas of general principles of scientific investigation and psychological behaviors including sensation, perception, states of consciousness, cognitive, language, and developmental psychology.

Prerequisite: ENG080, MTH080, (Degree seeking students MTH090, MTH091.)

3 Credit Hours

CULINARY ARTS

CAR230 Career Seminar

This course will offer the valuable tools that will assist students in reaching their career goals. Emphasis will be placed on professionalism, interviewing techniques, resume writing, public speaking and networking.

Prerequisites: ENG080, MTH080, (Degree seeking students MTH090, MTH091.)

1 Credit Hour

CSS101 College Survival Skills

This course is an introduction to the challenges that a student may encounter while pursuing post-secondary education. Focus is on managing time, critical thinking, communication, note taking and effective study and research techniques.

Prerequisites: None

3 Credit Hours

CUL107 Culinary Fundamentals

This course introduces the student to the professional kitchen through the identification of equipment, products, and sanitation techniques. A variety of produce, dairy, and herbs will be identified with emphasis on quality and characteristics. Students will engage in the practice of knife skills, proper sanitation techniques and a comprehensive overview of cooking fundamentals.

Prerequisites: ENG080, MTH080

3 Credit Hours

CUL110 The Science of Food

This course provides a comprehensive overview of proper safety and sanitation in the workplace. The course investigates the causes of food borne illness and how to avoid them. It covers the science of food composition-specifically nutrients and how they are derived from food. The ServSafe examination is administered for certification.

Prerequisites: ENG080, MTH080

3 Credit Hours

CUL126 Garde Manger

This course provides a comprehensive overview in the art and presentation of cold food. Topics of study and preparation include cold soups and sauces, canapés, hors d'oeuvres, appetizers, pates and terrines. Students discuss and demonstrate buffet presentation, and the art of creating a centerpiece. Topics covered also include the history and current role of the Garde Manger.

Prerequisites: ENG080, MTH080

2 Credits Hours

CUL131 Stocks, Soups, and Sauces

This course is an overview of stocks, soups, and sauces. The course includes practice creating the grand sauces (or mother sauces) and their derivative sauces. The course also covers practice in creating stocks. Stocks are evaluated on flavor, color, aroma, and clarity. A variety of clear and cream soups will also be demonstrated and created.

Prerequisites: ENG080, MTH080

2 Credit Hours

CUL133 Meat and Seafood Identification

This course provides a comprehensive overview in the structure and composition of meats, poultry, and seafood. The student will review the proper identification, inspection and grading of these products, and study the primal cuts in relation to products they will be using in the professional kitchen. The course will incorporate practice of knife and sanitation skills through the fabrication of various cuts of meat, poultry, and seafood items. A variety of items will be prepared using techniques identified for the particular cut, or product.

Prerequisites: ENG080, MTH080

3 Credit Hours

CUL146 American Cuisine

Students gain experience in all aspects of food preparation as they practice fundamental cooking methods and techniques. Students learn the proper application of sautéing, simmering, poaching, broiling, pan-frying, and deep fat frying.

Prerequisites: ENG080, MTH080

2 Credit Hours

CUL160 Bakeshop

This course provides an overview of the chemistry, terminology, and technology of baking. The student will study pans, ovens, special tools, and implements. Students will also practice recipes for yeast breads and quick breads.

Prerequisites: ENG080, MTH080

2 Credits Hours

CUL175 International Cuisines

This course provides an overview of recipes from a variety of world cultures and religious groups.

Prerequisites: ENG080, MTH080

2 Credits Hours

CUL201 Spa Cuisine

The responsibility of a professional chef is to choose healthier food alternatives to create flavorful and visually appealing dishes to meet increased consumer demand for healthful options. This course provides a comprehensive overview of nutrition and the role diet plays in our overall health. Techniques for modifying and preparing healthier recipes are demonstrated and practiced using the food pyramid as a guideline. Recipes from the world's finest spa resorts are incorporated. The NRAEF Nutrition Examination is administered for competency certification.

Prerequisites: ENG080, MTH080

2 Credits Hours

CUL204 Hospitality Business Fundamentals

This course examines the business operations of a restaurant. Staffing and hiring procedures are examined, along with labor laws and regulations. Discussions will include menu layout, design, development, costing procedures, purchasing and budgets. We will review computerized forms for tracking business operations. The course will include the NRAEF exams given for Food Costing and Menu Design.

Prerequisites: ENG080, MTH080

3 Credit Hours

CUL206 Classical Bakeshop

This course will introduce students to classical and contemporary desserts and pastries. Classical French pastry techniques such as puff pastry, short dough, genoise, as well as tarts and tortes will be taught. Contemporary plated desserts will be a focus using these skills, as well as ingredients such as chocolate, marzipan, sauces and various fruit coulis.

Prerequisites: ENG080, MTH080

2 Credit Hours

CUL210 Classical Cuisine

In this course, students are exposed to the preparation of classical dishes within a classical kitchen. The basics of "Haute Cuisines" are demonstrated, with emphasis primarily on French and Italian cuisines. An overview of history of "Haute Cuisine" is covered during this course.

Prerequisites: ENG080, MTH080

2 Credit Hours

CUL226 Culinary Arts Externship

This course is designed to allow a student the opportunity to apply theory to practice, demonstrating the core culinary fundamentals including knife skills, sanitation and teamwork.

Prerequisites: CAR230

4 Credit Hours

OAP101 Keyboarding

Basic principles of proper keyboarding techniques are introduced in this course. Emphasis will be placed on a thorough knowledge of location of keys and how to key correctly without looking at the keyboard. Basic business documents are formatted in this course.

Prerequisites: ENG080, MTH080, (Degree seeking students MTH090, MTH091.)

3 Credit Hours

SALTER COLLEGE DIRECTORY

Administration & Staff

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Director of Business Office Administration/Accounting
Faculty - Business Office Administration
A.S., Quinsigamond Community College
B.S., Salem State College
M.A., Assumption College

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M.B.A Clark University

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B.A., Eckerd College

Olba Ramirez

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Diploma, U.S. Navy Cooking School
Diploma, U.S. Navy Instructor School

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M.S. Syracuse University
B.S., University of Pittsburgh

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B.S., Fitchburg State College

Jerry Williams

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M.Ed., Cambridge College

Johnny Wright

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B.S., Tougaloo College
M.D., Ross University School of Medicine
Ohio College Podiatric Medicine

Chicopee Campus**Hery Rivera**

Director of Admissions

Austin Roberts

General Education
MFA., Goddard College
B.A., Eastern Nazarene College

ACADEMIC CALENDARS

DAY DIVISION 2011

January 3	Classes Resume
January 7	Module Ends
January 10	Module Begins
January 17	Martin Luther King Day
	<i>No Classes</i>
February 11	Module Ends
February 14	Module Begins
February 21	President's Day
	<i>No classes</i>
March 18	Module Ends
March 21	Module Begins
April 21	Module Ends
April 22	Good Friday
	<i>No classes</i>
April 25	Module Begins
May 27	Module Ends
May 30	Memorial Day
	<i>No classes</i>
May 31	Module Begins
July 1	Module Ends
July 4-8	Vacation
	<i>No classes</i>
July 11	Module Begins
August 12	Module Ends
August 15	Module Begins
September 5	Labor Day
	<i>No classes</i>
September 16	Module Ends
September 19	Module Begins
October 10	Columbus Day
	<i>No classes</i>
October 21	Module Ends
October 24	Module Begins
November 11	Veteran's Day
	<i>No classes</i>
November 23	Module Ends
November 24-25	Thanksgiving Vacation
	<i>No classes</i>
November 28	Module Begins
December 26 – December 30	Christmas Vacation
January 2	Classes Resume

EVENING DIVISION 2011

January 3	Classes Resume
January 17	Martin Luther King Day
	<i>No Classes</i>
February 21	Presidents Day
	<i>No Classes</i>
February 24	Module Ends
March 1	Module Begins
April 22	Good Friday
	<i>No classes</i>
May 5	Module Ends
May 10	Module Begins
May 30	Memorial Day
	<i>No classes</i>
July 4-8	Vacation
	<i>No classes</i>
July 21	Module Ends
July 26	Module Begins
September 5	Labor Day
	<i>No classes</i>
September 29	Module Ends
October 4	Module Begins
October 10	Columbus Day
	<i>No classes</i>
November 11	Veteran's Day
	<i>No classes</i>
November 24-25	Thanksgiving Vacation
	<i>No classes</i>
December 8	Module Ends
December 13	Module Begins
December 26 – December 30	Christmas Vacation
January 2	Classes Resume

DAY DIVISION 2012

January 2	Classes Resume
January 6	Module Ends
January 9	Module Begins
January 16	Martin Luther King Day
	<i>No Classes</i>
February 10	Module Ends
February 13	Module Begins
February 20	Presidents Day
	<i>No Classes</i>
March 16	Module Ends
March 19	Module Begins
April 6	Good Friday
	<i>No Classes</i>
April 20	Module Ends
April 23	Module Begins
May 25	Module Ends
May 28	Memorial Day
	<i>No Classes</i>
May 29	Module Begins
June 29	Module Ends
July 2-6	Vacation
	<i>No Classes</i>
July 9	Module Begins
August 10	Module Ends
August 13	Module Begins
September 3	Labor Day
	<i>No Classes</i>
September 14	Module Ends
September 17	Module Begins
October 8	Columbus Day
	<i>No Classes</i>
October 19	Module Ends
October 22	Module Begins
November 12	Veteran's Day (observed)
	<i>No Classes</i>
November 21	Module Ends
November 22 - 23	Thanksgiving Holiday
	<i>No Classes</i>
November 26	Module Begins
December 24 - January 4	Vacation
	<i>No Classes</i>
January 7	Classes Resume

EVENING DIVISION 2012

January 2	Classes Resume
January 16	Martin Luther King Day
	<i>No Classes</i>
February 20	Presidents Day
	<i>No Classes</i>
February 23	Module Ends
February 28	Module Begins
April 6	Good Friday
	<i>No classes</i>
May 3	Module Ends
May 8	Module Begins
May 28	Memorial Day
	<i>No classes</i>
July 2-6	Vacation
	<i>No classes</i>
July 19	Module Ends
July 24	Module Begins
September 3	Labor Day
	<i>No classes</i>
September 27	Module Ends
October 2	Module Begins
October 8	Columbus Day
	<i>No classes</i>
November 12	Veteran's Day (observed)
	<i>No classes</i>
November 22-23	Thanksgiving Vacation
	<i>No classes</i>
December 6	Module Ends
December 11	Module Begins
December 24 - January 4	Christmas Vacation
January 7	Classes Resume

DAY DIVISION 2013

January 2	Classes Resume
January 10	Module Ends
January 14	Module Begins
January 21	Martin Luther King Day <i>No Classes</i>
February 14	Module Ends
February 18	Presidents Day <i>No Classes</i>
February 19	Module Begins
March 21	Module Ends
March 25	Module Begins
March 29	Good Friday <i>No Classes</i>
April 25	Module Ends
April 29	Module Begins
May 27	Memorial Day <i>No Classes</i>
May 30	Module Ends
June 3	Module Begins
July 3	Module Ends
July 4-5	July 4th Holiday <i>No Classes</i>
July 8	Module Begins
August 8	Module Ends
August 12	Module Begins
September 2	Labor Day <i>No Classes</i>
September 12	Module Ends
September 16	Module Begins
October 14	Columbus Day <i>No Classes</i>
October 17	Module Ends
October 21	Module Begins
November 11	Veteran's Day <i>No Classes</i>
November 21	Module Ends
November 25	Module Begins
November 28 - 29	Thanksgiving Holiday <i>No Classes</i>
December 23 - January 3	Vacation <i>No Classes</i>
January 6	Classes Resume

EVENING DIVISION 2013

January 7	Classes Resume
January 21	Martin Luther King Day
	<i>No Classes</i>
February 18	Presidents Day
	<i>No Classes</i>
February 28	Module Ends
March 5	Module Begins
March 29	Good Friday
	<i>No classes</i>
May 9	Module Ends
May 14	Module Begins
May 27	Memorial Day
	<i>No classes</i>
July 4-5	July 4th Holiday
	<i>No classes</i>
July 18	Module Ends
July 23	Module Begins
September 2	Labor Day
	<i>No classes</i>
September 26	Module Ends
October 1	Module Begins
October 14	Columbus Day
	<i>No classes</i>
November 11	Veteran's Day
	<i>No classes</i>
November 28-29	Thanksgiving Holiday
	<i>No classes</i>
December 5	Module Ends
December 10	Module Begins
December 23 - January 3	Christmas Vacation
January 6	Classes Resume

Notes: