Licenses, Accreditations, Approvals & Memberships

- Hunter Business School (HBS) is registered & licensed by the New York State Department of Education, Bureau of Proprietary School Supervision (NYSED, BPSS).
- HBS is regionally accredited by the Middle States Association of Colleges and Schools, Commission on Secondary Schools (MSA-CESS).
- HBS is an eligible Institution for the training of students from Adult Career and Continuing Educational Services (ACCES-VR).
- Diagnostic Medical Sonography (DMS) program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (Medford Campus). The Program is accredited in the two concentrations it offers:
  1. General Sonography, which includes Abdomen and OB/GYN
  2. Cardiac Sonography
- Medical Assistant (MA) program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (Levittown & Medford Campuses).
- Practical Nurse (PN) program is registered by the NYS Professional Education Program Review Unit in the Office of the Professions and has met the Department's standards for accreditation of the Board of Regents and the Regulations of the Commissioner of Education. (Levittown Campus)
- Radiologic Technology (RT) Program is approved by the BPSS & New York State Department of Health (NYSDOH) and is pending accreditation with the Joint Review Committee on Education in Radiologic Technology (JRCERT). HBS’s RT Program is also recognized by The American Registry of Radiologic Technologists, (ARRT). (Levittown Campus)
- Approved by New York State Division of Veterans’ Affairs.
- Member of the Levittown & Medford Chambers of Commerce.

The contents of this Catalog are presented as an accurate description of course content, facilities, services, activities, tuition and fees, school calendars and academic standards and policies that are in effect as of the publication date and are subject to the terms and conditions of the Enrollment Agreement entered into between the Student and Hunter Business School. Contents of this Catalog are subject to change and any changes or updates to this Catalog will be included as addenda. The Hunter Business School Student Handbook is received at the time of orientation and is a supplement to this Catalog. This Catalog is not a contract.

For more information about our graduation rates, the median debt of students who completed our programs and other important information, please visit our website at www.HunterBusinessSchool.edu/ConsumerInfo
Welcome to Hunter Business School

Since its inception in 1972, Hunter Business School (HBS) has been leading the way by providing quality career training through intensive and innovative programs.

The success of HBS reflects the vision of its founders, the breadth and strength of its mission, and the commitment and dedication of over one hundred employees and thousands of graduates and their satisfied employers. We offer an array of programs because we work closely with employers to make sure we are educating the workers they need. We believe HBS is playing an important role in helping our communities’ lower unemployment, boost competitiveness and fill jobs in key industries such as Healthcare and Computer Technology.

We are committed to student service and to helping you find funding for your education. Our financial aid advisors help you identify potential sources of funds and assist you in planning how you will pay for your education. We are committed to your learning. Our faculty is experienced in teaching their specialties and will guide you every step of the way. In fact, each member of the HBS community is dedicated to assisting you to achieve success in school and in your career.

You have chosen a school with a tradition of excellence and innovation. Congratulations on taking this important career step. I wish you success and personal fulfillment from your educational journey.

Sincerely,

Jay Fund
Jay Fund, MSW
President & Owner
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## Addendum to Catalog
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**Photo Taken at Hunter Business School Medford Campus**

(4)
History & Philosophy
Hunter Business School (HBS) was founded in 1972 for the purpose of providing quality career training through intensive and innovative programs. The original mission was expanded in 1999 to include a change of ownership and new programs in Medical Assisting and Computer Technology. In keeping with this mission, we have added Diagnostic Medical Sonography (Ultrasound), Practical Nursing, Web Application Design and Development, and most recently, Radiologic Technology programs to complement Hunter's existing offerings. HBS's mission is viewed as a living, organic expression of potential growth, but still at root remains essentially the same.

Mission
To provide students with the opportunity to receive a high-quality education for the career best suited to their ability, interest and ambition in an educational environment characterized by high expectations and staffed by professionals who are knowledgeable, compassionate, supportive, creative and effective. As a result, we can provide the best training that enables our students to enter or enhance their career in the shortest amount of time without sacrificing the quality and depth of the training experience.

Institutional Objectives
- To prepare students to meet the diverse requirements that their career choices demand.
- To prepare students to become self-sufficient and economically independent.
- To help students develop proper work habits, a professional attitude and confidence.
- To offer sound business, health and technical training in short term programs.
- To assist graduates in securing entry-level employment in their chosen field of study.
- To provide business, industry, government and other professions with well trained personnel.

About Our Facilities & Locations
Hunter's facilities in both its Levittown and Medford, New York locations are designed to fulfill the purposes and outcomes of all its programs by providing an atmosphere conducive to learning. All areas, both instructional and non-instructional, are safe, clean, well-maintained, and in compliance with all applicable laws, building codes, and health and safety regulations. With more than 40,000 square ft. and 34 large classrooms, Hunter's facilities provide the perfect atmosphere for learning. Both the Levittown and Medford campuses are modern, well-lit, functional and well-equipped with the latest technology. They have ample and well-lit parking and are conveniently located near all major parkways and roads, as well as numerous restaurants for snacks and meals. Classrooms are large and comfortable and have been approved by the New York Education Department's Bureau of Proprietary School Supervision (BPSS).

Core Values
The following Core Beliefs are held and supported by Hunter Business School and are reflected in the work of Hunter employees:
- **Worth**: Every individual has inherent worth.
- **Success**: Lifelong learning is essential for success in a changing society.
- **Ethics**: Ethical conduct is fundamental to sustaining our institution.
- **Responsibility**: Individuals are responsible for their choices and actions.
- **Student Learning**: Students learn at different rates and in different ways.
- **Excellence**: Excellence is achievable and always worth the investment.
- **Effective Communication**: Effective communication is accomplished through clear and concise methods to engage our stakeholders and accelerate our work.
- **Self Esteem**: Self Esteem is directly related to individual success.
- **Diversity**: Embracing cultural diversity strengthens the school community.
- **Sharing**: Education is the shared responsibility of the institution's leadership, students, government and community.
- **Culture**: The culture of an organization is a major factor in shaping individual attitudes and behaviors.
- **Flexibility**: Willingness to change is necessary for continuous improvement.
- **Shared Values**: Values and common goals are integral to a healthy organization.
Licensing, Accreditation & Approvals

Hunter Business School (HBS) is licensed by the New York State Education Department under the Bureau of Proprietary School Supervision (BPSS), and regionally accredited by the Middle States Association of Colleges and Schools, Commission on Secondary Schools (MSA-CESS).

- HBS is also an eligible institution for the training of students through Adult Career and Continuing Education Services (ACCES-VR) and is approved by NYS Division of Veterans’ Affairs. Hunter is also a member of both the Levittown and Medford Chambers of Commerce.
- The Diagnostic Medical Sonography (DMS) program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) at the Medford Campus. (The program is accredited in the two concentrations it offers: 1) General Sonography, which includes Abdomen and OB/GYN and 2) Cardiac Sonography.)
- The Practical Nurse (PN) program is registered by the NYS Professional Education Program Review unit in the Office of the Professions and has met the Department's standards for accreditation of the Board of Regents and the Regulations of the Commissioner of Education.
- The Medical Assistant (MA) program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) at both campuses.
- Radiologic Technology (RT) Program is approved by the New York State BPSS and the Department of Health (NYSDOH) and is pending accreditation in 2019 with the Joint Review Committee on Education in Radiologic Technology (JRCERT). HBS’s RT Program is also recognized by The American Registry of Radiologic Technologists, (ARRT).

Title IX Statement

It is the policy of Hunter Business School to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the School’s educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. Hunter Business School has a designated Title IX Coordinator, listed below, to coordinate the School’s compliance with and response to inquiries concerning Title IX. A person may also file a complaint with the Department of Education’s Office for Civil Rights regarding an alleged violation of Title IX by visiting:

www2.ed.gov/about/offices/list/ocr/complaintintro.html or calling 1-800-421-3481. The following person has been designated to handle inquiries regarding non-discrimination and anti-harassment policies:

Levittown and Medford Campus
Lisa Lye - Title IX Coordinator
3601 Hempstead Turnpike, Levittown, NY 11756, (516) 796-1000
llye@hunterbusinessschool.edu
We receive admissions applications from a diverse population ranging in age, professional and educational backgrounds and life experiences. Careful consideration is given to each applicant's qualifications in the following areas: academic potential, readiness, physical ability to do the work, emotional maturity, and personal motivation and goals. It is our goal to facilitate an effective and applicant-friendly admissions process and our Admissions Representatives are available to offer assistance. Applications are accepted throughout the year.

General Admission Requirements
To attend Hunter Business School applicants must:
1. Complete an interview with an Admissions Representative. Candidates are asked questions about goals and expected outcomes of study. This interview is typically conducted during a visit and tour of the school, or in extenuating circumstances, may be completed by telephone.
2. Submit an application for admission, a signed enrollment agreement and the required registration fee. Applications are available from the Admissions Representative.
3. Provide proof of high school graduation, TASC or GED.
4. All foreign transcripts must be accompanied by an official verified equivalent.
5. Demonstrate English language proficiency.
6. Be at least 17-years-old at the time of enrollment.
7. Proof of United States citizenship, permanent residency, or eligible non-citizenship.
8. Before beginning classes, students must complete all required Financial Aid applications and/or a Tuition Payment Plan. Students are strongly encouraged to participate in several school events prior to beginning their study.

Additional Requirements for Web Application Design & Development (WADD) Program
1. Complete a program assessment test.
2. Submit a professional resume or Curriculum Vitae (CV).
3. Submit an essay prior to an interview with a program faculty member. Essay topic will be provided by Admissions Representative.
4. One (1) letter of recommendation from a professional.
5. Proficient computer skills including: ability to navigate the Internet, type (minimum of 25 WPM), and have knowledge of Microsoft Office.
6. Successful completion of an entrance project prior to interview assigned by program faculty.
7. Interview with a program faculty member.
8. Students are required to supply their own laptop computers for use in the classroom. The laptop must be a Windows laptop with Windows 7 or higher installed. It also must have a minimum of 4GB of RAM and at least 500GB of storage.

Additional Requirements for DMS
Candidates must have, at the minimum, an Associates Degree or the equivalent number of college semester credits (60+ credits). A Bachelor's Degree is preferred.

Candidates who are eligible to apply for the program must submit the following:
1. Official high school transcript
2. Official college transcript(s) (from all post-secondary educational colleges or programs you have attended)
3. Proof of successful completion (grade of “C” or better) of the following college level credit-bearing courses:
   • English/Communication Skills
   • Algebra or Higher-Level Math
   • Human Anatomy & Physiology
   • Physics (Specifically from Physics Dept. ONLY) and/or Radiographic Physics
4. Application with Essay
5. Three (3) DMS Recommendation Forms completed by non-family members (we encourage you to have one submitted by a past/current employer and one by a college professor/mentor, if possible).
6. Proof of career observation (highly recommended, but not mandatory).
7. A formal interview with DMS program chair.
8. Medical exam, background check & drug screenings for clinical participation with our hospital & other clinical affiliates.

General Info for DMS Program
• All classrooms & lab work will be at Hunter's Medford Campus.
• Clinical Sites are in Nassau, Suffolk, Queens, Brooklyn, The Bronx & Manhattan. Students will be required to travel to these areas and responsible for associated costs.
• All classes & labs take place any time from 8am-5pm, Mon.-Fri. & possibly weekends. Clinical hours may vary.
Additional Requirements for the Practical Nursing (PN) & Radiologic Technology (RT) Programs

The pre-entrance requirements for prospective PN & RT students include the following:

- **For PN**: A proficient score in the ATI Test of Essential Academic Skills (TEAS).
- **For RT**: A minimum of an Associates Degree and a proficient score in the Health Education Systems, Inc. (HESI) Admission Assessment Exam.
- **For Both PN & RT**: Acceptance into the program requires that the student has successfully submitted, completed and demonstrated the following:
  a. Interview with Admissions Department staff and/or Nursing Faculty or Director.
  b. Three letters of recommendation.
  c. Essay.
  d. Evidence of good health via: Physical exam by a NY State licensed medical practitioner, including proof of specified immunizations and/or appropriate proof of current Mantoux test, tetanus, hepatitis B (or a waiver), and other specified immunizations, as well as positive titers for rubella, varicella and rubeola.
  e. Compliance with all Core Performance Standards for clinical practice for admission (see additional form).
  g. If applicable, all official transcripts from any other institution previously attended.

General Info for DMS, PN & RT Programs

- Please refer to admissions packet for grading scales, rubrics & other entrance requirements including background checks & drug screenings. (Please refer to Hunter’s website).

- The ability to identify student applicants who have strong critical thinking skills and the desire to apply those skills is an essential component in decision making progress. These programs recommend that you see the rubrics and understand the significance of submitting the requested documents to score the maximum points on an interview.

- All classroom & lab work for DMS, PN & RT programs will be at Hunter’s Levittown Campus.

Clinical sites are primarily located in Brooklyn, Queens, Manhattan, & Nassau and Suffolk Counties. Students will be required to travel to these areas and responsible for associated costs.

- **DMS Career Observation**: We suggest all DMS applicants spend at least one day of observation in a Sonography Dept. in a local Hospital or other Clinical Facility shadowing a Sonographer for the purpose of learning about the field of Diagnostic Medical Sonography and the day-to-day responsibilities of a Sonographer.

Since admission to the DMS, PN & RT programs is competitive, meeting the minimum admission requirements does not guarantee admittance to the program. All components of the admission requirements are considered in making the decision to admit a student to the program.

Equal Opportunity Policy & Statement of Non-Discrimination

Hunter Business School is committed to a policy of equal opportunity and is in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. HBS is committed to providing equal opportunity in its recruitment, admissions, financial aid, placement, educational programs & employment without discrimination on the basis of race, creed, color, national origin, ancestry, gender, sexual orientation, age, religion, or disability.

Denial of Admission

HBS reserves the right to deny admission to any applicant for reasons including but not limited to:

- Failing to meet the stated entrance requirements.
- Lacking the physical ability to perform the required work.
- Having a health condition that interferes with duties.
- Being unable to meet financial obligations to the school.
- Exhibiting a lack of motivation.
- Lacking the professional attitude or maturity required.
- Lacking the ability to benefit from an education at HBS.

In the cases when HBS denies admission, the decision is final and may not be appealed.
Re-Instatement Procedures
Any student who has dropped and wishes to return must go through the formal re-entry process. To begin the process, the student must contact the school’s Director of Education. (See Page 38.)

Enrollment Procedures
Enrollment takes place throughout the year. Applications are accepted throughout the year and processed as they are submitted. Prospective students are encouraged to submit their applications well before the start date to ensure adequate time for processing, interviews, and the financial aid process.

Requests for Reasonable Accommodation
Hunter Business School does not discriminate against individuals on the basis of physical or mental disability and is committed to providing reasonable accommodations to qualified students with a disability and an equal opportunity to access the benefits, rights and privileges of school services and programs in compliance with The American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. This includes: accommodations for appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by Hunter Business School.

Students who believe they are in need of accommodations should contact the Campus Director. If you have a concern or complaint in this regard, please contact the Campus Director. Complaints will be handled in accordance with the school's grievance procedures.
Day and Evening Classes

MEDICAL OFFICE ADMINISTRATION (MOA) (Levittown & Medford)

Day Program – 600 Hrs. (5 mos./20 wks.) Diploma Program
Evening Program - 600 Hours (10mos./38 wks.) Diploma Program

The Medical Office Administration program prepares students with the skills necessary to provide excellent administrative support while working and playing a key role in running an efficient, productive office in a variety of medical and business environments.

Through a blend of classroom instruction and practical hands-on training, students receive an in-depth education in computer data entry of patient information, patient files, filing systems and records, insurance claim filing, billing, ICD-10-CM, HCPCS, & CPT coding.

In addition to courses in management and computer applications, students learn medical terminology, health care administration, EMR (Electronic Medical Records), insurance theory, and claims management. Also, students will be exposed to the different parts of Medicare, legal aspects of health care, including HIPAA, OSHA, and medical emergencies.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MO101</td>
<td>Keyboarding with Microsoft Word</td>
<td>60</td>
</tr>
<tr>
<td>MO103</td>
<td>Anatomy &amp; Physiology I with Medical Terminology</td>
<td>60</td>
</tr>
<tr>
<td>MO201</td>
<td>Microsoft Word Basics</td>
<td>30</td>
</tr>
<tr>
<td>MO202</td>
<td>Excel for Windows</td>
<td>30</td>
</tr>
<tr>
<td>MO203</td>
<td>Communication &amp; Human Relations</td>
<td>60</td>
</tr>
<tr>
<td>MO204</td>
<td>Anatomy &amp; Physiology II with Medical Terminology</td>
<td>60</td>
</tr>
<tr>
<td>MO301</td>
<td>Intermediate Microsoft Word</td>
<td>30</td>
</tr>
<tr>
<td>MO302</td>
<td>Computerized Accounting Using QuickBooks</td>
<td>30</td>
</tr>
<tr>
<td>MO303</td>
<td>Billing &amp; Coding Practices</td>
<td>60</td>
</tr>
<tr>
<td>MO401</td>
<td>Database Management</td>
<td>30</td>
</tr>
<tr>
<td>MO402</td>
<td>Advanced Computerized Accounting using QuickBooks</td>
<td>30</td>
</tr>
<tr>
<td>MO403</td>
<td>Computerized Medical Billing &amp; EMR</td>
<td>60</td>
</tr>
<tr>
<td>MO501</td>
<td>Internet Applications</td>
<td>30</td>
</tr>
<tr>
<td>MO503</td>
<td>Career Development</td>
<td>30</td>
</tr>
</tbody>
</table>

**TOTAL** 600
Evening Class

MEDICAL BILLING SPECIALIST (MBS)  
(Levittown & Medford)

Evening Program - Levittown Campus: 180 Hrs. (3 mos./13 wks.) Diploma Program  
Evening Program - Medford Campus: 180 Hrs. (3 mos./11.25 wks.) Diploma Program

The Medical Billing Specialist program prepares students to obtain entry-level employment in medical insurance companies, physicians’ offices and other medical environments. This program focuses on medical office billing and coding and utilizes a current software product for managing medical practices. Topics covered are: accounts receivable, insurance billing, patient statements, superbills, appointment scheduling, procedure history, posting payments, diagnosis history, and referring doctor information.

During this program students will gain knowledge of complex medical terms and acquire an understanding of the following body systems: cardiovascular, muscular, skeletal systems, integumentary, reproductive, urinary, nervous, respiratory, digestive, endocrine, circulatory and lymphatic. Students will also develop an understanding of the structure, format and conventions used in the most current version of ICD-10, CPT and HCPCS. In addition to insurance coding, additional topics covered are: insurance companies, Medicare insurance claim forms, accounts receivable and legal guidelines.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT2</td>
<td>Medical Terminology 1</td>
<td>30</td>
</tr>
<tr>
<td>MT3</td>
<td>Medical Terminology 2</td>
<td>30</td>
</tr>
<tr>
<td>MC1</td>
<td>Medical Coding &amp; Reimbursement 1</td>
<td>30</td>
</tr>
<tr>
<td>MC2</td>
<td>Medical Coding &amp; Reimbursement 2</td>
<td>30</td>
</tr>
<tr>
<td>CMP2</td>
<td>Computerized Medical Practice Management</td>
<td>50</td>
</tr>
<tr>
<td>CD10</td>
<td>Career Development</td>
<td>10</td>
</tr>
</tbody>
</table>

**TOTAL 180**
Hunter Business School’s Healthcare Division offers a comprehensive 23 month (2442 hours) Diploma Program in Diagnostic Medical Sonography with the goal of preparing professional and competent entry-level Diagnostic Medical Sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for employment within the medical community.

The program is comprised of extensive course work in the areas of abdominal sonography, OB/GYN sonography, sonography of superficial structures (e.g. thyroid, breast, testicular, etc.), vascular sonography, pediatric sonography and cardiac sonography (echocardiography). To supplement the classroom and lab work, a substantial portion of the program is also devoted to placements at various clinical affiliates (which could be in Nassau, Suffolk, Queens, Brooklyn, Manhattan and The Bronx) for a range of scanning opportunities and experiences. The diversity of clinical settings will give students the opportunity to develop their scanning skills and to help them fully integrate didactic knowledge with direct hands-on clinical experience. Students apply what they’ve learned in the classroom and labs to turn theoretical knowledge into practical skills. According to current American Registry for Diagnostic Medical Sonography (ARDMS) prerequisites, upon successful completion of this program, graduates will be immediately eligible to apply to sit for the registry exams given by ARDMS.

There is exceptional potential for career growth and advancement for skilled Sonographers within the traditional clinical setting as well as the non-clinical avenues of ultrasound. Opportunities are available for part-time & full-time employment.

**Career Opportunities**

Diagnostic Medical Sonographers may find career options in:

- Various Hospital Departments
- Private Physicians’ Offices
- Mobile Ultrasound Companies
- Medical Research
- Veterinary Ultrasound
- Ultrasound Education
- Ultrasound Manufacturing Corporations as an Applications Specialist or salesperson

*BS preferred, DMS Program Only Offered at Medford Campus*
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMS101</td>
<td>Vital Signs, CPR and Basic First Aid</td>
<td>25</td>
</tr>
<tr>
<td>DMS102</td>
<td>Medical Terminology</td>
<td>58</td>
</tr>
<tr>
<td>DMS103</td>
<td>Introduction to DMS, Patient Care and Ethics</td>
<td>108</td>
</tr>
<tr>
<td>DMS110</td>
<td>Anatomy &amp; Physiology</td>
<td>80</td>
</tr>
<tr>
<td>DMS111</td>
<td>Cross Sectional Anatomy 1 (Abd and Pelvis)</td>
<td>45</td>
</tr>
<tr>
<td>DMS112</td>
<td>Cross Sectional Anatomy 2 (Chest)</td>
<td>15</td>
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<tr>
<td>DMS120</td>
<td>Acoustic Physics 1</td>
<td>65</td>
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<tr>
<td>DMS220</td>
<td>Acoustic Physics 2</td>
<td>40</td>
</tr>
<tr>
<td>DMS140</td>
<td>Sonographic Procedures 1 A (Abd and Superficial Structures)</td>
<td>65</td>
</tr>
<tr>
<td>DMS141</td>
<td>Sonographic Procedures 2 A (OB/GYN);</td>
<td>60</td>
</tr>
<tr>
<td>DMS142</td>
<td>General Sonography Lab A</td>
<td>75</td>
</tr>
<tr>
<td>DMS143</td>
<td>Sonographic Procedures 1 B (Abd and Superficial Structures)</td>
<td>65</td>
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<tr>
<td>DMS144</td>
<td>Sonographic Procedures 2 B (OB/GYN);</td>
<td>60</td>
</tr>
<tr>
<td>DMS145</td>
<td>General Sonography Lab B</td>
<td>75</td>
</tr>
<tr>
<td>DMS150</td>
<td>Seminars in Advanced Topics</td>
<td>105</td>
</tr>
<tr>
<td>DMS240</td>
<td>Sonographic Procedures 3 A (Cardiac);</td>
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</tr>
<tr>
<td>DMS241</td>
<td>Cardiac Sonography Lab A</td>
<td>60</td>
</tr>
<tr>
<td>DMS242</td>
<td>Sonographic Procedures 3 B (Cardiac);</td>
<td>50</td>
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<tr>
<td>DMS243</td>
<td>Cardiac Sonography Lab B</td>
<td>60</td>
</tr>
<tr>
<td>DMS201</td>
<td>Critical Thinking</td>
<td>15</td>
</tr>
<tr>
<td>DMS202</td>
<td>Professional Development</td>
<td>35</td>
</tr>
<tr>
<td>DMS301</td>
<td>Clinical Externship 1</td>
<td>192</td>
</tr>
<tr>
<td>DMS302</td>
<td>Clinical Externship 2</td>
<td>192</td>
</tr>
<tr>
<td>DMS303</td>
<td>Clinical Externship 3</td>
<td>216</td>
</tr>
<tr>
<td>DMS304</td>
<td>Clinical Externship 4</td>
<td>288</td>
</tr>
<tr>
<td>DMS305</td>
<td>Clinical Externship 5</td>
<td>288</td>
</tr>
<tr>
<td>DMS203</td>
<td>Registry Review</td>
<td>40</td>
</tr>
</tbody>
</table>

**TOTAL** 2442
HUNTER BUSINESS SCHOOL PROGRAMS

Day and Evening Classes

PRACTICAL NURSING (PN)
(Levittown) HEGIS CODE: 5209.2 Nursing - Practical (Adult)

Day Program - 1332 Hrs. (11 mos./45 wks.) Certificate Program
Evening Program - 1332 Hrs. (14 mos./56 wks.) Certificate Program

The Practical Nursing program is divided into three consecutive semesters of full-time study to be completed in 11 months during the day and in 14 months during the evening/weekend. The curriculum consists of 1332 hours of instruction that is distributed between classrooms, lab and clinical. The curriculum is divided into 843 hours of lecture, hands-on laboratory skills practice & observation, and 489 hours of off-site clinical externship rotations. The purpose of the Practical Nursing program is to provide the graduate with the knowledge, skills, and attitudes needed to function as a Licensed Practical Nurse (LPN). As a member of the nursing profession, the graduate will be competent in providing safe nursing care for clients across the lifespan in a variety of healthcare settings. Upon successful completion of the NCLEX-PN, the practical nurse works under the direction of a registered nurse or licensed physician.

PN Program Mission Statement
The Department of Practical Nursing, congruent with Hunter Business School’s mission, is dedicated to providing excellence in education to a diverse population with a goal of preparing competent graduates for safe entry into practice.

Clinical Experiences
Experiences provided in the clinical area will be concurrent with topics presented in class.
- The first clinical experience will take place during NSG101: Foundations of Nursing in a long-term care facility for 75 hours, to be distributed throughout the term.
- The second clinical experience will take place during NSG104: Adult Health Nursing I for 240 hours, to be distributed throughout the term.
- The third clinical experience will take place during NSG107: Adult Health Nursing II and consists of 174 hours distributed throughout the term.

Articulation Agreement
Hunter Business School’s Practical Nursing (PN) program has an articulation agreement with Nassau Community College’s Associates Degree Registered Nursing (RN) program under which PN graduates qualify for admission with Advanced Standing.

*Practical Nurse Program only offered at Levittown Campus
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG100</td>
<td>Introduction to Practical Nursing</td>
<td>45</td>
</tr>
<tr>
<td>NSG101</td>
<td>Foundations of Nursing</td>
<td>255</td>
</tr>
<tr>
<td>NSG102</td>
<td>Body Structure &amp; Function</td>
<td>90</td>
</tr>
<tr>
<td>NSG103</td>
<td>Pharmacology &amp; Dosage Calculations</td>
<td>60</td>
</tr>
<tr>
<td>NSG104</td>
<td>Adult Health Nursing 1</td>
<td>360</td>
</tr>
<tr>
<td>NSG105</td>
<td>Human Growth &amp; Development</td>
<td>45</td>
</tr>
<tr>
<td>NSG106</td>
<td>Mental Health Nursing</td>
<td>45</td>
</tr>
<tr>
<td>NSG107</td>
<td>Adult Health Nursing 2</td>
<td>264</td>
</tr>
<tr>
<td>NSG108</td>
<td>Childbearing, Family &amp; Pediatric Nursing</td>
<td>108</td>
</tr>
<tr>
<td>NSG109</td>
<td>Community Health Nursing</td>
<td>30</td>
</tr>
<tr>
<td>NSG110</td>
<td>Transition to Nursing Practice</td>
<td>30</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1332</strong></td>
<td></td>
</tr>
</tbody>
</table>
**Day and Evening Classes**

**MEDICAL ASSISTANT (MA)** *(Levittown & Medford)*

**Day Program - 910 Hrs. (7.5 mos./31 wks.) Diploma Program**  
**Evening Program - 910 Hrs. (15 mos./57 wks.) Diploma Program**

Hunter Business School’s Allied Health Division offers a comprehensive CAAHEP accredited Medical Assistant program that trains students to perform both administrative and clinical tasks under the direction of a physician or other medical professionals. The program prepares competent entry-level Medical Assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains required for professional practice as a critical link between the patient and the doctor. Medical Assistants serve in many capacities and may be found working in many different healthcare related environments. During this program, Medical Assistant students learn to perform venipuncture (take blood), prepare patients for examinations, assist with examinations and special procedures, and perform EKG and various laboratory tests. Students spend 160 hrs. in an externship at an actual medical work environment where they are supervised and taught in order to gain valuable on-the-job training. Students who graduate from this program are prepared to pass a Medical Assistant national certification examination.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA101A</td>
<td>Asepsis &amp; Assisting with Minor Surgery</td>
<td>27</td>
</tr>
<tr>
<td>MA101B</td>
<td>Pharmacology</td>
<td>33</td>
</tr>
<tr>
<td>MA102</td>
<td>Communication &amp; Human Relations</td>
<td>60</td>
</tr>
<tr>
<td>MA201</td>
<td>Urinalysis &amp; Microbiology</td>
<td>60</td>
</tr>
<tr>
<td>MA202</td>
<td>Keyboarding with Microsoft Word</td>
<td>60</td>
</tr>
<tr>
<td>MA301</td>
<td>Phlebotomy &amp; Laboratory Procedures 1</td>
<td>60</td>
</tr>
<tr>
<td>MA302</td>
<td>A&amp;P 1 with Medical Terminology</td>
<td>60</td>
</tr>
<tr>
<td>MA401</td>
<td>Phlebotomy &amp; Laboratory Procedures 2 &amp; CPR</td>
<td>60</td>
</tr>
<tr>
<td>MA402</td>
<td>A&amp;P 2 with Medical Terminology</td>
<td>60</td>
</tr>
<tr>
<td>MA501</td>
<td>Clinical Skills</td>
<td>60</td>
</tr>
<tr>
<td>MA502</td>
<td>Medical Administrative &amp; Business Practices</td>
<td>60</td>
</tr>
<tr>
<td>MA601</td>
<td>Electrocardiography &amp; Cardiac Testing</td>
<td>60</td>
</tr>
<tr>
<td>MA602</td>
<td>Computerized Billing &amp; EMR</td>
<td>60</td>
</tr>
<tr>
<td>MA701</td>
<td>Certification Review (A-F) with Career Development</td>
<td>30</td>
</tr>
<tr>
<td>MA801</td>
<td>Externship</td>
<td>160</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>910</strong></td>
</tr>
</tbody>
</table>
Day and Evening Classes

COMPUTER TECHNICIAN NETWORKING SPECIALIST (CTNS) (Levittown & Medford)

Day Program - 900 Hrs. (7.5 mos./30 wks.) Diploma Program
Evening Program - 900 Hrs. (15 mos./57 wks.) Diploma Program

The Computer Technician Networking Specialist program is designed to prepare students for entry-level positions in the fields of computers and networking. Students will learn a number of service and repair techniques to fix hardware and software problems, as well as build, support, upgrade and secure computers on a SOHO (small office home office) network in the classroom. Each CTNS student will build their own computer to be used in the classroom throughout the program. The networking component of the program includes configuration, management, and troubleshooting of common wired and wireless network devices. Also included are emerging technologies such as unified communications, mobile, cloud and virtualization technologies, and administration of a domain through a Windows Server using Active Directory. The basic security component discusses network security, compliance and operation security, and threats and vulnerabilities. Program hours are distributed between a combination of lecture and practical hands-on labs, with an emphasis on the practical application of theory. Students enrolled in this program are prepared to take the Comp TIAA+ and Network+ certification exams.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTNS101</td>
<td>Introduction to Electronics</td>
<td>120</td>
</tr>
<tr>
<td>CTNS102</td>
<td>Digital Technology &amp; Network Cabling</td>
<td>120</td>
</tr>
<tr>
<td>CTNS201</td>
<td>Fundamentals of Computer Technology</td>
<td>90</td>
</tr>
<tr>
<td>CTNS202</td>
<td>Windows Installation &amp; Support</td>
<td>120</td>
</tr>
<tr>
<td>CTNS203</td>
<td>Maintaining Operating Systems &amp; Virtualization</td>
<td>120</td>
</tr>
<tr>
<td>CTNS301</td>
<td>Introduction to Networking</td>
<td>120</td>
</tr>
<tr>
<td>CTNS302</td>
<td>Networking Infrastructure</td>
<td>120</td>
</tr>
<tr>
<td>CTNS303</td>
<td>Networking Communications, Security &amp; Performance</td>
<td>90</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>900</strong></td>
</tr>
</tbody>
</table>
WEB APPLICATION DESIGN & DEVELOPMENT (WADD) (Levittown)

Day Program - 900 Hrs. (7.5 mos./30 wks.) Diploma Program

Hunter Business School’s Web Application Design & Development program prepares students for a career in the Information Technology field. This coding program covers a wide range of technical topics, starting with client-side programming in HTML, CSS and JavaScript, then gradually advancing to Object-Oriented Programming, Enterprise Java and Database Design. The curriculum culminates with coding assignments using today's most popular web development technologies such as Python and PHP, encompassing e-Commerce, content management, service-oriented architecture and security.

Through a series of hands-on projects, Hunter students not only cultivate an understanding of computer programming concepts, but also learn to work in a team environment, practice software development methodology skills and prepare a sizable portfolio for their new career. The assignments focus on solving common challenges of today’s IT industry, thus preparing students for a successful career in the field of Information Technology. Students who successfully complete courses WA100 through WA230 will then complete a 180-hour Externship (WA240) in order to graduate from the program.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>WA100</td>
<td>Introduction to Computer Science</td>
<td>30</td>
</tr>
<tr>
<td>WA110</td>
<td>Web Design with HTML &amp; CSS</td>
<td>60</td>
</tr>
<tr>
<td>WA120</td>
<td>Programming with JavaScript &amp; jQuery</td>
<td>60</td>
</tr>
<tr>
<td>WA130</td>
<td>Cross-Platform Mobile and Web Apps Development</td>
<td>30</td>
</tr>
<tr>
<td>WA140</td>
<td>Object Oriented Programming with Java</td>
<td>90</td>
</tr>
<tr>
<td>WA150</td>
<td>Data Development Utilizing Database Design &amp; SQL</td>
<td>60</td>
</tr>
<tr>
<td>WA160</td>
<td>Team Project 1</td>
<td>30</td>
</tr>
<tr>
<td>WA170</td>
<td>Programming with Python</td>
<td>90</td>
</tr>
<tr>
<td>WA180</td>
<td>PHP Programming with MySQL</td>
<td>60</td>
</tr>
<tr>
<td>WA190</td>
<td>e-Commerce and Content Management Systems</td>
<td>60</td>
</tr>
<tr>
<td>WA200</td>
<td>Web Services with Node.js, XML and JSON</td>
<td>30</td>
</tr>
<tr>
<td>WA220</td>
<td>Career Development</td>
<td>30</td>
</tr>
<tr>
<td>WA230</td>
<td>Team Project 2</td>
<td>30</td>
</tr>
<tr>
<td>WA240</td>
<td>Externship</td>
<td>180</td>
</tr>
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</table>

TOTAL 900
Hunter Business School’s Radiologic Technology program provides the graduate with the knowledge, skills, and attitudes needed to function as a Radiologic Technologist. The Radiologic Technologist uses radiation to produce images of various parts of the body to aid in the detection of injury or disease. The program is 2080 hours in length, built across four semesters, and takes 16 months to complete. The program begins by introducing students to the fundamentals of Radiologic Technology, anatomy and physiology, medical terminology, radiographic procedures, and an immediate introduction to the clinical arena set the foundation for the program. Patient care, radiation protection, image analysis and pathology are incorporated into the overall educational experience. As the program progresses, there will be learning modules that expose the students to the myriad of opportunities that they may pursue with their new profession. This includes a course that highlights medical imaging pathways, as well as courses in the principles and fundamentals of mammography & CT, and cross-sectional anatomy as seen in MR and CT images, while primarily focusing in the identification of normal anatomy in 2 and 3 dimensional planes. Comprehensive clinical experiences are offered to supplement classroom discussions. Ethics in the medical imaging profession is also explored. Graduates of Hunter Business School’s Radiologic Technology program are eligible to sit for the national boards given by The American Registry of Radiologic Technologists (ARRT). This examination satisfies the NYS licensure requirements.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hrs.</th>
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<tbody>
<tr>
<td>RAD101</td>
<td>Introduction to Radiography</td>
<td>45</td>
</tr>
<tr>
<td>RAD102</td>
<td>Radiographic Procedures 1</td>
<td>60</td>
</tr>
<tr>
<td>RAD103</td>
<td>Radiographic Physics &amp; Principles</td>
<td>45</td>
</tr>
<tr>
<td>RAD104A</td>
<td>Anatomy and Physiology 1</td>
<td>45</td>
</tr>
<tr>
<td>RAD105</td>
<td>Medical Terminology</td>
<td>45</td>
</tr>
<tr>
<td>RAD106</td>
<td>Patient Care in Radiologic Technology</td>
<td>45</td>
</tr>
<tr>
<td>RAD107</td>
<td>Clinical Practicum 1</td>
<td>216</td>
</tr>
<tr>
<td>RAD201</td>
<td>Principles of Exposure</td>
<td>45</td>
</tr>
<tr>
<td>RAD202</td>
<td>Radiographic Procedures 2</td>
<td>60</td>
</tr>
<tr>
<td>RAD203</td>
<td>Ethics and Legal Implications</td>
<td>45</td>
</tr>
<tr>
<td>RAD204</td>
<td>Radiation Biology &amp; Patient Protection</td>
<td>60</td>
</tr>
<tr>
<td>RAD205</td>
<td>Specialization in Radiologic Technology</td>
<td>45</td>
</tr>
<tr>
<td>RAD104B</td>
<td>Anatomy &amp; Physiology II</td>
<td>45</td>
</tr>
<tr>
<td>RAD206</td>
<td>Clinical Practicum 2</td>
<td>216</td>
</tr>
<tr>
<td>RAD301</td>
<td>Digital Radiography</td>
<td>45</td>
</tr>
<tr>
<td>RAD302</td>
<td>Radiographic Procedures 3</td>
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</tr>
<tr>
<td>RAD303</td>
<td>Pathology</td>
<td>45</td>
</tr>
<tr>
<td>RAD304</td>
<td>Cross sectional Anatomy for CT/MR</td>
<td>45</td>
</tr>
<tr>
<td>RAD305</td>
<td>Clinical Practicum 3</td>
<td>280</td>
</tr>
<tr>
<td>RAD401</td>
<td>Radiographic Image Analysis</td>
<td>45</td>
</tr>
<tr>
<td>RAD402</td>
<td>Radiographic Procedures 4</td>
<td>60</td>
</tr>
<tr>
<td>RAD403</td>
<td>Principles &amp; Fundamentals of Mammography</td>
<td>45</td>
</tr>
<tr>
<td>RAD404</td>
<td>Principles &amp; Fundamentals of CT</td>
<td>45</td>
</tr>
<tr>
<td>RAD405</td>
<td>Clinical Practicum 4</td>
<td>288</td>
</tr>
<tr>
<td>RAD102A, 202A, 302A, 402A</td>
<td>Radiographic Procedures LAB 1, 2, 3 &amp; 4 (15hrs. each)</td>
<td>60</td>
</tr>
<tr>
<td>RAD 406</td>
<td>Registry Review</td>
<td>45</td>
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</tbody>
</table>

**TOTAL** 2080
Practical Nurse Program

NSG100: Introduction to Practical Nursing - 45 hours
In this course, students are introduced to the role and responsibilities of the Licensed Practical Nurse as a member of the healthcare team. Students will learn about legal and ethical issues related to nursing practice. Therapeutic communication skills and cultural diversity are introduced.
Prerequisite: Admission to the PN Program
Co-requisites: NSG 101, 102, 103

NSG101: Foundations of Nursing - 255 hours
In this course, students are introduced to the basic concepts of health and nursing care. Students will learn about health promotion, health restoration, and health maintenance. Concepts of basic nutrition are introduced. Through experiential learning in the nursing skills laboratory, the student will acquire basic nursing skills. During clinical practice at a long-term care facility, the student will provide basic nursing care to a client.
Prerequisite: Admission to the PN Program
Co-requisite: NSG 100, 102, 103

NSG102: Body Structure & Function - 90 hours
In this course, students are introduced to the structures and functions of the human body and the basic concepts of chemistry. Students will learn how the body systems work together to promote homeostasis. The student will also learn to describe the body parts and functions using the correct medical terminology.
Prerequisite: Admission to the PN Program
Co-requisite: NSG 100, 101, 103

NSG103: Pharmacology & Dosage Calculations - 60 hours
In this course, students are introduced to the basic concepts of pharmacology. The course emphasizes the principles of pharmacology, the principles of medication administration, drug classification, dosage calculation and nursing implications pertinent to selected pharmacologic agents.
Prerequisite: Admission to the PN Program
Co-requisites: NSG 100, 101, 102

NSG104: Adult Health Nursing I - 360 hours
In this course, the student will begin to explore common alterations in the respiratory, cardiovascular, hematologic, lymphatic, gastrointestinal, urinary, and musculoskeletal systems. The student will also learn the essential concepts of anesthesia, surgery, and emergency response as they relate to client care. The clinical rotations offered during this course prepare the student to identify and meet the needs of the adult in an acute care setting.
Prerequisite: Successful completion of Term 1
Co-requisite: NSG 105, 106

NSG105: Human Growth & Development - 45 hours
In this course, students are introduced to the basic principles of human growth and development across the lifespan. Various psychoanalytical, cognitive, and behavioral theories of human development are presented. Current issues relative to the field of developmental psychology are discussed.
Prerequisite: Successful Completion of Term 1
Co-requisite: NSG 104, 106

NSG106: Mental Health Nursing - 45 hours
In this course, the student will be introduced to the concepts and principles of psychiatric/mental health nursing for clients across the life-span. The course examines health promotion, maintenance, and restoration for clients with psychiatric disorders and alterations in mental health. While there is no clinical experience for this course, the student will be able to apply knowledge and skills gained in this course while caring for clients during the NSG104 clinical rotation.
Prerequisite: Successful completion of Term 1
Co-requisite: NSG 104, 105

NSG107: Adult Health Nursing II - 264 hours
In this course, the student will explore common alterations in the neurological, sensory, endocrine, reproductive, integumentary & immune systems. The clinical rotation offered during this course provides opportunities for the student to function as a team member and a team leader while caring for clients with complex, chronic health conditions.
Prerequisite: Successful completion of Term 1 & 2
Co-requisite: NSG 108, 109, 110

NSG108: Childbearing, Family and Pediatric Nursing - 108 hours
In this course, the student will learn about the impact of health issues related to the childbearing family & pediatric clients. The focus is placed on nursing care that is directed towards assisting the individual and family achieve optimal wellness. 48 hours of this course include an observational clinical rotation (24 hours OB & 24 hours Pediatric).
Prerequisite: Successful completion of Term 1 & 2
Co-requisite: NSG 107, 109, 110

NSG109: Community Health Nursing - 30 hours
In this course, students are introduced to the roles and responsibilities of the community health nurse. The focus of the course is on the promotion of health and prevention of disease and injuries for community groups. Students will learn about the health and psychosocial issues within a variety of at-risk, culturally diverse populations.
Prerequisite: Successful completion of Term 1 & 2
Co-requisites: NSG 107, 108, 110
NSG110: Transition to Nursing Practice - 30 hours
In this course, students explore various aspects of the transition from student to practicing nurse. Employer expectations, job seeking skills and entry into practice will be explored. The student will recognize the importance of communication skills and setting priorities. Conflict, chaos and the use of power will be discussed. The importance of teamwork and performance in practice will be highlighted.
Prerequisite: Successful completion of Term 1 & 2
Co-requisites: NSG 107, 108, 109

Medical Office Administration Program

MO101: Keyboarding with Microsoft Word - 60 hours
During this course students are introduced to the various parts of a computer and its operation. The course includes the development of keyboarding skills through touch method, mastery of the keyboard and typing speed building. Students’ progress from basic keyboarding skills to the basics of Microsoft Word and the fundamentals of word processing. Creating professional memos and business letters will be explored. Processing mail and telecommunications will be discussed. Career Service will come in and discuss career planning and ‘Soft Skills’ presentation.
Prerequisite: None

MO103: Anatomy & Physiology I with Medical Terminology - 60 hours
Anatomy & Physiology I with Medical Terminology provides students with a comprehensive study of the human body through an explanation of the structure and function of its parts. Starting with a basic of cellular composition, each body system is examined with emphasis on both normal and pathological processes. The body systems covered in A&P I include: the skeletal system, muscular system, circulatory system and respiratory system. Integrated into the study of each body system students will also be introduced to the language of medicine. Medical words will be taught along with their relationship to the human body. Students will become familiar with vocabulary and word parts that will help them comprehend anatomy, physiology, pathology, diagnostic techniques, medical treatments and procedures directly related to each body system. This new language will be used to facilitate communication with other health care professionals about their patients. In addition, abbreviations and medical specialties are included. Prerequisite: None

MO201: Microsoft Word Basics - 30 hours
Microsoft Word Basics will provide students with the basics of Microsoft Word for Windows, as well as, as editing documents. During this course, students will learn how to create documents, understand Word Processing Software, explore the word window, start and save as document, select text, format text using the mini toolbar and the ribbon, use a document template, and navigate a document; learn how to edit documents by using cut, copy and paste, use the office clipboard, find and replace text, check spelling and grammar, research information and add hyperlinks as well as work with document properties. Prerequisite: MO103

MO202: Excel for Windows - 30 hours
Excel for Windows is designed to give students an understanding of the spreadsheet program, Excel for Windows. During this course, the topics covered include, but are not limited to: understanding spreadsheet software, identifying widow components, understanding formulas, various print options; creating complex formulas, insert a function, copy and move cell entries, understand relative and absolute cell references, copying relative and absolute cell references; formatting values, changing the appearance of the worksheet, rename and move a worksheet, insert and delete rows and columns; create and plan a chart, formatting charts.
Prerequisite: None

MO203: Communication & Human Relations - 60 hours
This course gives students an introduction to patient relations in the medical office. Medical law and ethics are discussed. Communication skills are emphasized while students learn to interact with physicians, other allied health professionals and patients. Students will learn proper telephone techniques and appointment scheduling.
Prerequisite: None

MO204: Anatomy & Physiology II with Medical Terminology - 60 hours
Anatomy & Physiology with Medical Terminology 2 continues on with the study of the body and covers the following body systems: the senses, nervous system, integumentary system, digestive system, endocrine system, male and female reproductive systems and obstetrics. Integrated into the study of each body system students will also be introduced to the language of medicine. Medical words will be taught along with their relationship to the human body. Students will become familiar with vocabulary and word parts that will help them comprehend anatomy, physiology, pathology, diagnostic techniques, medical treatments and procedures directly related to each body system. This new language will be used to facilitate communication with other health care professionals about their patients. In addition, abbreviations and medical specialties are included.
MO301: Intermediate Microsoft Word - 30 hours
During Intermediate Microsoft Word, students will continue to master the functions of Microsoft Word. Topics covered in this course will include, but will not be limited to: setting margins, text alignment, indenting, line spacing, vertical alignment, setting tabs, bullets & numbering, sorting text, using desktop publishing to create columns, add borders & shading, inserting clip art, use of the drawing toolbar & creating diagrams & charts.
Prerequisite: MO201

MO302: Computerized Accounting Using QuickBooks - 30 hours
During this course, students will gain the knowledge and practical understanding of revenue and expenses while using QuickBooks. QuickBooks is a software program commonly used to manage both personal finances and small businesses with the accounting and business management tools they need to keep their finances organized.
Prerequisite: None

MO303: Billing & Coding Practices - 60 hours
Students receive an essential understanding of medical insurance billing. Students will examine topics such as managed care, legal & regulatory issues, coding systems, reimbursement methods, medical necessity & common health insurance plans. Emphasis will be placed on new legislation that impacts healthcare, including the Affordable Care Act (Obamacare); ICD-10-CM, CPT & HCPCS coding; electronic health records; Medicaid Integrity Contractors; case mix management; hospital-acquired conditions; present on admission; & value-based purchasing. Laws & guidelines that regulate coding compliance will also be covered.
Prerequisite: MO102

MO401: Database Management - 30 hours
During this course, students will learn the popular database program Access, a component of the Microsoft Office package. The topics covered will include: Understanding relational databases, navigating a database, creating tables, relating tables and working with primary keys, entering and editing data, using queries, designing queries, filtering data, format a datasheet, using the form wizard, create a split form, add fields to a form, modify form controls, create calculations, modify tab order, use the report wizard, apply group and sort orders, add subtotals and counts, resize and align controls, format a report. Prerequisite: None

MO402: Advanced Computerized Accounting Using QuickBooks - 30 hours
During Advanced Computerized Accounting Using QuickBooks, students will have the opportunity to master the advanced features of QuickBooks. These will include payroll processing, bank reconciliation, reports and graphs, and inventory. Students will do a simulation that incorporates materials from MO302 and MO402.
Prerequisite: MO302

MO403: Computerized Medical Billing and EMR - 60 hours
This course prepares students to utilize a computerized billing and medical software program. During this course, students will learn to accurately input patient demographics, procedures & diagnoses in order to generate claims and post payments. The various forms of a typical medical office will be used to compile standard insurance claim forms to bill insurance companies. Maintaining patient accounts and managing practice finances using the billing program are included. Students will be introduced to the use of electronic records in a medical practice. Topics covered are creating patient records, maintaining health history records, and reading and interpreting patient files.
Prerequisite: None

MO501: Internet Applications - 30 hours
This course introduces students to the concepts and basics of using the Internet and how it is used in various business settings. During this course, students will set up, manage and address e-mails properly for business use. Proper search techniques and Internet security will be discussed. Microsoft Outlook calendar and address book functions will also be covered and practiced.
Prerequisite: None

MO503: Career Development - 30 hours
Career Development provides an opportunity for students to prepare for a job search by learning and applying critical self-examination techniques for developing a successful career path and an awareness of the need to include life-long learning in career management. Topics include career planning research, job searching and refining interview and communication skills, developing and preparing career search documents such as resumes, job applications, cover letters and thank you letters. Students will also be directed in the use of telephone and faxing, employment testing, office behavior and etiquette, completing online applications and attaching their resumes. Mock interviews will also be conducted.
Prerequisite: None
Diagnostic Medical Sonography Program

DMS101: Vital Signs, CPR, and Basic First Aid - 25 hours
This course provides the participants with the knowledge and skills to carry out emergency first aid for life threatening injuries in the workplace. Students will be familiarized with topics which include identification and measurement of vital signs, management of choking and other breathing emergencies, shock, severe allergic reactions, bleeding and wound care, infection control, cardiopulmonary resuscitation and automated external defibrillation.
Prerequisite: None

DMS102: Medical Terminology 58 hours
An understanding of medical terminology is crucial for effective communication in the technical world of ultrasound. Through this course, students will become familiar with vocabulary and word parts that pathology, diagnostic techniques, treatments, and will help them comprehend anatomy, physiology, procedures.
Prerequisite: None

DMS103: Introduction to DMS, Patient Care, and Ethics - 108 hours
The goal of this course is to prepare students for placement in a clinical rotation. Students must be familiar with patient rights; HIPAA regulations; obligations of the sonographer to patients, institution, and self; care of patients with special needs in the ultrasound department; proper body mechanics during scanning and transfer of patients; safety issues involving transport of equipment; and the sonographer's role in infection control. Discussion of ethical theories and moral issues in health care, requirements of justice, socio-cultural factors, and the rights and responsibilities of health care professionals will be examined. In addition, this course will include dedicated lab time allowing students the opportunity to familiarize themselves with transducer and other sonography equipment fundamentals and basic scanning techniques before initial placement at a clinical externship.
Prerequisite: None

DMS110: Anatomy and Physiology - 80 hours
This course provides a comprehensive study of the human organism through the structure and function of its parts. Starting with a basic understanding of cellular composition, each body system is examined with emphasis on both normal and pathological processes. Units covered include the following: support and movement; communication, control and integration; transportation and defense; the circulatory, digestive, and respiratory systems; nutrition and excretion; and reproduction and development.
Prerequisite: None

DMS111: Cross-Sectional Anatomy 1 (Abdomen and Pelvis) - 45 hours
The development of skills for the identification of cross-sectional anatomy is important for sonographic competence, enabling technologists to distinguish anatomy being imaged and communicate effectively with the physician. In this course, students will primarily study normal abdominal and pelvic cross-sections to recognize anatomy in the sagittal, transverse, and coronal planes; understand anatomical structural relationships; distinguish between arterial and venous portions of the vascular system; and classify the various sections of anatomical regions and their associated parts.
Prerequisite: Module I

DMS112: Cross-Sectional Anatomy 2 (Chest) - 15 hours
In this course, students will continue to expand their knowledge of cross-sectional anatomy of the human body with the study of the thorax. Identification skills developed during this course will form a foundation for detection of both normal and pathological processes during sonographic evaluation of cardiac and surrounding structures.
Students will primarily study normal cross-sections to recognize and distinguish anatomy of the thoracic vascular system, heart, pulmonary system, breast, bones, and musculature in sagittal, transverse, and coronal planes.

**Prerequisite:** Module IV

**DMS120: Acoustic Physics 1 - 65 hours**
A thorough understanding of ultrasound physics is essential to performing inclusive diagnostic studies. Students must not only understand the components of the equipment, but also appreciate how each element of this complex machine interacts with other elements and with human tissue. Students attending this course will be introduced to the physics of diagnostic ultrasound. Topics will include transducers, imaging components, and Doppler principles.

**Prerequisite:** Module I

**DMS140: Sonographic Procedures 1A (Abdomen and Superficial Structures) - 65 hours**
This course is the first part of a study of the sonographic evaluation of abdominal and superficial structures. Normal and abnormal conditions will be discussed using sonographic cross-sectional imaging, Doppler evaluation, clinical findings, case studies, and comparisons to other imaging modalities. Topics will include anatomical and physiologic relationships within the abdominal cavity, the liver, gallbladder and biliary system, and the pancreas.

**Prerequisite:** Module I

**DMS141: Sonographic Procedures 2A (OB/GYN) - 60 hours**
During this course, students will become familiar with both normal and abnormal sonographic findings in the evaluation of female pelvic anatomy and physiology and begin studying the role of ultrasound in obstetrics. Using 2D and Doppler ultrasonic images, lessons will cover pathology of the uterus, ovaries, adnexa, as well as the role of ultrasound in the diagnosis and treatment of infertility.

**Prerequisite:** Module I

**DMS142: General Sonography Lab A - 75 hours**
This course is designed to offer the student of sonography an opportunity to practice techniques learned in abdominal and pelvic lectures in a supervised classroom laboratory setting. Using simulators and ultrasound machines equipped with 2D, spectral, and color Doppler imaging capabilities, students will scan each other obtaining images specific to proficiency levels. Class work will include answering questions based on normal anatomical findings imaged and correlation to disease states discussed in lectures.

**Prerequisite:** Module I

**DMS143: Sonographic Procedures 1B (Abdomen and Superficial Structures) - 65 hours**
In this second part of the study of the sonographic evaluation of abdominal and superficial structures, students will continue to learn about the use of ultrasound in the assessment of normal and abnormal anatomy. Topics will include the urinary system, spleen, retroperitoneum, gastrointestinal tract, and peritoneal cavity. In addition, techniques for imaging scrotal and thyroid anatomy will be covered.

**Prerequisite:** Module II

**DMS144: Sonographic Procedures 2B (OB/GYN) - 60 hours**
The goal of this course is to provide the student with a foundation of knowledge on the topic of obstetrical sonography. Studies of normal findings and complications during each trimester, obstetrical measurements, fetal growth assessments, high risk pregnancies, and congenital anomalies will be covered. The role of ultrasound in the assessment of the placenta, umbilical cord, amniotic fluid and membranes, and fetal organ systems will be included.

**Prerequisite:** Module II

**DMS145: General Sonography Lab B - 75 hours**
In this series of classes, students will continue to practice techniques for obtaining abdominal and pelvic images in a supervised classroom laboratory setting. Students will become acquainted with and learn to replicate specific protocols for the acquisition of diagnostic ultrasound images of upper and lower abdominal quadrants. In addition, procedures required for the diagnostic evaluation of superficial structures will be practiced.

**Prerequisite:** Module II

**DMS150: Seminars in Advanced Topics - 105 hours**
This series of classes will expand on subjects not covered in depth during the Sonographic Procedures courses. Through lecture formats enhanced with hands-on demonstrations, the ultrasound student will be exposed to topics encompassing the following: breast sonography; an overview of vascular sonography for abdominal, obstetrical, gynecological, and peripheral evaluations, including carotid studies; pediatric sonography; correlation of ultrasound with other imaging modalities, including MRI, CT, and nuclear medicine; musculoskeletal imaging; 3D/4D concepts; and interventional sonography.

**Prerequisite:** Module II
Course Descriptions

DMS201: Critical Thinking - 15 hours
This newly developed course was designed to enhance the student's ability to assess and optimize image quality, avoid scanning technique errors, and recognize artifacts. Emphasis will be placed on the role of sonography in the diagnostic workup. Case presentations, combined with research from current sonographic journals, will be followed by class discussion and critique to further explore the topics. This approach will allow observational and interpretive skills to evolve so that students can develop a more discerning eye and keener judgment when scanning.

Prerequisite: Module V

DMS202: Professional Development - 35 hours
The goal of this course is to provide a framework for graduating sonographers that will assist them in bridging the gap between being a student and an employee. Topics to be covered will include types of existing job opportunities, writing a professional cover letter and résumé, conducting an effective job search, honing interview skills, and navigating the job market for employment as a proficient, competent sonographer. The importance of obtaining continuing medical education requirements and other professional obligations will be stressed.

Prerequisite: Module V

DMS203: Registry Review - 40 hours
This course will provide a review of the topics of abdominal sonography, obstetrical/gynecological sonography, echocardiography, and ultrasound physics to assist students in preparation for their registry examinations. Mock registry exams will be administered in a timed manner using a multiple choice format. Complete discussions of correct and incorrect responses will also be employed.

Prerequisite: Module V

DMS220: Acoustic Physics 2 - 40 hours
This course focuses on the continuation of principles explained in Acoustic Physics I. Students will become familiar with acoustic wave properties; pulsed, continuous wave, and color-flow Doppler; soft tissue interactions; and bio-effects. Preparation for the Sonography Principles and Instrumentation Exam will be included.

Prerequisite: Module IV

DMS240: Sonographic Procedures 3A (Cardiac) - 65 hours
This series of classes is the first part of a course of study designed to provide the student with a thorough comprehension of normal and pathological cardiac structures and processes using echocardiographic techniques. Students will be exposed to 2D, M-mode and Doppler procedures and learn the benefits and limitations of both transthoracic and transesophageal scanning. The course will also cover measurement techniques and embryology.

Prerequisite: Module IV

DMS241: Cardiac Sonography Lab A - 60 hours
This course will provide the echocardiographic student the opportunity to practice techniques learned in cardiac lectures in a supervised classroom laboratory setting. Students will employ transducers designed specifically for the 2D, M-mode, spectral, and color Doppler evaluation of cardiac structures to obtain images of each other. Competency will be determined based upon specific proficiency levels. Laboratory work will include answering questions based on normal anatomical findings imaged and correlated to disease states discussed in lectures.

Prerequisite: Module IV

DMS242: Sonographic Procedures 3B (Cardiac) - 50 hours
Part two of the course of study designed to cover echocardiographic topics will continue with the discussion of normal and pathological structures and processes affecting cardiac tissue. These lectures will build on the subjects already covered in Sonographic Procedures IIIA and will include the advanced topic of congenital anomalies and 3D/4D echocardiography.

Prerequisite: Module V

DMS243: Cardiac Sonography Lab B - 60 hours
Students in this course will continue to practice techniques for obtaining echocardiographic images in a supervised classroom laboratory setting. Participants will become skilled in the performance of transthoracic examinations on normal subjects, duplicating scanning and measuring techniques learned in both lectures and externships. The evaluation of level of competency will include imaging from parasternal, apical, subcostal, and suprasternal windows.

Prerequisite: Module V

DMS301: Clinical Externship 1 - 192 hours
The purpose of this 12-week course is to expose the sonography student to the many aspects of ultrasound technology from a clinical perspective. Students in the first clinical rotation of two days per week will initially be assigned to observe staff sonographers and assist in a minor capacity in a department performing abdominal and/or obstetrical/gynecological studies. As the student's skills improve, additional responsibilities will be awarded. Each sonography student will be overseen by a clinical instructor with competency levels evaluated at specific intervals. Students will be responsible to keep track of their attendance and progress in a logbook which will be reviewed by the school's clinical coordinator.

Prerequisite: Module I
DMS302: Clinical Externship 2 - 192 hours
This second clinical rotation of 2 days each week for 16 weeks will be identical to the previous externship rotation, except it will be located at a different abdominal and/or gynecological/pelvic sonographic site with a different assigned clinical instructor. Students will be responsible for assisting the sonography staff with tasks within the department. Students will continue to track their attendance and progress in a logbook. Competency levels will be evaluated by the clinical instructor at specific intervals.
Prerequisite: Module II

DMS303: Clinical Externship 3 - 216 hours
The third clinical externship will allow students the opportunity to be exposed to ultrasound technology from a clinical perspective for five days each week. Students will be assigned to a clinical instructor at an abdominal and/or gynecological/pelvic sonographic site for seven weeks. This rotation will provide an experience which closely resembles the sense of real employment. Competency levels will continue to be evaluated at specific intervals. Students will track their attendance and progress in a logbook.
Prerequisite: Module III

DMS304: Clinical Externship 4 - 288 hours
During this fourth clinical externship of 16 weeks, Diagnostic Medical Sonography students may begin their exposure to cardiac sonography in a rotation through an echocardiography department. Students during this rotation may also be assigned to an externship site offering abdominal and/or gynecological/pelvic sonography. This three day per week rotation will afford an additional clinical day for students who have already completed more than half of the Diagnostic Medical Sonography program. Competency levels will be evaluated at specific time intervals, while attendance and progress will be tracked in a logbook.
Prerequisite: Module IV

DMS305: Clinical Externship 5 - 288 hours
This is the last clinical externship for Diagnostic Medical Sonography students. At this point in the course, students should be knowledgeable and experienced in performing a variety of independent sonographic evaluations. Application of skills acquired during didactic and previous clinical experiences will be monitored at externship sites offering cardiac and/or general sonographic studies. This rotation will be 3 days per week for 16 weeks. Competency levels will be attained and documented by a clinical instructor.
Prerequisite: Module V

Medical Billing Specialist Program

MT2: Medical Terminology 1 - 30 hours
During this course medical terminology will be presented through a unique combination of anatomy and physiology, word building principles, and phonetic "sounds like" pronunciations. Students learn proper medical and scientific terminology usage within the context of human anatomy, physiology and pathology. Because word parts are integral to learning medical terminology, mastery of these "building blocks" is emphasized throughout the course. Organized by body system, systems begin with an overview of the structures and functions of that system so students can relate these to the specialists, pathology, diagnostic and treatment procedures that follow.
Prerequisite: None

MT3: Medical Terminology 2 - 30 hours
Medical Terminology 2 reinforces basic medical terminology concepts learned in Medical Terminology I. During this course, additional body system terms are imparted from the Nervous System, Blood, Respiratory System, Urinary System, Female Reproductive System, Male Reproductive system and Endocrine System. Pronunciation, spelling and abbreviation of Medical Terminology is emphasized.
Prerequisite: MT2

MC1: Medical Coding and Reimbursement 1 - 30 hours
This course gives students an essential understanding of medical insurance billing. Students will examine topics such as managed care, legal & regulatory issues, coding systems, reimbursement methods, medical necessity, and common health insurance plans. Emphasis will be placed on new legislation that impacts health care; Medicaid Integrity Contractors; case mix management; hospital- acquired conditions; present on admission; and value-based purchasing. Laws and guidelines that regulate coding compliance will also be covered.
Prerequisite: None
MC1: Medical Assistant Program - 30 hours
This course provides students with instruction in medical coding. The study of ICD-10-CM (International Statistical Classification of Diseases and Health Problems), CPT (Current Procedural Terminology), and HCPCS (Healthcare Common Procedure Coding System) Related begun in Medical Coding and Reimbursement I is continued here. Lessons stress the importance of linking diagnosis and procedure codes correctly when reporting services for reimbursement from health insurers. Covered also are major laws and guidelines that regulate coding compliance.
Prerequisite: MC1

MC2: Medical Coding and Reimbursement 2 - 30 hours
This course provides students with instruction in medical coding. The study of ICD-10-CM (International Statistical Classification of Diseases and Health Problems), CPT (Current Procedural Terminology), and HCPCS (Healthcare Common Procedure Coding System) Related begun in Medical Coding and Reimbursement I is continued here. Lessons stress the importance of linking diagnosis and procedure codes correctly when reporting services for reimbursement from health insurers. Covered also are major laws and guidelines that regulate coding compliance.
Prerequisites: None

CD10: Career Development - 10 hours
Career Development provides an opportunity for students to prepare for a job search by learning and applying critical self-examination techniques for developing a successful career path and an awareness of the need to include life-long learning in career management. Topics include career planning research, job searching and refining interview and communication skills, developing and preparing career search documents such as resumes, job applications, cover letters and thank you letters. Students will also be directed in the use of telephone and faxing, employment testing, office behavior and etiquette, completing online applications and attaching their resumes. Mock interviews will also be conducted.
Prerequisite: None

MA101A: Asepsis and Assisting with Minor Surgery - 27 hours
MA101A introduces medical asepsis, and techniques used to control and reduce the spread of pathogenic microorganisms. During this course students will learn how to assist a physician with minor surgery and learn surgical asepsis.

MA101B: Pharmacology - 33 hours
This course introduces the student to Pharmacology. The course continues with methods of administration of medications. The course will also introduce mathematical computations of pharmaceutical measurements and calculations. Students will discuss a variety of medications and their common usage.
Prerequisites: None

MA102: Communication and Human Relations - 60 hours
This course gives students an introduction to patient relations in the medical office. Medical law and ethics are discussed. Communication skills are emphasized while students’ learn to interact with physicians, other allied health professionals and patients. Students will learn proper telephone techniques and scheduling appointments.
Prerequisite: None

MA201: Urinalysis and Microbiology - 60 hours
During this course, students will be introduced to lab safety (Standard Precautions) where emphasis will be placed on the general rules for safety following Occupational Safety and Health Administration (OSHA) standards and guidelines. Students will discuss the anatomy and physiology of the urinary system and be introduced to the urinalysis area of a laboratory. Students will learn the techniques and procedures of collection, handling and testing of urine specimens including preparing urine for microscopic examination. In addition, students will study microorganisms and their relationship to illness and learn about the basic supplies and equipment used by the microbiology department. The course continues with the students learning how to assist a physician with rehabilitation, diagnostic tests, and emergency Medical procedures.
Prerequisite: None

MA202: Keyboarding with Microsoft Word - 60 hours
During this course students are introduced to the various parts of a computer and its operation. The course includes the development of keyboarding skills through touch method, mastery of the keyboard and typing speed building. Students progress from basic keyboarding skills to the basics of Microsoft Word and the fundamentals of word processing. Creating professional memos and business letters will be explored. Processing mail and telecommunications will be discussed, and Career Service will come in and assist in the preparing of resumes.
Prerequisites: None
MA301: Phlebotomy & Laboratory Procedures 1 - 60 hours
This course introduces students to blood collection techniques and the Hematology Department of a laboratory. Occupational Safety and Health Administration (OSHA) standards and guidelines in the collection of high-quality blood specimens will be presented. Students will also discuss the laboratory environment with an introduction to the parts and use of a microscope. The course also includes training in capillary puncture and phlebotomy (venipuncture) procedures for collection of diagnostic blood specimens.
Prerequisites: None

MA302: Anatomy & Physiology 1 with Medical Terminology - 60 hours
Anatomy & Physiology 1 with Medical Terminology provides students with a comprehensive study of the human body through an explanation of the structure and function of its parts. Starting with a basic of cellular composition, each body system is examined with emphasis on both normal and pathological processes. The body systems covered in A&P 1 include: the skeletal system, muscular system, circulatory system and respiratory system. Integrated into the study of each body system students will also be introduced to the language of medicine. Medical words will be taught along with their relationship to the human body. Students will become familiar with vocabulary and word parts that will help them comprehend anatomy, physiology, pathology, diagnostic techniques, medical treatments and procedures directly related to each body system. This new language will be used to facilitate communication with other health care professionals about their patients. In addition, abbreviations and medical specialties are included.
Prerequisite: None

MA401: Phlebotomy and Laboratory Procedures 2 and CPR - 60 hours
During this course, the practical application of venipuncture continues as students study the clinical chemistry department of a laboratory, coagulation, serology and blood typing. Students will learn the specifics of blood glucose, blood urea nitrogen and cholesterol. Assisting patients with special needs and Patient Education is included. This course also trains in cardiopulmonary resuscitation/automated external defibrillator (CPR/AED) according to the American Heart Association standards.
Prerequisite: MA301

MA402: Anatomy & Physiology 2 with Medical Terminology - 60 hours
Anatomy & Physiology with Medical Terminology 2 continues on with the study of the body and covers the following body systems: the senses, nervous system, integumentary system, digestive system, endocrine system, male and female reproductive systems and obstetrics. Integrated into the study of each body system students will also be introduced to the language of medicine. Medical words will be taught along with their relationship to the human body. Students will become familiar with vocabulary and word parts that will help them comprehend anatomy, physiology, pathology, diagnostic techniques, medical treatments and procedures directly related to each body system. This new language will be used to facilitate communication with other health care professionals about their patients. In addition, abbreviations and medical specialties are included.
Prerequisite: MA302

MA501: Clinical Skills - 60 hours
This course instructs the student on how to prepare a new patient's medical record. Students will learn to take and document vital signs, assist physicians with a physical examination as well as with specialty exams in obstetrics, pediatrics, GI, gynecology, urology and geriatrics.
Prerequisite: None

MA502: Medical Administrative and Business Practices - 60 hours
This course gives students an introduction to the history of the health care system and the duties of the medical assistant as an administrator. Patient interaction, management of medical records, and an introduction to physician-based billing and coding are also covered. Students will learn how to manage patient accounts. Practice finances are discussed.
Prerequisite: None

MA601: Electrocardiography & Cardiac Testing - 60 hours
This course begins with a review of the cardiovascular system and its relationship to EKGs. During this course students will review taking and recording pulses, pulse pressure and blood pressure. Also included will be a discussion of various cardiac testing procedures, i.e, Holter Monitoring and Stress Testing. Students will also learn to properly and successfully complete an electrocardiogram, and how to observe for abnormal EKG's.
Prerequisite: MA302, A&P 1 with Medical Terminology

MA602: Computerized Billing and EMR - 60 hours
This course prepares students to utilize a computerized billing and medical software program. During this course, students will learn to accurately input patient demographics, procedures, diagnoses in order to generate claims and post payments. The various forms of a typical medical office will be used to compile standard insurance claim forms to bill insurance companies. Maintaining patient accounts
and managing practice finances using the billing program is included. Students will be introduced to the use of electronic records in a medical practice. Topics covered are creating patient records, maintaining health history records, and reading and interpreting patient files.

**Prerequisite:** MA502

**MA701: Certification Review A-F with Career Development - 30 hours**
This course provides students with an in-depth review of the skills and knowledge for the Medical Assistant Certification Examination. Students will utilize study guides and pretesting and review medical terminology, anatomy and physiology, EKG, Laboratory Procedures, Human Relations, Urinalysis and Microbiology, Administrative Procedures, and Computer Applications. It will also include discussion on job application and securing a job interview.

**Prerequisite:** MA 101 through 602

**MA801: Externship - 160 hours**
During the externship phase of training, students are placed in a medical facility for some real world experience. Students at the externship site observe experienced personnel and perform the duties of a medical assistant under the strict supervision of trained professionals. Students will be evaluated by the site supervisor on the basis of performance.

**Prerequisite:** MA101 through MA701

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**Computer Technician Networking Specialist Program**

**CTNS101: Introduction to Electronics - 120 hours**
During this course students will be introduced to the fundamentals of electricity, current, voltage, resistance, Ohms Law, power, and printed circuit boards. The course is designed to teach students the principles of binary number systems, logic gates, arithmetic operations, shift registers, memory, logic counters and clock and timing circuits.

Students will learn the construction of digital logic circuits from simple counters to complex microprocessors and discover how simple logic gates can be used to produce complex digital systems.

**Prerequisite:** None

**CTNS102: Digital Technology & Network Cabling - 120 hours**
During this course students will be introduced to Binary Number Systems and Basic Logic Gates. Students will also learn basic data transmission concepts, including throughput, bandwidth, multiplexing, and common transmission flaws. Upon completion of this course students will be able to identify and describe the physical characteristics and official standards of coaxial cable, twisted-pair cable, and fiber optic cable, their related connectors as well as describe the benefits and limitations of various networking media and select and use the appropriate tool to troubleshoot common cable problems.

**Prerequisite:** None

**CTNS 201: Fundamentals of Computer Technology - 90 hours**
During this course students will learn how each subsystem accomplishes its tasks and is connected to form a complete computer system. Students will learn the importance of motherboards and supporting microprocessors, form factors used by cases, working inside cases with safely, power supplies, and how hardware and software interface with each other in order to gain an understanding of the various ways they interact. Students will become proficient in selecting components for building a computer and how to install and upgrade the processor and memory modules.

**Prerequisite:** None

**CTNS202: Windows Installation & Support - 120 hours**
During this course students will learn how to select and install the different types of hard drives and how to troubleshoot hard drive problems. How Microsoft Windows provides the interface between users and applications and between applications and hardware devices, how Windows connects to a network and accesses resources on the network, about user accounts and how to create and manage them. Students learn how to install Microsoft Windows, use Devise manager to install & troubleshoot I/O devices, adapter cards & how to support the video subsystem.

**Prerequisite:** CTNS201

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CTNS203: Maintaining Operating Systems and Virtualization - 120 hours
During this course students will learn how to support and maintain a Windows operating system including how to schedule maintenance tasks, set up backup routines for user data and system files, use commands to manage files and folders, manage a hard drive, optimize Windows using the operating system's tools, support customers and troubleshoot windows. Students will learn about printer types and features and how to install, maintain, and troubleshoot local and networked printers, Linux and Mac OS X and Mobile operating systems and explore virtualization. 
Prerequisite: CTNS202

CTNS301: Introduction to Networking - 120 hours
During this course students will learn how hardware is used for networking, various types of networks, and how to set up and troubleshoot network connections. Students will gain an understanding of the purpose of the OSI model, the structure and purpose of data packets and frames, basic data packets and frames, and basic data transmission concepts including full duplexing, attenuation, latency and noise. Students will also gain knowledge of the key TCP/IP services along with commonly used network access methods and their many physical layers and standards. 
Prerequisite: CTNS203

CTNS302: Networking Infrastructure - 120 hours
During this course students will learn basic data transmission concepts, including throughput, bandwidth, multiplexing, and common transmission flaws. Students will learn about the various types of wireless networking characteristics, wireless standards that support the Internet of Things, 802.11 standards and innovations, virtualization technologies including how virtual machines connect with a network and how networking infrastructure devices can be virtualized. This course will cover cloud computing categories and models, remote access, the purposes of network segmentation and provide students with an understanding of how VLANs work and are used. 
Prerequisite: CTNS301

CTNS303: Networking Communications, Security & Performance - 90 hours
During this course students will learn to identify people, technology, and malware security risks to a network, the tools used to evaluate security of a network and configure devices for increased security. Students will learn how to utilize tools to monitor device and network events, and the best practices for incident response and disaster recovery. In addition, students will develop an understanding of the fundamental elements of WAN service options and the most common wireless WAN technologies. 
Prerequisite: CTNS302

Career Development
All sections of this 900-hour Computer Technician Networking Specialist (CTNS) program were developed to provide students with the practical, hands-on experience necessary for working in this field and to prepare students for industry certification. Career development knowledge, skills, and abilities are part of the foundation of this program and have been integrated throughout so that students are properly prepared for the employment process. During the CTNS program, students will prepare for their job search, which includes the following: preparation of résumés, job applications, cover letters, and thank you letters; interview techniques; professional use of the telephone and fax; employment testing; office behavior and etiquette.

Photos Taken at Hunter Business School Medford Campus
Web Application Design & Development Program

WA100: Introduction to Computer Science - 30 hours
This introduction module presents an overview of the Web Application Design & Development program and its objectives, as well as the breadth of computer science discipline without programming language specifics. The students will gain a high-level understanding of today's hardware, software, and applications, as well as a modern view of ethics in the virtual realm.
Prerequisites: None

WA110: Web Design with HTML & CSS - 60 hours
Introduction to the latest, industry-leading website development practices. This course teaches the basics of web development, starting with building basic Hyper Text Markup Language (HTML) web pages. The students will learn to edit HTML code using plain text editors, learn the basics of HTTP(S) and FTP protocols, and practice troubleshooting techniques.

The second part of the course builds upon the students' HTML skills and introduces the basics of web page styling using Cascading Style Sheets (CSS). The students learn how to position HTML elements on a web page, lay out the elements relative to the HTML document and other elements of the page, and style the HTML using predefined CSS values. The course also teaches the method of encoding web colors as hexadecimal values, and introduces the fundamentals of document object model.
Prerequisite: WA100

WA120: Programming with JavaScript & jQuery - 60 hours
This course introduces the concepts of programming through web application design & development using the JavaScript programming language. The students learn about variable scope and program control flow with conditional statements and loops.

The course builds upon the skills gained in the CSS course and expands the topic of Document Object Model using the jQuery library. This course has a strong focus on industry application and emphasizes the aspects of developing for touch screen and mobile devices. A real-world project, similar to what students may encounter in a professional setting, is developed throughout the course modules.
Prerequisite: WA110

WA130: Cross-Platform Mobile & Web Apps Development - 30 hours
Cross-platform application design provides an excellent starting point for mastering mobile application development. The students will be given opportunity to use the technologies learned in previous courses, including HTML5, CSS3, JavaScript and jQuery Mobile. An app-centric course curriculum emphasizes subsets of these technologies to guide students in developing sophisticated apps. The apps serve as models for numerous projects from various application domains.
Prerequisite: WA120

WA140: Object Oriented Programming with Java - 90 hours
This course introduces the beginning programmers to the power of Java through an engaging, hands-on approach. The students develop useful applications using Java Integrated Development Environment, while learning the basic principles of structured and object-oriented programming. The course uses the latest version of Java and meaningful real-world exercises. The advanced topics of this course include the use of Java for enterprise application development. The students learn to build a full stack Java web application and explore the use of patterns to optimize the application design.
Prerequisite: WA100 & WA120

WA150: Data Development Utilizing Database Design & SQL - 60 hours
In this course the students are introduced to the database technology and Structured Query Language (SQL) programming using straightforward instruction, extensive hands-on exercises, and a strong foundation in real-world business applications. The course teaches basic SQL commands in the context of a running case, in which a business uses SQL to manage orders, items, customers, and sales reps. The course focuses on the fundamental data modeling principles and practices, and serves as a prerequisite for the subsequent programming courses.
Prerequisite: WA140

WA160: Team Project 1 - 30 hours
Extensive hands-on exercise that reinforces the skills gained in the previous courses by creating a multi-layered application. The project scope boundaries are intentionally open-ended to allow freedom of choice and personal expression.
Prerequisite: WA130 & WA150
WA170: Programming with Python - 90 hours

The Python course teaches students a new programming language through problem solving and algorithm development. The students learn several application design strategies using case studies, and enhance coding proficiency by expanding the portfolio of mastered programming languages.

Prerequisite: None

WA180: PHP Programming with MySQL - 60 hours

This course covers the basics of PHP and MySQL, as well as advanced topics including PHP object-oriented programming and how to build web sites that incorporate authentication and security. After the students complete this course, they are ready to use PHP and MySQL to build professional quality, database-driven Web sites. This course requires the SQL course as a prerequisite.

Prerequisite: WA150

WA190: e-Commerce & Content Management Systems (CMS) - 60 hours

This is a hands-on course with a focus on preparing students for a career in the field of e-Commerce and CMS development and administration. The course introduces the main components of an e-Commerce solution and enriches the students’ portfolios with practical implementation examples. In the second half of the course, students will learn two of the most popular CMS systems and enrich their portfolios with modern day examples. Knowledge of PHP, JavaScript, HTML and CSS are prerequisites for this course.

Prerequisite: WA180

WA200: Web Services with Node.js, XML & JSON - 30 hours

This course focuses on the distributed application development using web services and the services oriented architecture paradigm. Students will learn about service orchestration, the basics of middleware, and its role in the distributed application architecture. Knowledge of JavaScript is a prerequisite for this course.

Prerequisite: WA120 & WA180


In this course students will learn the basics of IT security, different types of common threats, and protective measures to avoid the security pitfalls. The curriculum includes exercises that expose common security issues and teaches how these issues can be preemptively avoided. The Software Development Lifecycle component of the course introduces the aspect of methodology, and the roles that IT professionals play in the various stages of a project. Students will learn how to collect and document requirements, translate them to application design and trace each project artifact to the original scope.

Prerequisite: WA100

WA220: Career Development - 30 hours

All sections of the Web Application Design & Development Program were developed to provide students with the practical hands-on experience necessary for working in the field. Career Development knowledge, skills and abilities are part of the foundation of this program and have been integrated throughout so that students are properly prepared for the employment process. Throughout the program, and during this Career Development course, students will prepare for their job search.

Prerequisite: None

WA230: Team Project 2 - 30 hours

Extensive hands-on exercise that reinforces the skills gained in the previous courses by creating a complex multi-layered web application. The project scope boundaries are intentionally open-ended to allow freedom of choice and personal expression. The students will be encouraged to work in teams to simulate a real-world project setting.

Prerequisite: None

WA240: Externship - 180 hours

During Externship students will use programming skills and languages they have studied in school, apply them to real world projects and gain initial experience at IT departments of major employers across Long Island and NYC. Externs will work in team environments with a broad range of technologies, and will be mentored by a variety of experienced IT professionals. Students who excel during the Externship and fit the host company's culture may be offered an employment opportunity at the end of the education program.

Prerequisite: WA100 through WA230
Radiologic Technology Program

RAD101: Intro to Radiography - (45 Hours)
This course provides an overview of the field of radiologic technology, including the organization of medical practice and the unique place imaging holds in the medical field. Students will explore the history of the medical imaging field and the critical role medical imaging plays in the healthcare arena. The topics of patient care, including physical and psychological needs of the patient and family, routine and emergency patient care procedures, safe patient transfer, immobilization techniques and infection control.
Corequisite: RAD102, RAD103, RAD104, RAD105, RAD106

RAD102: Radiographic Procedures 1 - (60 Hours)
This course offers an introduction to radiographic positioning terminology, manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for demonstration of basic anatomy. The course also focuses on radiographic procedures as they relate to the skeletal system. Topics include positioning, exposure factors, film evaluation, and related anatomy of the chest, abdomen, upper and lower extremities and shoulder. Proper marker placement and collimation is emphasized.
Corequisite: RAD101, RAD103, RAD104, RAD105, RAD106

RAD102A: Radiographic Procedures Lab 1 - (15 Hours)
This course is a simulated “hands on” class demonstrating and reinforcing anatomical positioning and its clinical applications related to Radiographic Procedures 1. Proper marker placement, collimation and radiation protection is emphasized.
Corequisite: RAD101, RAD102, RAD104, RAD105, RAD106

RAD103: Radiographic Physics & Principles - 45 hours
In this course, students review electromagnetic radiation and electricity in order to operate radiographic equipment in a safe manner. Application of physics principles in the production of X-rays and the responsibility of producing quality radiographs with the lowest possible exposure to patients are emphasized.
Corequisite: RAD101, RAD102, RAD104, RAD105, RAD106

RAD104: Anatomy & Physiology I - (45 Hours)
This course provides an in depth study of human anatomy and physiology. During this course, the systems covered in relation to the human anatomy are the chemistry of life, the cell, tissues, integumentary, skeletal, muscular, nervous, digestion and nutrition. Each of the systems will be introduced with a general overview, and then broken down to examine how they work beginning at the cellular level. Practical exercises to demonstrate key concepts will be utilized.
Corequisite: RAD101, RAD102, RAD103, RAD105, RAD106

RAD105: Medical Terminology - 45 hours
This course introduces students to medical terminology through a combination of visually reinforced learning and lecture. Basic word structure, prefixes, suffixes, organization of the body, and body systems are discussed. Medical specialists and case reports will also be examined.
Corequisite: RAD101, RAD102, RAD103, RAD104, RAD106

RAD106: Patient Care in RT - (45 hours)
This course will highlight the responsibilities of caring for the patients that require medical imaging procedures. How to manage compromised patients, including mobile examinations, medical emergencies, as well as contrast exams will also be covered. The importance of sterility is discussed. Furthermore, information will be presented on how to behave in an emergency or code situation. Students will be expected to execute the skills learned, both responsibly and ethically as student radiographers. Pharmacology and the principles of drug administration are reviewed.
Corequisite: RAD101, RAD102, RAD103, RAD104, RAD106

RAD107: Clinical Practicum 1 - (216 Hours)
This course is designed to introduce students to the clinical environment and provide them with the opportunity to interact with staff radiographers and radiologists to begin developing clinical skills. During this course students begin developing critical thinking and problem solving skills in the clinical areas as they begin to perform examinations learned in the classroom and practiced in the laboratory setting. Staff radiographers directly supervise
students during this practicum. Staff radiographer evaluations of students’ cognitive, psychomotor, and affective behaviors in clinical are one method used to correlate classroom theory to clinical practice. Learning is achieved in direct patient care through instruction, demonstration, and direct supervision.

**Prerequisite:** RAD101, RAD102, RAD102A, RAD103, RAD104, RAD105

**RAD201: Principles of Exposure** - (45 Hours)
This course will introduce students to the basic principles of medical imaging and involves equipment design and function. The production of x-rays, their characteristics and their role in the imaging process will be discussed and demonstrated. The role of exposure factors and the effects on image quality will be discussed and demonstrated.

**Prerequisite:** RAD101, RAD103

**RAD202: Radiographic Procedures 2** - (60 Hours)
This progressive course focuses on radiographic procedures, positioning, exposure factors, film evaluation, and related anatomy and positioning of pediatric, geriatric, and trauma patients. Procedures also focusing on mobile and surgical radiography, bony thorax, SI joints, arthrography, long bone measurement, and the entire spinal column will also be taught. This course also includes the proper manipulation of equipment, positioning and alignment of the anatomical structure, evaluation of images for proper demonstration of advanced anatomy, and related pathology. Proper marker placement and collimation is emphasized.

**Prerequisite:** RAD102, RAD102A

**RAD202A: Radiographic Procedures Lab 2** - (15 Hours)
This course is a simulated “hands on” class demonstrating and reinforcing anatomical positioning and its clinical applications related to Radiographic Procedures 2. Proper marker placement, collimation and radiation protection is emphasized.

**Prerequisite:** RAD102, RAD102A

**RAD203: Ethics and Legal Implications in Radiologic Technology** - (45 Hours)
This course will cover the critical role that ethics plays in the medical imaging arena. Legal implications of working with patients and sensitive, protected information will also be a focus. The information that is foundational for HIPAA and the reasons behind the creation of the laws intended to protect the rights of patients will be discussed in depth.

**Prerequisite:** RAD101

**RAD204: Radiation Biology and Patient Protection** - (60 Hours)
This course covers the principles of cell response to radiation. Topics covered include the development of radiation science, effects of whole body exposure, and radiation protection dosage guidelines.

**Prerequisite:** RAD101, RAD103

**RAD205: Specialization in Radiologic Technology** - (45 Hours)
This survey course is designed to introduce students to specializations that exist in the imaging field. Computed tomography, mammography, magnetic resonance imaging, cardiovascular technology, ultrasound, fluoroscopy, mobile radiography, radiographic tomography, bone densitometry, nuclear medicine, radiation therapy, dosimetry, and forensics and mammography modalities will be reviewed.

**Prerequisite:** RAD101

**RAD104B: Anatomy and Physiology II** - (45 Hours)
This course provides an in depth study of human anatomy and physiology. During this didactic instruction the systems covered in relation to the human anatomy are the blood, cardiovascular, lymphatic, nervous, endocrine, respiratory, urinary, reproductive, and growth and development. Each of the systems will be introduced with a general overview, and then broken down to examine how they work beginning at the cellular level. Practical exercises to demonstrate key concepts will be utilized.

**Prerequisite:** RAD104A

**RAD206: Clinical Practicum 2** - (216 Hours)
This course builds on RAD107 as students become active participants in their clinical settings. During this course students continue to develop and demonstrate an increasing degree of competency in the clinical areas as they expand their positioning skills. Staff radiographer evaluations of students’ cognitive, psychomotor, and affective behaviors in clinical are one method used to correlate classroom theory to clinical practice. Learning is achieved in direct patient care through instruction, demonstration, and direct supervision.

**Prerequisite:** RAD107

**RAD301: Digital Radiography** - (45 Hours)
During this course students will gain deeper understanding of digital imaging systems, basic computer and networking information, PACS, and digital quality control and assurance activities. Students will formulate techniques to optimize image quality, minimize patient exposure and preserve equipment; apply methods of image quality assurance and adapt technical variables to changing conditions.

**Prerequisite:** RAD201
RAD302: Radiographic Procedures 3 - (60 Hours)
This progressive course focuses on radiographic procedures, positioning, exposure factors, film evaluation, and related anatomy imaging as it relates to the advanced projections of the Chest, Abdomen, Upper extremities, Lower extremities, and Pelvic region. The course also includes the proper manipulation of equipment, positioning and alignment of the anatomical structure and evaluation of images for proper demonstration of advanced anatomy and related pathology. Proper marker placement and collimation is emphasized.
Prerequisite: RAD102, RAD102A, RAD202, RAD202A

RAD302A: Radiographic Procedures Lab 3 - (15 Hours)
This course is a simulated "hands on" class demonstrating and reinforcing anatomical positioning and its clinical applications related to Radiographic Procedures 3. Proper marker placement, collimation and radiation protection is emphasized.
Prerequisite: RAD102, RAD102A, RAD202, RAD202A

RAD303: Pathology - (45 Hours)
This course introduces students to the basic terms related to pathology and manifestations of pathological conditions including their relevance to radiologic procedures and the radiographic appearance of diseases. During this course, students are introduced to imaging procedures used in diagnosing diseases, the various systemic classifications of disease in terms of etiology and types, common sites, complications, and their prognosis.
Prerequisite: RAD104A, RAD104B

RAD304: Cross Sectional Anatomy for CT/MR - (45 Hours)
This course presents a review of gross anatomy of the entire body. A detailed study of anatomical structures will be conducted for location, relationship to other structures and function. Anatomical structures are located and identified in axial, sagittal, coronal, and oblique planes. Illustrations and anatomy images will be compared with MR and CT images in the same imaging planes and at the same level when applicable.
Prerequisite: RAD104A, RAD104B

RAD305: Clinical Practicum 3 - (280 Hours)
This course builds on RAD206 as students become active participants in their clinical settings. This course is designed to provide second year students with increasing independence, speed, and efficiency in their positioning skills, and critical thinking and problem solving abilities are reinforced. Staff radiographer evaluations of students’ cognitive, psychomotor, and affective behaviors in clinic are continued and used to correlate classroom theory to clinical practice. Learning is achieved in direct patient care through instruction, demonstration, and direct and indirect supervision.
Prerequisite: RAD107, RAD206

RAD401: Radiographic Image Analysis - (45 Hours)
This course provides a basis for analyzing radiographic images. Included are the importance of imaging standards, discussions of problem-solving techniques in relation to image evaluation and the factors that can affect image quality. Actual images will be incorporated for image analysis. Students will be able to differentiate between acceptable and unacceptable quality of radiographic images and will make adjustments in positioning for optimal images. Students will also gain a base knowledge for image evaluation criteria for various different projections.
Prerequisite: RAD101 & RAD201

RAD402: Radiographic Procedures 4 - (60 Hours)
The final course in the series focuses on discussing and demonstrating radiographic procedures, positioning, exposure factors, film evaluation, and related anatomy including upper and lower gastrointestinal procedures and positioning, general and advanced procure of the skull, nasal bones, sinuses, and zygomatic arches. Also covered are the proper manipulation of equipment, positioning and alignment of the anatomical structure, and evaluation of images for proper demonstration of advanced anatomy and related pathology. Proper marker placement and collimation is emphasized.
Prerequisite: RAD102, RAD102A, RAD202, RAD202A, RAD302, RAD302A

RAD402A: Radiographic Procedures Lab 4 - (15 Hours)
This course is also a simulated "hands on" class demonstrating and reinforcing anatomical positioning and its clinical applications related to Radiographic Procedures 4. Proper marker placement, collimation and radiation protection is emphasized.
Prerequisite: RAD102, RAD102A, RAD202, RAD202A, RAD302, RAD302A
RAD403: Principles and Fundamentals of Mammography - (45 Hours)
This course provides an overview of the field of mammography, including the history of this imaging modality and the unique place mammography holds in the medical field. The course will prepare student radiographers to be a member of a breast imaging team who provides patient education regarding breast cancer and early detection. Cultural competency will be explained. Safety and legal responsibilities of interacting with patients will be a focus of study. The course will also teach students to operate and utilize digital and conventional mammography equipment to produce images of patients’ breast tissue, patient care and radiation protection.
Prerequisite: RAD101

RAD404: Principles and Fundamentals of CT - (45 Hours)
This course demonstrates the fundamentals in Computed Tomography (CT) imaging. The course provides formal specialized teaching in CT whole body imaging. Topics included in this course are history of computed tomography, fundamentals of computers, patient interactions, scanning methods, digital imaging, image formation, and image archiving, quality control, and radiation protection.
Prerequisite: RAD101, RAD304

RAD405: Clinical Practicum 4 - (288 Hours)
Students in this semester are completing their program’s final clinical performance evaluations and preparing for graduation. For a student to graduate, all clinical performance evaluations, as well as all other clinical requirements, must be satisfactorily completed. Students who fail to complete the clinical requirements will have their program length extended until these are satisfactorily completed.
Prerequisite: RAD107, RAD206, RAD305

RAD406: Registry Review - (45 Hours)
This course includes lecture and demonstration of all topic areas learned. It is an in-depth review of all in-class, and clinical site areas of study throughout the program. The intent is to prepare students to be successful in passing the national registry and become a Registered Technologist (RT). There will also be a strong focus on career planning and avenues that are available in the medical imaging field beyond the basic certification.
Prerequisite: All Prior Courses
STANDARDS FOR SATISFACTORY PROGRESS

Satisfactory Academic Progress
All students (full and part-time) must meet the following minimum standards of academic achievement and successful course completion to remain in attendance at Hunter Business School and continue to receive federal student aid. Hunter Business School will consider both a student's GPA (qualitative progress) and rate of progression (pace) through his or her program (quantitative progress). A student's progress will be evaluated at the end of each payment period to determine satisfactory academic progress. At the end of each payment period an evaluation of the student's pace will be completed to determine if the student can successfully complete the program within the maximum time frame of 150% of the standard program length.

Pace
A student must progress through his/her program at a pace of 67% or higher. Pace is calculated by dividing the cumulative number of successfully completed hours by the cumulative number of attempted hours.

GPA
A student must maintain a cumulative GPA of at least 2.0.

Rate of Program Completion (Maximum Time Frame)
Students are expected to complete all program requirements by their scheduled end (graduation) date. However, an extension may be granted, not to exceed 150% of the standard program hours. For example, the maximum time frame in which to complete a 600-hour program is 900 hours.

An evaluation will be conducted when a student successfully completes the clock hours in the payment period. If it becomes apparent that the student cannot complete the program within the maximum time frame, the student will not be allowed to continue, regardless of whether or not they are receiving financial aid. At the point the student successfully completes the scheduled clock hours in that payment period, financial aid will be disbursed if the student is making satisfactory progress.

Sample Rates of Program Completion

<table>
<thead>
<tr>
<th>Program Length in Hours</th>
<th>150% Maximum Hours to Complete Program</th>
<th>Mid-Point of Program</th>
<th>Increment Size in Scheduled Hours</th>
<th>Pace Increment 1 Minimum Successfully Completed Hours out of Scheduled Hours</th>
<th>Pace Increment 2 Minimum Successfully Completed Hours out of Scheduled Hours</th>
<th>Pace Increment 3 Minimum Successfully Completed Hours out of Scheduled Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>180</td>
<td>270</td>
<td>90</td>
<td>90</td>
<td>60/90</td>
<td>120/180</td>
<td>180/270</td>
</tr>
<tr>
<td>600</td>
<td>900</td>
<td>300</td>
<td>300</td>
<td>200/300</td>
<td>400/600</td>
<td>600/900</td>
</tr>
<tr>
<td>900</td>
<td>1350</td>
<td>450</td>
<td>450</td>
<td>300/450</td>
<td>600/900</td>
<td>900/1350</td>
</tr>
</tbody>
</table>

For programs over 900 hours please see Director of Education for Program Rates of Completion.
Financial Aid Warning: A student will be placed on Financial Aid Warning if he/she: fails to maintain a cumulative GPA of at least 2.0 and/or fails to meet the 67% Pace requirement.

Grading System
A grades of “W” (Withdrawn) will not be utilized in computing a student's cumulative GPA, although the hours attempted will count towards computation of the student's maximum time frame. Course repetition and transfer hours will also count towards completion of the student’s maximum time frame. A course will not be considered a successful course completion until a final grade is issued. This could affect a student's satisfactory progress computation.

Financial Aid Warning (FAW)
Students receiving federal student aid who fail to meet the GPA and/or Pace requirement at the end of a payment period will be placed on FAW for one payment period. During the period of FAP, students are still eligible to receive federal student aid. If, after the FAP period, a student has still not achieved the GPA and/or Pace requirement, he or she may appeal. If the appeal is granted, the student would be placed on financial aid probation for one payment period. The student would be eligible for federal financial aid while on probation. If the student has not achieved the GPA and/or Pace requirement after the probationary period, the student will be dismissed.

Financial Aid Probation (FAP)
Students receiving federal student aid who have not maintained satisfactory progress after being given a FAW can appeal the SAP decision and be placed on FAP for one payment period. The student must meet with the Director of Education and create an academic plan stating the student's specific terms and conditions for trying to achieve satisfactory progress while on probation. By the end of the probation period a student must achieve the GPA Pace requirements. A student will be removed from probation once they achieve satisfactory academic progress. A student who fails to achieve satisfactory progress after completion of probation will be dismissed and will not be eligible for federal student aid.

Academic Probation
A student is required to maintain a minimum attendance of 85% (90% for PN & RT) for each course including 100% of all clinical/externship hours, and an overall GPA of 2.0. A student will be placed on academic probation for a grading period if the student fails to meet the minimum academic requirement. During the academic probationary period the student MUST maintain a GPA of 2.0 and an attendance rate of 85% (90% for PN & RT) including 100% of all clinical/externship hrs. A student who fails to meet the minimum satisfactory requirement at the end of any academic probationary period will be dismissed from school. Refer to each course syllabi for additional attendance requirements that apply to specific courses. (Example: Externships require 100% attendance.)

Duration of Probation
The length of the probationary period is at the discretion of the Director but will not extend beyond the next grading period. At the end of the probationary period, a student must achieve the minimum GPA and Pace requirement or the student will be dismissed from the program.

Make-Up Exams & Retesting
Students who are absent on the day of an exam must take the exam on the first day of their return. If, however, a student has been absent multiple days prior to the test date, he or she must arrange with the instructor to take the exam within one week of the original test date. Students who fail a test may be allowed to take a re-test. The instructor will compute the new test grade by averaging the two scores.

*Practical Nursing (PN), Medical Assistant (MA), Diagnostic Medical Sonography (DMS) & Radiologic Technology (RT) students should see additional program policy sections for more information and differences in grading policies in the HBS Student Handbook and other specific student program and clinical handbooks.

Failure to Meet Course Requirements
Course requirements are comprised of hours of attendance, exams, competencies, and homework assignments. If a student has not completed and/or met ALL course requirements, he or she will receive a “W” (Withdrawal) from the course. Students MUST make up hours, exams, competencies, and/or assignments before the last day of class.

Withdrawal/Dismissal
Upon a student's withdrawal or dismissal, the terms and conditions of the Cancellation and Refund Clause on the Enrollment Agreement become effective immediately.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
<th># Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>100 – 90</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>89 – 80</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>79 – 70</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>69 – 65</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>(Below 65%)</td>
</tr>
<tr>
<td>T</td>
<td>Transfer Credit</td>
<td>(Not Computed in GPA)</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawed</td>
<td>(Not Computed in GPA)</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>(Not Computed in GPA)</td>
</tr>
<tr>
<td>E</td>
<td>Exempt</td>
<td>(Not Computed in GPA)</td>
</tr>
</tbody>
</table>
Repeating a Course
A student who receives a grade of “F” will be required to repeat the class. This may be done during a free period, or if necessary, the student's program will be extended at no extra charge, provided the extension can be completed within 150% of the standard program length maximum timeframe.

A student must understand the following:

- When a class must be repeated, both grades will appear on transcripts.
- For the purpose of determining satisfactory academic progress, maximum time frame and minimum academic achievement, the clock hours from all attempts will be counted.
- It is the student's responsibility to consult with a FA Aid Advisor to determine financial aid eligibility.
- No additional tuition is charged for retaking class/classes. Course hours attempted, in courses from which the student has been granted a "withdrawal," are counted when calculating the percentage of successfully completed cumulative course hours attempted in the program for the determination of SAP. All hours attended are used for calculation of the refund policy.
- Students are responsible for purchasing textbooks that have been updated.
- Prerequisites within a program may affect a student's ability to progress further until successful completion of the failed course.

The Effect on SAP When a Graduate Seeks To Enroll in an Additional Program
If a graduate seeks to enroll in an additional program, the hours & grades attempted in the original program that may apply to the new program are included in the determination of a student's satisfactory academic progress, both in CGPA and completion rate.

Attendance Standards
All students must attend 85% (90% for PN & RT) of their total program class hours. (Refer to course syllabi for additional attendance requirements that apply to specific courses, Clinicals & Externships require 100% attendance.)
- Each student is required to maintain a minimum attendance of 85% (90% for PN & RT) per course.
- If you miss more than 15% (10% for PN) of the total hours in any one course, you will be required to make-up enough missed hours to meet the minimum course attendance requirement including 100% of all clinical/externship hours. Students MUST make up hours, exams, competencies & assignments missed BEFORE last day of course.
- If at the end of a course your attendance is less than 85% (90% for PN & RT) or less than 100% in clinic/externship, you will receive a "W" (Withdrawal) & be required to retake the course.
- If you miss more than 30% of the total hours in any course or have less than 100% attendance for Clinical or externship hours, you will automatically receive a “W” & will be required to retake the course.

Academic Probation as Mandated by NYS BPSS
New York State Bureau of Proprietary School Supervision (BPSS) mandates that any student who is absent more than 15 percent of the total number of instructional hours offered during each grading period of the student's program AND who has not maintained satisfactory academic progress shall be dismissed or placed on academic probation. Any student who fails to meet satisfactory academic progress at the end of any marking period, regardless of attendance, shall be dismissed or placed on academic probation. Satisfactory academic progress means a cumulative average of 2.0 for the curriculum or course. Any student who, at the end of academic probation, fails to raise his or her cumulative average to 2.0 AND who fails to maintain at least 85% (90% for PN & RT) of instructional hours, or has less than 100% attendance for clinical/externship hours offered during probationary period, shall be dismissed.

Appeals
A student who feels he or she has received a grade that does not reflect a true evaluation of his or her work or who has been dismissed, may appeal in writing to the Director of Education for a review and/or hearing. Mitigating circumstances will be considered in the review and/or hearing. A determination of the student's written appeal will be provided to the student in writing within 30 days.

Reinstatement
A student seeking reinstatement may be asked to request it in writing by the Director of Education. Unless the student’s withdrawal was due to a documented illness, death in the family or other unforeseen circumstance a minimum of 1 module or cycle following the student’s withdrawal must have passed and the student must demonstrate to the Director of Education that the student has corrected the deficiencies that caused the termination before the student can request a reinstatement. If the student has not demonstrated that he/she has corrected their deficiencies, they may be permanently dismissed. A student may be readmitted after a conference that includes the education director, department chairperson and appropriate faculty members. Reinstatement will be at the discretion of the Director of Education, based upon the realistic outlook on whether or not the student can complete all the needed requirements to make academic progress and

Training will be automatically terminated following 14 consecutive calendar days. Re-admission is at the discretion of the Director of Education. If a student is terminated, he or she is still financially responsible for charges according to the School's Refund Policy.

Lateness
Lateness in excess of ten minutes will be recorded as one hour of absence from class. Students must contact their instructor by leaving a message with the receptionist or with the instructor's voicemail. Students are responsible for all work missed due to absence and should stay informed (by classmates or instructor) as to the material covered when absent.
FINANCIAL INFORMATION

has the desire and academic ability to progress satisfactorily in the program. The student must correct deficiencies that caused the termination by taking remedial courses, retaking courses failed, or practicing previously learned skills to reestablish satisfactory progress. The student must meet all requirements by the end of the payment period. If not corrected, the student is permanently dismissed. A student that has left school for medical reasons may be requested to obtain medical clearance to return to school.

The Director of Education ensures that the student’s records are reviewed by the appropriate school personnel. If approval is obtained, an Admissions Representative may proceed with the re-entry process. Students who have withdrawn due to medical reasons must provide documentation that he/she is able to re-enter the program and has a reasonable chance of completing the program of study. The returning student must be capable of completing the program that is currently offered. Prior credit earned will be evaluated and applied appropriately and the timing of the student’s return to the classroom will be dependent upon the courses that are scheduled and those that the student must take to complete the program. All questions regarding this policy should be directed to DOE.

Pass/Fail
HBS does not offer courses on a pass/fail basis, with the exception of MA701: Certification Review in our Medical Assistant Program.

Change of Program
A student may make a program change, if circumstances permit, with the approval of the Director of Education. A student requesting a change should see the DOE. If a student changes their program, the school may either:
- Transfer all relevant courses, which would then affect the new maximum time frame in the new program, count any transfer courses in completion, and calculate the transfer courses in the CGPA, or–
- If there are no relevant courses to transfer to the new academic program, have the student begin again in the new curriculum and with a new maximum time frame, CGPA & completion percentage. Students can only change programs after they sign a new enrollment agreement. The transfer grades are reflected on student's official transcript.

Financial Assistance
A student who has financial need is given full consideration for grants and loans. All students are welcome to consult with the Office of FA for information. HBS is eligible to participate in the Federal Pell Grant Program, Federal Supplemental Educational Opportunity Grant (SEOG) and the Federal Direct Loan Program.

Federal Pell Grant Program
This is a federal program for students who are enrolled at least half-time and meet the financial aid need guidelines of the program. You may apply online at www.fafsa.gov. Our federal school code is 015599. If you have any questions regarding the application process, please contact the Financial Aid Department.

Federal Supplemental Educational Opportunity Grant (SEOG)
This is a limited federal grant which is awarded to eligible students who qualify. Remember, there is a limited amount of federal funds available for this program. Applicants who demonstrate the greatest financial need are the only ones considered for SEOG. If you have any questions, please contact the financial aid staff at Hunter Business School.

Direct Loan Program
All eligible students enrolled at a Hunter Business School course of study can apply for a loan through the Direct Loan Program. Financial need must be demonstrated through a needs analysis in order to be eligible for a subsidized student loan (The government pays the interest on this loan while the student is in school.) Your need is based on your Cost of Attendance. The Cost of Attendance is an important factor in determining student financial aid.

The Expected Family Contribution (EFC) is subtracted from the cost of attendance to determine the calculated financial need. All eligible students can apply for a subsidized and unsubsidized loan. If a student is not eligible for a full subsidized loan, he or she may borrow a combined total of $9,500 in an unsubsidized loan. Loan amounts are based on enrollment for a full academic year of 900 clock hours. Shorter programs will have lower maximum loan limits. Interest on an unsubsidized student loan accrues while the student is in school and during their grace period. Repayment of student loans begins six months after a student's last day of attendance. The student may apply for a student loan at www.studentloans.gov.

Parent Loan to Undergraduate Students (PLUS)
Parents of dependent students may also apply for a loan of up to the student's cost of attendance minus other financial aid they will receive at Hunter Business School. If a parent is denied a PLUS loan, the student may be entitled to additional unsubsidized funds. Parents may apply at www.studentloans.gov.

Veterans’ Benefits
Hunter Business School participates in the United States Department of Veterans’ Affairs Post 911 GI Bill as well as other chapters of veterans’ benefits. Veterans who receive VA benefits should submit all VA documentation to the Financial Aid Office for certification. The Office of Veterans’ Affairs will be notified of termination, withdrawal or successful completion of your program.
Cancellation & Refund Clause: Medical Office Administration Eves

A student who cancels within 7 days of signing the enrollment agreement receives all monies returned, with the exception of the non-refundable registration fee.

1. Thereafter, a student will be liable for:
   (a) The cost of any textbooks or supplies accepted, plus
   (b) Tuition liability as of the student’s last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed.

2. This 600-hour program is divided into three quarters; the first and second quarters consist of thirteen weeks, and the third quarter consists of twelve weeks. One-third of the total tuition is allocated to each quarter.

3. If a student withdraws or is discontinued during the first quarter, the school may retain:
   (a) Zero percent (0%) prior to or during the first week of instruction in the quarter.
   (b) Twenty-five percent (25%) during the second week of instruction in the quarter.
   (c) Fifty percent (50%) during the third week of instruction in the quarter.
   (d) Seventy-five percent (75%) during the fourth week of instruction in the quarter.
   (e) One-hundred percent (100%) after the fourth week of instruction in the quarter.

4. If a student withdraws or is discontinued during any subsequent quarter, the school may retain:
   (a) Twenty-five percent (25%) during the first week of instruction in the quarter.
   (b) Fifty percent (50%) during the second week of instruction in the quarter.
   (c) Seventy-five percent (75%) during the third week of instruction in the quarter.
   (d) One-hundred percent (100%) after the third week of instruction in the quarter.

5. Any monies paid to the school in excess of the sum due the school by the student who cancels, withdraws, or is discontinued will be refunded within the time required by state and federal regulations.

6. Certificate and/or transcript will be withheld until the student satisfies all monetary obligations to the school.

Cancellation & Refund Clause: Medical Office Administration Day

1. A student who cancels within 7 days of signing the enrollment agreement receives all monies returned, with the exception of the non-refundable registration fee.

2. Thereafter, a student will be liable for:
   (a) The cost of any textbooks or supplies accepted, plus
   (b) Tuition liability as of the student’s last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed.

3. This 600-hour program is divided into two quarters each consisting of ten weeks. One-half of the total tuition is allocated to each quarter.

4. If a student withdraws or is discontinued during the first quarter, the school may retain:
   (a) Zero percent (0%) prior to or during the first week of instruction in the quarter.
   (b) Twenty-five percent (25%) during the second week of instruction in the quarter.
   (c) Fifty percent (50%) during the third week of instruction in the quarter.
   (d) Seventy-five percent (75%) during the fourth week of instruction in the quarter.
   (e) One-hundred percent (100%) after the fourth week of instruction in the quarter.

5. If a student withdraws or is discontinued during any subsequent quarter, the school may retain:
   (a) Twenty-five percent (25%) during the first week of instruction in the quarter.
   (b) Fifty percent (50%) during the second week of instruction in the quarter.
   (c) Seventy-five percent (75%) during the third week of instruction in the quarter.
   (d) One-hundred percent (100%) after the third week of instruction in the quarter.

6. Any monies paid to the school in excess of the sum due the school by the student who cancels, withdraws, or is discontinued will be refunded within the time required by state and federal regulations.

7. Certificate and/or transcript will be withheld until the student satisfies all monetary obligations to the school.
Cancellation & Refund Clause: Medical Assistant Eves
1. A student who cancels within 7 days of signing the enrollment agreement receives all monies returned, with the exception of the non-refundable registration fee.
2. Thereafter, a student will be liable for:
   (a) The cost of any textbooks or supplies accepted, plus
   (b) Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed.
3. This 910-hour program is divided into five quarters; the first and second quarter consist of twelve weeks; the third, fourth and fifth quarters consist of eleven weeks. One-fifth of the total tuition is allocated to each quarter.
4. If a student withdraws or is discontinued during the first quarter, the school may retain:
   (a) Zero percent (0%) prior to or during the first week of instruction in the quarter.
   (b) Twenty-five percent (25%) during the second week of instruction in the quarter.
   (c) Fifty percent (50%) during the third week of instruction in the quarter.
   (d) Seventy-five percent (75%) during the fourth week of instruction in the quarter.
   (e) One-hundred percent (100%) after the fourth week of instruction in the quarter.
5. If a student withdraws or is discontinued during any subsequent quarter, the school may retain:
   (a) Twenty-five percent (25%) during the first week of instruction in the quarter.
   (b) Fifty percent (50%) during the second week of instruction in the quarter.
   (c) Seventy-five percent (75%) during the third week of instruction in the quarter.
   (d) One-hundred percent (100%) after the third week of instruction in the quarter.
6. Any monies paid to the school in excess of the sum due the school by the student who cancels, withdraws, or is discontinued will be refunded within the time required by state and federal regulations.
7. Certificate and/or transcript will be withheld until the student satisfies all monetary obligations to the school.

Cancellation & Refund Clause: Medical Assistant Day
1. A student who cancels within 7 days of signing the enrollment agreement receives all monies returned, with the exception of the non-refundable registration fee.
2. Thereafter, a student will be liable for:
   (a) The cost of any textbooks or supplies accepted, plus
   (b) Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed.
3. This 910-hour program is divided into two terms of 15.5 weeks each. One-half of the total tuition is allocated to each term.
4. If a student withdraws or is discontinued during the first term, the school may retain:
   (a) Zero percent (0%) prior to or during the first week of instruction in the term.
   (b) Twenty percent (20%) during the second week of instruction in the term.
   (c) Thirty-five percent (35%) during the third week of instruction in the term.
   (d) Fifty percent (50%) during the fourth week of instruction in the term.
   (e) Seventy percent (70%) during the fifth week of instruction in the term.
   (f) One-hundred percent (100%) after the fifth week of instruction in the term.
5. If a student withdraws or is discontinued during the second term, the school may retain:
   (a) Twenty percent (20%) during the first week of instruction in the term.
   (b) Thirty-five percent (35%) during the second week of instruction in the term.
   (c) Fifty percent (50%) during the third week of instruction in the term.
   (d) Seventy percent (70%) during the fourth week of instruction in the term.
   (e) One-hundred percent (100%) after the fourth week of instruction in the term.
6. Any monies paid to the school in excess of the sum due the school by the student who cancels, withdraws, or is discontinued will be refunded within the time required by state and federal regulations.
7. Certificate and/or transcript will be withheld until the student satisfies all monetary obligations to the school.
Cancellation and Refund Clause: Medical Billing Specialist Eves

1. A student who cancels within 7 days of signing the enrollment agreement receives all monies returned, with the exception of the non-refundable registration fee.

2. Thereafter, a student will be liable for:
   (a) The cost of any textbooks or supplies accepted, plus
   (b) Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed.

3. This 180-hour program is completed in one quarter consisting of 13 weeks.

4. If a student withdraws or is discontinued during the quarter, the school may retain:
   (a) Zero percent (0%) prior to or during the first week of instruction in the quarter.
   (b) Twenty-five percent (25%) during the second week of instruction in the quarter.
   (c) Fifty percent (50%) during the third week of instruction in the quarter.
   (d) Seventy-five percent (75%) during the fourth week of instruction in the quarter.
   (e) One-hundred percent (100%) after the fourth week of instruction in the quarter.

5. Any monies paid to the school in excess of the sum due the school by the student who cancels, withdraws, or is discontinued will be refunded within the time required by state and federal regulations.

6. Certificate and/or transcript will be withheld until the student satisfies all monetary obligations to the school.

Cancellation & Refund Clause: Diagnostic Medical Sonography Day

1. A student who cancels within 7 days of signing the enrollment agreement receives all monies returned, with the exception of the non-refundable registration fee.

2. Thereafter, a student will be liable for:
   (a) The cost of any textbooks or supplies accepted
   (b) Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed.

3. This 2442-hour program is divided into five terms; the first and second terms consist of seventeen weeks; the third, fourth and fifth terms consist of sixteen weeks. One-fifth of the total tuition is allocated to each term.

4. If a student withdraws or is discontinued during the first term, the school may retain:
   (a) Zero percent (0%) prior to or during the first week of instruction in the term.
   (b) Twenty percent (20%) during the second week of instruction in the term.
   (c) Thirty-five percent (35%) during the third week of instruction in the term.
   (d) Fifty percent (50%) during the fourth week of instruction in the term.
   (e) Seventy percent (70%) during the fifth week of instruction in the term.
   (f) One-hundred percent (100%) after the fifth week of instruction in the term.

5. If a student withdraws or is discontinued during any subsequent term, the school may retain:
   (a) Twenty percent (20%) during the first week of instruction in the term.
   (b) Thirty-five percent (35%) during the second week of instruction in the term.
   (c) Fifty percent (50%) during the third week of instruction in the term.
   (d) Seventy percent (70%) during the fourth week of instruction in the term.
   (e) One-hundred percent (100%) after the fourth week of instruction in the term.

6. Any monies paid to the school in excess of the sum due the school by the student who cancels, withdraws, or is discontinued will be refunded within the time required by state and federal regulations.

7. Certificate and/or transcript will be withheld until the student satisfies all monetary obligations to the school.
Cancellation & Refund Clause: *Practical Nurse Day*

1. A student who cancels within 7 days of signing the enrollment agreement receives all monies returned, with the exception of the non-refundable registration fee.

2. Thereafter, a student will be liable for:
   - (a) The cost of any textbooks or supplies accepted, plus
   - (b) Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed.

3. This 1332-hour program is divided into three terms of 15 weeks each. One-third of the total tuition is allocated to each term.

4. If a student withdraws or is discontinued during the first term, the school may retain:
   - (a) Zero percent (0%) prior to or during the first week of instruction in the term.
   - (b) Twenty percent (20%) during the second week of instruction in the term.
   - (c) Thirty-five percent (35%) during the third week of instruction in the term.
   - (d) Fifty-percent (50%) during the fourth week of instruction in the term.
   - (e) Seventy-percent (70%) during the fifth week of instruction in the term.
   - (f) One-hundred percent (100%) after the fifth week of instruction in the term.

5. If a student withdraws or is discontinued during any subsequent term, the school may retain:
   - (a) Twenty percent (20%) during the first week of instruction in the term.
   - (b) Thirty-five percent (35%) during the second week of instruction in the term.
   - (c) Fifty percent (50%) during the third week of instruction in the term.
   - (d) Seventy-five (75%) during the fourth week of instruction in the term.
   - (e) One-hundred percent (100%) after the fourth week of instruction in the term.

6. Any monies paid to the school in excess of the sum due the school by the student who cancels, withdraws, or is discontinued will be refunded within the time required by state and federal regulations.

7. Certificate and/or transcript will be withheld until the student satisfies all monetary obligations to the school.

Cancellation & Refund Clause: *Practical Nursing Eves*

1. A student who cancels within 7 days of signing the enrollment agreement receives all monies returned, with the exception of the non-refundable registration fee.

2. Thereafter, a student will be liable for:
   - (a) The cost of any textbooks or supplies accepted, plus
   - (b) Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of quarters in the program. Total tuition liability is limited to the quarters during which the student withdrew or was terminated, and any previous quarters completed.

3. This 1332-hour program is divided into four quarters; the first quarters consists of fourteen weeks; the second, third and fourth quarters consist of fourteen weeks. One-fourth of the total tuition is allocated to each quarter.

4. If a student withdraws or is discontinued during the first quarter, the school may retain:
   - (a) Zero percent (0%) prior to or during the first week of instruction in the quarter.
   - (b) Twenty-five percent (25%) during the second week of instruction in the quarter.
   - (c) Fifty percent (50%) during the third week of instruction in the quarter.
   - (d) Seventy-five (75%) during the fourth week of instruction in the quarter.
   - (e) One-hundred percent (100%) after the fifth week of instruction in the quarter.

5. If a student withdraws or is discontinued during any subsequent quarter, the school may retain:
   - (a) Twenty-five percent (25%) during the first week of instruction in the quarter.
   - (b) Fifty percent (50%) during the second week of instruction in the quarter.
   - (c) Seventy-five percent (75%) during the third week of instruction in the quarter.
   - (d) One-hundred percent (100%) after the fourth week of instruction in the quarter.

6. Any monies paid to the school in excess of the sum due the school by the student who cancels, withdraws, or is discontinued will be refunded within the time required by state and federal regulations.

7. Certificate and/or transcript will be withheld until student satisfies all monetary obligations to the school.
Cancellation & Refund Clause: Computer Tech. Network Specialist Day & Web Application Design & Development Day Programs

1. A student who cancels within 7 days of signing the enrollment agreement receives all monies returned, with the exception of the non-refundable registration fee.

2. Thereafter, a student will be liable for:
   (a) The cost of any textbooks or supplies accepted, plus
   (b) Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed.

3. This 900-hour program is divided into two terms of 15 weeks each. One-half of the total tuition is allocated to each term.

4. If a student withdraws or is discontinued during the first term, the school may retain:
   (a) Zero percent (0%) prior to or during the first week of instruction in the term.
   (b) Twenty percent (20%) during the second week of instruction in the term.
   (c) Thirty-five percent (35%) during the third week of instruction in the term.
   (d) Fifty-percent (50%) during the fourth week of instruction in the term.
   (e) Seventy-percent (70%) during the fifth week of instruction in the term.
   (f) One-hundred percent (100%) after the fifth week of instruction in the term.

5. If a student withdraws or is discontinued during the second term, the school may retain:
   (a) Twenty percent (20%) during the first week of instruction in the term.
   (b) Thirty-five percent (35%) during the second week of instruction in the term.
   (c) Fifty-percent (50%) during the third week of instruction in the term.
   (d) Seventy-percent (70%) during the fourth week of instruction in the term.
   (e) One-hundred percent (100%) after the fourth week of instruction in the term.

6. Any monies paid to the school in excess of the sum due the student who cancels, withdraws, or is discontinued will be refunded within the time required by state and federal regulations.

7. Certificate and/or transcript will be withheld until the student satisfies all monetary obligations to the school.

Cancellation & Refund Clause: Computer Tech. Network Specialist Eves

1. A student who cancels within 7 days of signing the enrollment agreement receives all monies returned, with the exception of the non-refundable registration fee.

2. Thereafter, a student will be liable for:
   (a) The cost of any textbooks or supplies accepted, plus
   (b) Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed.

3. This 900-hour program is divided into five quarters; the first and second quarter consist of twelve weeks; the third, fourth and fifth quarters consist of eleven weeks. One-fifth of the total tuition is allocated to each quarter.

4. If a student withdraws or is discontinued during the first quarter, the school may retain:
   (a) Zero percent (0%) prior to or during the first week of instruction in the quarter.
   (b) Twenty-five percent (25%) during the second week of instruction in the quarter.
   (c) Fifty percent (50%) during the third week of instruction in the quarter.
   (d) Seventy-five percent (75%) during the fourth week of instruction in the quarter.
   (e) One-hundred percent (100%) after the fourth week of instruction in the quarter.

5. If a student withdraws or is discontinued during any subsequent quarter, the school may retain:
   (a) Twenty-five percent (25%) during the first week of instruction in the quarter.
   (b) Fifty percent (50%) during the second week of instruction in the quarter.
   (c) Seventy-five percent (75%) during the third week of instruction in the quarter.
   (d) One-hundred percent (100%) after the third week of instruction in the quarter.
Cancellation & Refund Clause: Radiologic Technology Day

1. A student who cancels within 7 days of signing the enrollment agreement receives all monies returned, with the exception of the non-refundable registration fee.

2. Thereafter, a student will be liable for:
   a. The cost of any textbooks or supplies accepted, plus
   b. Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed.

3. This 2005-hour program is divided into four terms of approximately 17 weeks each. One-fourth of the total tuition is allocated to each term.

4. If a student withdraws or is discontinued during the first term, the school may retain:
   a. Zero percent (0%) prior to or during the first week of instruction in the term.
   b. Twenty percent (20%) during the second week of instruction in the term.
   c. Thirty-five percent (35%) during the third week of instruction in the term.
   d. Fifty-percent (50%) during the fourth week of instruction in the term.
   e. Seventy-percent (70%) during the fifth week of instruction in the term.
   f. One-hundred percent (100%) after the fifth week of instruction in the term.

5. If a student withdraws or is discontinued during any subsequent term, the school may retain:
   (e) Twenty percent (20%) during the first week of instruction in the term.
   (f) Thirty-five percent (35%) during the second week of instruction in the term.
   (g) Fifty-percent (50%) during the third week of instruction in the term.
   (h) Seventy-percent (70%) during the fourth week of instruction in the term.
   (i) One-hundred percent (100%) after the fourth week of instruction in the term.

6. Any monies paid to the school in excess of the sum due the school by the student who cancels, withdraws, or is discontinued will be refunded within the time required by state and federal regulations.

7. Certificate and/or transcript will be withheld until student satisfies all monetary obligations to the school.

Tuition Reimbursement Fund

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses for which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner’s Regulations as specified in Section 126.17 of the Commissioner’s Regulations. To file a claim with the Tuition Reimbursement Fund, you must first file a complaint with the:

Bureau of Proprietary School Supervision, NYS Education Dept., 116 W. 32nd Street, 5th Floor, NY, NY 10001
or phone (212) 643-4760.

The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form.

The failure of a student to notify the Director of Education in writing of withdrawal may delay refund of tuition due, pursuant to Section 5002 of the Education Law.
# REFUND RETURN ITEMIZATION BY PROGRAM

## MEDICAL ASSISTANT – DAY

**First Term:** Upon withdrawal or discontinuation during the first term the school may retain as follows based of the quarterly tuition paid to the school.

<table>
<thead>
<tr>
<th>School May Keep</th>
<th>Student Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to or during first week</td>
<td>0% - $0.00</td>
</tr>
<tr>
<td>During Second Week of Instructions</td>
<td>20% - $1,344.00</td>
</tr>
<tr>
<td>During Third Week of Instructions</td>
<td>35% - $2,352.00</td>
</tr>
<tr>
<td>During Fourth Week of Instructions</td>
<td>50% - $3,360.00</td>
</tr>
<tr>
<td>During Fifth Week of Instruction</td>
<td>70% - $4,704.00</td>
</tr>
<tr>
<td>After Fifth Week of Instructions</td>
<td>100% - $6,720.00</td>
</tr>
</tbody>
</table>

**Second Term:** Upon withdrawal or discontinuation during the subsequent term the school may retain as follows based on the quarterly tuition paid to the school.

<table>
<thead>
<tr>
<th>School May Keep</th>
<th>Student Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>During First Week of Instructions</td>
<td>20% - $1,344.00</td>
</tr>
<tr>
<td>During Second Week of Instructions</td>
<td>35% - $2,352.00</td>
</tr>
<tr>
<td>During Third Week of Instructions</td>
<td>50% - $3,360.00</td>
</tr>
<tr>
<td>During Fourth Week of Instructions</td>
<td>70% - $4,704.00</td>
</tr>
<tr>
<td>After Fourth Week of Instructions</td>
<td>100% - $6,720.00</td>
</tr>
</tbody>
</table>

## MEDICAL ASSISTANT – EVE

**First Quarter:** Upon withdrawal or discontinuation during the first quarter the school may retain as follows based on the quarterly tuition paid to the school.

<table>
<thead>
<tr>
<th>School May Keep</th>
<th>Student Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to or during first week</td>
<td>0% - $0.00</td>
</tr>
<tr>
<td>During Second Week of Instructions</td>
<td>25% - $672.00</td>
</tr>
<tr>
<td>During Third Week of Instructions</td>
<td>50% - $1,344.00</td>
</tr>
<tr>
<td>During Fourth Week of Instructions</td>
<td>75% - $2,016.00</td>
</tr>
<tr>
<td>After Fourth Week of Instructions</td>
<td>100% - $2,688.00</td>
</tr>
</tbody>
</table>

**Subsequent Quarters:** Upon withdrawal or discontinuation during the subsequent quarters the school may retain as follows based on the quarterly tuition paid to the school.

<table>
<thead>
<tr>
<th>School May Keep</th>
<th>Student Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>During First Week of Instructions</td>
<td>25% - $672.00</td>
</tr>
<tr>
<td>During Second Week of Instructions</td>
<td>50% - $1,344.00</td>
</tr>
<tr>
<td>During Third Week of Instructions</td>
<td>75% - $2,016.00</td>
</tr>
<tr>
<td>After Third Week of Instructions</td>
<td>100% - $2,688.00</td>
</tr>
</tbody>
</table>

## MEDICAL BILLING – EVE

**First Quarter:** Upon withdrawal or discontinuation during the quarter the school may retain as follows based on the quarterly tuition paid to the school.

<table>
<thead>
<tr>
<th>School May Keep</th>
<th>Student Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to or during first week</td>
<td>0% - $0.00</td>
</tr>
<tr>
<td>During Second Week of Instructions</td>
<td>25% - $660.00</td>
</tr>
<tr>
<td>During Third Week of Instructions</td>
<td>50% - $1,320.00</td>
</tr>
<tr>
<td>During Fourth Week of Instructions</td>
<td>75% - $1,980.00</td>
</tr>
<tr>
<td>After Fourth Week of Instructions</td>
<td>100% - $2,640.00</td>
</tr>
</tbody>
</table>

## DIAGNOSTIC MEDICAL SONOGRAPHY – DAY

**First Term:** Upon withdrawal or discontinuation during the first term the school may retain as follows based of the quarterly tuition paid to the school.

<table>
<thead>
<tr>
<th>School May Keep</th>
<th>Student Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to or during first week</td>
<td>0% - $0.00</td>
</tr>
<tr>
<td>During Second Week of Instructions</td>
<td>20% - $1,465.20</td>
</tr>
<tr>
<td>During Third Week of Instructions</td>
<td>35% - $2,564.10</td>
</tr>
</tbody>
</table>
REFUND RETURN ITEMIZATION BY PROGRAM

During Fourth Week of Instructions 50% - $3,663.00 50% - $3,663.00
During Fifth Week of Instruction 70% - $5,128.20 30% - $2,197.80
After Fifth Week of Instructions 100% - $7,326.00 0% - $0.00

Subsequent Terms: Upon withdrawal or discontinuation during the subsequent terms the school may retain as follows based of the quarterly tuition paid to the school.

<table>
<thead>
<tr>
<th>School May Keep</th>
<th>Student Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>During First Week of Instructions</td>
<td>20% - $1,465.20</td>
</tr>
<tr>
<td>During Second Week of Instructions</td>
<td>35% - $2,564.10</td>
</tr>
<tr>
<td>During Third Week of Instructions</td>
<td>50% - $3,663.00</td>
</tr>
<tr>
<td>During Fourth Week of Instructions</td>
<td>70% - $5,128.20</td>
</tr>
<tr>
<td>After Fourth Week of Instructions</td>
<td>100% - $7,326.00</td>
</tr>
</tbody>
</table>

PRACTICAL NURSE – DAY:

First Term: Upon withdrawal or discontinuation during the first term the school may retain as follows based of the quarterly tuition paid to the school.

<table>
<thead>
<tr>
<th>School May Keep</th>
<th>Student Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to or during first week</td>
<td>0% - $0.00</td>
</tr>
<tr>
<td>During Second Week of Instructions</td>
<td>20% - $1,363.20</td>
</tr>
<tr>
<td>During Third Week of Instructions</td>
<td>35% - $2,385.60</td>
</tr>
<tr>
<td>During Fourth Week of Instructions</td>
<td>50% - $3,408.00</td>
</tr>
<tr>
<td>During Fifth Week of Instruction</td>
<td>70% - $4,771.20</td>
</tr>
<tr>
<td>After Fifth Week of Instructions</td>
<td>100% - $6,816.00</td>
</tr>
</tbody>
</table>

Subsequent Terms: Upon withdrawal or discontinuation during the subsequent terms the school may retain as follows based of the quarterly tuition paid to the school.

<table>
<thead>
<tr>
<th>School May Keep</th>
<th>Student Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>During First Week of Instructions</td>
<td>20% - $1,363.20</td>
</tr>
<tr>
<td>During Second Week of Instructions</td>
<td>35% - $2,385.60</td>
</tr>
<tr>
<td>During Third Week of Instructions</td>
<td>50% - $3,408.00</td>
</tr>
<tr>
<td>During Fourth Week of Instructions</td>
<td>70% - $4,771.20</td>
</tr>
<tr>
<td>After Fourth Week of Instructions</td>
<td>100% - $6,816.00</td>
</tr>
</tbody>
</table>

PRACTICAL NURSE – EVE:

First Term: Upon withdrawal or discontinuation during the first term the school may retain as follows based of the quarterly tuition paid to the school.

<table>
<thead>
<tr>
<th>School May Keep</th>
<th>Student Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to or during first week</td>
<td>0% - $0.00</td>
</tr>
<tr>
<td>During Second Week of Instructions</td>
<td>25% - $1,278.00</td>
</tr>
<tr>
<td>During Third Week of Instructions</td>
<td>50% - $2,555.88</td>
</tr>
<tr>
<td>During Fourth Week of Instructions</td>
<td>75% - $3,833.81</td>
</tr>
<tr>
<td>After Fourth Week of Instructions</td>
<td>100% - $5,111.75</td>
</tr>
</tbody>
</table>

Subsequent Terms: Upon withdrawal or discontinuation during the subsequent terms the school may retain as follows based of the quarterly tuition paid to the school.

<table>
<thead>
<tr>
<th>School May Keep</th>
<th>Student Refund</th>
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<tbody>
<tr>
<td>During First Week of Instructions</td>
<td>25% - $1,278.00</td>
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</tr>
<tr>
<td>After Third Week of Instructions</td>
<td>100% - $5,111.75</td>
</tr>
</tbody>
</table>

(48)
# FINANCIAL INFORMATION

## REFUND RETURN ITEMIZATION BY PROGRAM

### COMPUTER TECHNICIAN NETWORKING SPECIALIST – EVE

**First Quarter:** Upon withdrawal or discontinuation during the first quarter the school may retain as follows based of the quarterly tuition paid to the school.

<table>
<thead>
<tr>
<th>School May Keep</th>
<th>Student Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to or during first week</td>
<td>0% - $0.00</td>
</tr>
<tr>
<td>During Second Week of Instructions</td>
<td>25% - $672.30</td>
</tr>
<tr>
<td>During Third Week of Instructions</td>
<td>50% - $1,344.60</td>
</tr>
<tr>
<td>During Fourth Week of Instructions</td>
<td>75% - $2,016.90</td>
</tr>
<tr>
<td>After Fourth Week of Instructions</td>
<td>100% - $2,689.20</td>
</tr>
</tbody>
</table>

**Subsequent Quarters:** Upon withdrawal or discontinuation during the subsequent quarters the school may retain as follows based of the quarterly tuition paid to the school.

<table>
<thead>
<tr>
<th>School May Keep</th>
<th>Student Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>During First Week of Instructions</td>
<td>25% - $672.30</td>
</tr>
<tr>
<td>During Second Week of Instructions</td>
<td>50% - $1,344.60</td>
</tr>
<tr>
<td>During Third Week of Instructions</td>
<td>75% - $2,016.90</td>
</tr>
<tr>
<td>After Third Week of Instructions</td>
<td>100% - $2,689.20</td>
</tr>
</tbody>
</table>

### COMPUTER TECHNICIAN NETWORKING SPECIALIST – DAY

**First Term:** Upon withdrawal or discontinuation during the first term the school may retain as follows based of the quarterly tuition paid to the school.

<table>
<thead>
<tr>
<th>School May Keep</th>
<th>Student Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to or during first week</td>
<td>0% - $0.00</td>
</tr>
<tr>
<td>During Second Week of Instructions</td>
<td>20% - $1,344.60</td>
</tr>
<tr>
<td>During Third Week of Instructions</td>
<td>35% - $2,353.05</td>
</tr>
<tr>
<td>During Fourth Week of Instructions</td>
<td>50% - $3,361.50</td>
</tr>
<tr>
<td>During Fifth Week of Instruction</td>
<td>70% - $4,706.10</td>
</tr>
<tr>
<td>After Fifth Week of Instructions</td>
<td>100% - $6,723.00</td>
</tr>
</tbody>
</table>

**Second Term:** Upon withdrawal or discontinuation during the second term the school may retain as follows based of the quarterly tuition paid to the school.

<table>
<thead>
<tr>
<th>School May Keep</th>
<th>Student Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>During First Week of Instructions</td>
<td>20% - $1,344.60</td>
</tr>
<tr>
<td>During Second Week of Instructions</td>
<td>35% - $2,353.05</td>
</tr>
<tr>
<td>During Third Week of Instructions</td>
<td>50% - $3,361.50</td>
</tr>
<tr>
<td>During Fourth Week of Instructions</td>
<td>70% - $4,706.10</td>
</tr>
<tr>
<td>After Fourth Week of Instructions</td>
<td>100% - $6,723.00</td>
</tr>
</tbody>
</table>

### WEB APPLICATION DESIGN & DEVELOPMENT – DAY

**First Term:** Upon withdrawal or discontinuation during the first term the school may retain as follows based of the quarterly tuition paid to the school.

<table>
<thead>
<tr>
<th>School May Keep</th>
<th>Student Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to or during first week</td>
<td>0% - $0.00</td>
</tr>
<tr>
<td>During Second Week of Instructions</td>
<td>20% - $1,343.70</td>
</tr>
<tr>
<td>During Third Week of Instructions</td>
<td>35% - $2,351.80</td>
</tr>
<tr>
<td>During Fourth Week of Instructions</td>
<td>50% - $3,359.25</td>
</tr>
<tr>
<td>During Fifth Week of Instruction</td>
<td>70% - $4,702.95</td>
</tr>
<tr>
<td>After Fifth Week of Instructions</td>
<td>100% - $6,718.50</td>
</tr>
</tbody>
</table>

**Second Term:** Upon withdrawal or discontinuation during the second term the school may retain as follows based of the quarterly tuition paid to the school.

<table>
<thead>
<tr>
<th>School May Keep</th>
<th>Student Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>During First Week of Instructions</td>
<td>20% - $1,343.70</td>
</tr>
<tr>
<td>During Second Week of Instructions</td>
<td>35% - $2,351.80</td>
</tr>
<tr>
<td>During Third Week of Instructions</td>
<td>50% - $3,359.25</td>
</tr>
<tr>
<td>During Fourth Week of Instructions</td>
<td>70% - $4,702.95</td>
</tr>
<tr>
<td>After Fourth Week of Instructions</td>
<td>100% - $6,718.50</td>
</tr>
</tbody>
</table>
## REFUND RETURN ITEMIZATION BY PROGRAM

### MEDICAL OFFICE ADMINISTRATION – DAY

**First Term:** Upon withdrawal or discontinuation during the first term the school may retain as follows, based on the quarterly tuition paid to the school.

<table>
<thead>
<tr>
<th>School May Keep</th>
<th>Student Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to or during first week</td>
<td>0% - $0.00</td>
</tr>
<tr>
<td>During Second Week of Instructions</td>
<td>25% - $1,100.00</td>
</tr>
<tr>
<td>During Third Week of Instructions</td>
<td>50% - $2,200.00</td>
</tr>
<tr>
<td>During Fourth Week of Instructions</td>
<td>75% - $3,300.00</td>
</tr>
<tr>
<td>After Fourth Week of Instructions</td>
<td>100% - $4,400.00</td>
</tr>
</tbody>
</table>

**Second Term:** Upon withdrawal or discontinuation during the second term the school may retain as follows, based on the quarterly tuition paid to the school.

<table>
<thead>
<tr>
<th>School May Keep</th>
<th>Student Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>During First Week of Instructions</td>
<td>25% - $1,100.00</td>
</tr>
<tr>
<td>During Second Week of Instructions</td>
<td>50% - $2,200.00</td>
</tr>
<tr>
<td>During Third Week of Instructions</td>
<td>75% - $3,300.00</td>
</tr>
<tr>
<td>After Third Week of Instructions</td>
<td>100% - $4,400.00</td>
</tr>
</tbody>
</table>

### MEDICAL OFFICE ADMINISTRATION – EVE

**First Term:** Upon withdrawal or discontinuation during the first term the school may retain as follows, based on the quarterly tuition paid to the school.

<table>
<thead>
<tr>
<th>School May Keep</th>
<th>Student Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to or during first week</td>
<td>0% - $0.00</td>
</tr>
<tr>
<td>During Second Week of Instructions</td>
<td>25% - $733.33</td>
</tr>
<tr>
<td>During Third Week of Instructions</td>
<td>50% - $1,466.66</td>
</tr>
<tr>
<td>During Fourth Week of Instructions</td>
<td>75% - $2,200.00</td>
</tr>
<tr>
<td>After Fourth Week of Instructions</td>
<td>100% - $2,933.33</td>
</tr>
</tbody>
</table>

**Second Term:** Upon withdrawal or discontinuation during the second term the school may retain as follows, based on the quarterly tuition paid to the school.

<table>
<thead>
<tr>
<th>School May Keep</th>
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</tr>
</thead>
<tbody>
<tr>
<td>During First Week of Instructions</td>
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<tr>
<td>During Second Week of Instructions</td>
<td>50% - $1,466.66</td>
</tr>
<tr>
<td>During Third Week of Instructions</td>
<td>75% - $2,200.00</td>
</tr>
<tr>
<td>After Third Week of Instructions</td>
<td>100% - $2,933.33</td>
</tr>
</tbody>
</table>

### RADIOLOGIC TECHNOLOGY – DAY

**First Term:** Upon withdrawal or discontinuation during the first term the school may retain as follows, based on the quarterly tuition paid to the school.

<table>
<thead>
<tr>
<th>School May Keep</th>
<th>Student Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to or during first week</td>
<td>0% - $0.00</td>
</tr>
<tr>
<td>During Second Week of Instructions</td>
<td>20% - $1,530.00</td>
</tr>
<tr>
<td>During Third Week of Instructions</td>
<td>35% - $2,677.50</td>
</tr>
<tr>
<td>During Fourth Week of Instructions</td>
<td>50% - $3,825.00</td>
</tr>
<tr>
<td>During Fifth Week of Instructions</td>
<td>70% - $5,355.00</td>
</tr>
<tr>
<td>After Fifth Week of Instructions</td>
<td>100% - $7,650.00</td>
</tr>
</tbody>
</table>

**Subsequent Terms:** Upon withdrawal or discontinuation during the subsequent terms the school may retain as follows, based on the quarterly tuition paid to the school.

<table>
<thead>
<tr>
<th>School May Keep</th>
<th>Student Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>During First Week of Instruction</td>
<td>20% - $1,530.00</td>
</tr>
<tr>
<td>During Second Week of Instruction</td>
<td>35% - $2,677.50</td>
</tr>
<tr>
<td>During Third Week of Instruction</td>
<td>50% - $3,825.00</td>
</tr>
<tr>
<td>During Fourth Week of Instruction</td>
<td>70% - $5,355.00</td>
</tr>
<tr>
<td>After Fourth Week of Instruction</td>
<td>100% - $7,650.00</td>
</tr>
</tbody>
</table>
Tuition & Fees are as follows:

**DAY PROGRAMS**

<table>
<thead>
<tr>
<th>Program</th>
<th>Hrs.</th>
<th>Hourly Rate</th>
<th>Tuition</th>
<th>Registration</th>
<th>Books/Supplies</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Office Administration</td>
<td>600</td>
<td>$14.67</td>
<td>$8,800.00</td>
<td>$50.00</td>
<td>$1,050.00</td>
<td>$9,900.00</td>
</tr>
<tr>
<td>Computer Technician Networking Specialist</td>
<td>900</td>
<td>$14.94</td>
<td>$13,446.00</td>
<td>$50.00</td>
<td>$1,100.00</td>
<td>$14,596.00</td>
</tr>
<tr>
<td>Web Application Design &amp; Development*</td>
<td>900</td>
<td>$14.93</td>
<td>$13,437.00</td>
<td>$50.00</td>
<td>$1,260.00</td>
<td>$14,747.00</td>
</tr>
<tr>
<td>Medical Assistant*</td>
<td>910</td>
<td>$14.77</td>
<td>$13,440.00</td>
<td>$50.00</td>
<td>$910.00</td>
<td>$14,400.00</td>
</tr>
<tr>
<td>Practical Nurse (PN)*</td>
<td>1332</td>
<td>$15.35</td>
<td>$20,447.00</td>
<td>$50.00</td>
<td>$2,500.00</td>
<td><strong>$22,997.00</strong></td>
</tr>
<tr>
<td>Diagnostic Medical Sonography (DMS)*</td>
<td>2442</td>
<td>$15.00</td>
<td>$36,630.00</td>
<td>$100.00</td>
<td>$1,950.00</td>
<td>$38,680.00</td>
</tr>
<tr>
<td>Radiologic Technology (RT)*</td>
<td>2080</td>
<td>$15.26</td>
<td>$31,740.00</td>
<td>$100.00</td>
<td>$2,860.00</td>
<td>$34,700.00</td>
</tr>
</tbody>
</table>

*Students enrolled in the MA, PN, DMS, RT & WADD programs should expect to incur additional out of pocket expenses throughout their programs including, but not limited to, travel to externship sites, medical examinations, any necessary required blood work 7 immunizations, & fees to apply for Licensing/National Certification/Registry Exams.

**Includes Nursing Student Liability Insurance.**

**EVENING PROGRAMS**

<table>
<thead>
<tr>
<th>Program</th>
<th>Hrs.</th>
<th>Hourly Rate</th>
<th>Tuition</th>
<th>Registration</th>
<th>Books/Supplies</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Office Administration</td>
<td>600</td>
<td>$14.67</td>
<td>$8,800.00</td>
<td>$50.00</td>
<td>$1,050.00</td>
<td>$9,900.00</td>
</tr>
<tr>
<td>Computer Technician Networking Specialist</td>
<td>900</td>
<td>$14.94</td>
<td>$13,446.00</td>
<td>$50.00</td>
<td>$1,100.00</td>
<td>$14,596.00</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>910</td>
<td>$14.77</td>
<td>$13,440.00</td>
<td>$50.00</td>
<td>$910.00</td>
<td>$14,400.00</td>
</tr>
<tr>
<td>Medical Billing Specialist</td>
<td>180</td>
<td>$14.67</td>
<td>$2,640.00</td>
<td>$50.00</td>
<td>$320.00</td>
<td>$3,010.00</td>
</tr>
<tr>
<td>Practical Nurse (PN)*</td>
<td>1332</td>
<td>$15.35</td>
<td>$20,447.00</td>
<td>$50.00</td>
<td>$2,500.00</td>
<td><strong>$22,997.00</strong></td>
</tr>
</tbody>
</table>

(51)
Student Grievance Procedure

The school and work environment is at its best when communications are clear and attitudes are positive. The purpose of this procedure is to outline a process for students to express and resolve misunderstandings, concerns, or issues that they have with any Hunter employee, fellow student, or third party associated with the school in a fair and equitable manner. A student may use this procedure if he/she believes that an employee of Hunter, fellow student, or third party associated with the institution has violated a School policy or has acted in a manner that is inappropriate or unfair to the student. Prior to undertaking an informal or formal grievance, students are advised to bring the issue to the attention of one of their instructors, their student advisor, or faculty mentor. These individuals can assist the student in making a decision about how best to address the issue of concern and whether to pursue an informal or formal grievance. The informal procedures described here are recommended before a grievance is brought according to Hunter’s formal procedure.

A person may also file a complaint with the Department of Education’s Office for Civil Rights regarding an alleged violation of Title IX by visiting: www2.ed.gov/about/offices/list/ocr/complaintintro.html or calling 1-800-421-3481. The following person has been designated to handle inquiries regarding non-discrimination and anti-harassment policies:

Levittown and Medford Campus
Lisa Lye - Title IX Coordinator
3601 Hempstead Turnpike, Levittown, NY 11756, (516) 796-1000
llye@hunterbusinessschool.edu

Informal Procedure

Prior to undertaking formal grievance mechanisms, students are requested to follow the steps outlined below and to speak with the designated individuals:

1. Bring the problem to the attention of the Instructor. If he or she is an inappropriate person with whom to talk, and/or if the Instructor does not have sufficient authority to address the problem, then the matter should be discussed with either the Program Director, specific Department Chairperson or Director of Education.
2. If none of them are able to resolve the issue, then the Campus Director should be contacted.
3. If after following these steps the grievance is not amicably resolved and the student is still dissatisfied with the outcome, then the aggrieved party can make an appointment with the school President to discuss the problem.

Formal Procedure

A student, who feels that an issue or problem has not been appropriately addressed or resolved by the faculty or administrative unit, may submit a written grievance report to their Campus Director for consideration by Hunter’s executive management. Upon submission, the grievance will be addressed at their next scheduled meeting and a determination will be provided in writing within five business days. If after receipt of the officers’ determination, a student feels that his or her concern or complaint has not been adequately addressed, the student can contact Hunter’s accrediting agency by mail or phone:

Commission on Secondary Schools, Middle States Association of Colleges and Schools (MSA-CESS)
3624 Market Street, 2 West
Philadelphia, PA 19104
Main Telephone Number: 267-284-5000
Email: info@msa-cess.org
Fax: 610-617-1106

Alternatively, or in tandem, a student can contact by mail or phone:

New York State Education Department Bureau of Proprietary School Supervision
89 Washington Ave. Room 560, Albany, NY 12234
Phone: (518) 474-3644
Health & Safety
It is required by the State Education Dept. to have our facility comply with the requirements of the State and Local Building Codes, the Health Department, and Fire Department regulations.

In case of emergency during school hours, the school will take action to obtain the services of local medical assistance, as needed.

Counseling & Guidance
Educational, occupational & personal advising will be provided to all students by the Campus Director, Director of Education, or academic advisor. Students with problems not training related will be referred to appropriate agencies that are geographically convenient.

Career Services
As a graduate of Hunter Business School, you are entitled to continuous placement assistance. However, the school does not promise or guarantee employment to any student or graduate.

The school maintains a permanent placement record which includes grades and samples of students' work, and a record of job placement. Prior to graduation, all students will have completed a unit in job preparation, which includes mock interviews, preparation of a resume, and job development techniques.

Campus Safety Policies
Both Hunter Business School campuses are located in office building complexes that provide public access to other tenant businesses. Lots are lit at night, as are building entrances.

Normal exercise of personal awareness of surroundings of any public area is recommended while on campus during daylight and evening hours. Police, Fire & Medical Emergencies can be reported by dialing 911 from any telephone on campus. Students, faculty & staff are informed that non-emergency calls for service can be made by calling the appropriate non-emergency contact number.

Reporting of Criminal Activity
Hunter Business School requires that all criminal activity be reported to its administration and, in most instances, to the local police. In the event that any student, faculty, or staff witnesses criminal activity on the campus of Hunter Business School, the student, faculty, or staff must immediately notify the administration of Hunter Business School and a written report must be filed by the end of the next business day with the office of the President of Hunter Business School. Responsibility for filing the written report lies with the person or persons in charge of the premises or the function involved.

The President of Hunter Business School or designee will report the criminal activity to the appropriate police agency if the victim has not yet filed a report. In consultation with other appropriate administrative personnel, the President of Hunter Business School will determine any next steps necessary in investigating the criminal activity and any steps toward disciplinary action warranted against any employee or student of the school.

The President or designee will also issue a formal report to all appropriate persons involved. Incidents of criminal activity where internal disciplinary action is taken against the offender; Hunter Business School reserves the right to disclose to the alleged victims the result of such disciplinary action. Action will be taken at the discretion of the President of the school.

Hunter Business School does not have its own campus law enforcement or security department. Faculty personnel have enforcement authority with regard to all school policies and procedures, work closely with state and local law enforcement agencies in the reporting of criminal activity, and encourage accurate and prompt reporting of all crimes to appropriate police agencies.
Advanced Standing & Transfer of Hours

Transfer of hours may be granted upon the receipt of a college or business/trade school transcript, in addition to the prior institution’s catalog. The student must have received a grade of “C” or better in an equivalent course, as determined by the administration. Advanced standing may also be granted based upon an exemption test given by Administration or by another documentable assessment. Transfer hours cannot be funded with Federal Title IV financial aid. Transfer credits will count as hours attempted and completed for SAP calculations. Graduates of Hunter Business School who enroll in a new program where specific courses are the same, will receive credit for both grades and hours previously attended.

Our programs are career focused. The academic clock hours are not designed to be transferred to other institutions. If the transferability of clock hours is important to you, we encourage you to contact the institution of interest to ascertain their policy regarding transfer credit.

Academic Transcripts/Progress Reports

Academic transcripts are given to each student at the end of each cycle and are available upon a student's request. Each student has the right to inspect and review his or her educational records. In addition, each student has the right to challenge and potentially correct the accuracy of the contents of his or her educational records.

In order to do so the student must provide the Education Director with a written statement that the records are incorrect. This statement must include specific evidence supporting the accuracy of this written statement. The statement must be mailed by a traceable form of mail to the Education Director whose responsibility it will be to investigate the situation and make a final determination. In addition, student transcripts may be released to the following requesters:

1. Anyone, with the student’s written, signed and dated consent.
2. To officials of other schools to which the student seeks admittance.
3. In connection with financial aid.
4. To state or local authorities.
5. When necessary to protect the health or safety of the student and/or others.
6. In compliance with judicial order or lawfully issued subpoena.

The School will retain all documentation of individuals requesting and receiving access to the records. A request for an official transcript will have to be accompanied by a written official transcript request or a release signed by the student or graduate.

Attendance

Each day new skills and concepts are being taught and practiced in each class. Because of this, attending all classes is very important and attendance is recorded in each class. A student’s record of attendance becomes part of his or her permanent record. If an absence occurs, the student is expected to notify the school by phone early in the day. Excessive absences without good cause, other than illness, family emergency, etc., can result in automatic course failure and may be grounds for dismissal. Refer to each course syllabi for additional attendance requirements that apply to specific courses. (Example: Externships require 100% attendance.)

Withdrawal/Dismissal

Upon a student’s withdrawal or dismissal, the terms of the Cancellation and Refund Clause on the Enrollment Agreement will become effective immediately.

Transfer of Hunter Business School Clock Hours to Other Institutions

Hunter Business School (HBS) is a NY State licensed proprietary career school. All program curricula are measured in clock hours, not credit hours. School diplomas and certificates are issued to students who meet Hunter Business School’s graduation requirements.

As such, Hunter cannot guarantee the transfer or awarding of any clock hour credit to Hunter graduates seeking to use those hours towards the completion of a new program at a different educational institution. That is left to the sole discretion of the institution of higher education that the graduate may choose to subsequently attend.
Unit of Credit
The curriculum is structured in terms of instructional (clock) hours. An instructional (clock) hour equals one 50-minute period where lecture, demonstration, and supervised or directed instruction is conducted.

Graduation Requirements
To be eligible for graduation, you must:

- Have completed all requirements of your program with a cumulative average of "C" or better.
- Have attended 85% or more of total program class hours, (PN & RT programs require 90% attendance, and PN, MA, DMS, RT & WADD programs require 100% attendance for all clinical/externship hours.)
- Have fulfilled all financial obligations to the school.
- Have attended all placement seminars and completed all requirements for successful placement opportunities.
- Have successfully completed your program in the required time period.
- PN Students only: Have successfully completed clinical obligations & attend the NCLEX Live Review.

Graduation
(NO student will be permitted to graduate if they fail to fulfill any of the above requirements.)
Diplomas or Certificates will be presented to you at the graduation ceremony.

Terms
The school reserves the right to make such changes in regulations, curricula, and charges as it deems necessary, without previous notice, and with the approval of the appropriate licensing and accrediting agencies.

Academic Freedom
It is the policy of the Hunter Business School to maintain an atmosphere in which students and faculty have ample opportunity to explore the full spectrum of ideas, opinions, and beliefs. The Institution recognizes and respects the individual faculty member's rights to academic freedom, as well as the obligations inherent in these rights. Faculty has the right to pursue scholarly inquiry to any honest conclusion. They are free to present to their colleagues and students their findings and judgments about their field of specialization.

Faculty members have the professional obligation to present the learning objectives in a manner that supports diverse learning styles in the classroom. Finally, they are free to publish the results of research and reflection without institutional censorship. In order to ensure that this situation is perpetuated, academic freedom is defined in terms of the following rights to:

1. Seek & interpret information.
2. Communicate findings without interference.

By accepting academic freedom, each faculty member accepts the following responsibilities for preserving that freedom to:

1. Maintain scholarly competence.
2. Confine oneself to his/her area of competence.
3. Be objective & speak his/her conclusions.
4. Speak officially for the Institution only when authorized.
5. Defend the academic freedom of his/her colleagues.

Hunter Business School guarantees academic freedom by making sure that all faculty members are protected from discriminatory dismissal.

The faculty subscribes to this statement of academic freedom with the firm belief that academic freedom neither implies the granting of license nor releases anyone of his/her contractual and legal duties.
# Hunter Staff

## Levittown (L) & Medford (M)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Campus</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jay Fund</td>
<td>President &amp; Owner</td>
<td>L&amp;M</td>
<td></td>
</tr>
<tr>
<td>Lisa Lye</td>
<td>Corporate Financial Aid Director</td>
<td>L&amp;M</td>
<td></td>
</tr>
<tr>
<td>Steven Schenkan</td>
<td>Director of Corporate Development</td>
<td>L&amp;M</td>
<td></td>
</tr>
<tr>
<td>Tad Parker</td>
<td>Bursar (L), Controller (L&amp;M)</td>
<td>L&amp;M</td>
<td></td>
</tr>
<tr>
<td>Erica Bider</td>
<td>Human Resources (L&amp;M)</td>
<td>L&amp;M</td>
<td></td>
</tr>
<tr>
<td>Rosanne Romano</td>
<td>MA Program Director</td>
<td>L&amp;M</td>
<td></td>
</tr>
</tbody>
</table>

## Levittown Campus (L)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ray Martinez</td>
<td>Vice President, Campus Director</td>
<td>L</td>
</tr>
<tr>
<td>Weedens Blanchard</td>
<td>Director of Education</td>
<td>L</td>
</tr>
<tr>
<td>Dana McMahon</td>
<td>Admissions Representative</td>
<td>L</td>
</tr>
<tr>
<td>Kristen Napolitano</td>
<td>Admissions Representative</td>
<td>L</td>
</tr>
<tr>
<td>Nick Buffardi</td>
<td>Admissions Representative</td>
<td>L</td>
</tr>
<tr>
<td>Jada Williams</td>
<td>Admissions Representative</td>
<td>L</td>
</tr>
<tr>
<td>John Olivio</td>
<td>Admissions Representative</td>
<td>L</td>
</tr>
<tr>
<td>Marc Herschmann</td>
<td>Admissions Representative</td>
<td>L</td>
</tr>
<tr>
<td>Sabrina Nandalal</td>
<td>Admissions Representative</td>
<td>L</td>
</tr>
<tr>
<td>Lisa TeNyenhuis</td>
<td>Financial Aid Advisor</td>
<td>L</td>
</tr>
<tr>
<td>Joan Marie Malley</td>
<td>Financial Aid Advisor</td>
<td>L</td>
</tr>
<tr>
<td>Ashley Nupp</td>
<td>Administration Assistant (PN) (L)</td>
<td>L</td>
</tr>
<tr>
<td>Jody Peck</td>
<td>Career Services Director</td>
<td>L</td>
</tr>
<tr>
<td>Falicia Khanija</td>
<td>Career Services Advisor</td>
<td>L</td>
</tr>
<tr>
<td>Daniel D’Angelo</td>
<td>Career Services Advisor</td>
<td>L</td>
</tr>
<tr>
<td>James Fetter</td>
<td>CTNS Program Chair</td>
<td>L</td>
</tr>
<tr>
<td>Maria Bune-Fitzpatrick</td>
<td>PN Program Chair</td>
<td>L</td>
</tr>
<tr>
<td>George McRedmond</td>
<td>WADD Program Chair</td>
<td>L</td>
</tr>
<tr>
<td>Abe Najjar</td>
<td>RT Program Chair</td>
<td>L</td>
</tr>
<tr>
<td>Gabriella Reyes</td>
<td>RT Clinical Coordinator</td>
<td>L</td>
</tr>
<tr>
<td>Nick Gentile</td>
<td>IT Administrator</td>
<td>L</td>
</tr>
<tr>
<td>Diana Rustman</td>
<td>Administrative Assistant</td>
<td>L</td>
</tr>
<tr>
<td>Caroline Truelson</td>
<td>Administrative Assistant</td>
<td>L</td>
</tr>
<tr>
<td>Teresa Hansen</td>
<td>Front Desk Evening</td>
<td>L</td>
</tr>
<tr>
<td>Amber Johnson</td>
<td>Student Desk Evening</td>
<td>L</td>
</tr>
</tbody>
</table>

## Medford Campus (M)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annette Jao</td>
<td>Vice President, Campus Director</td>
<td>M</td>
</tr>
<tr>
<td>Chuck Copt</td>
<td>Director of Education</td>
<td>M</td>
</tr>
<tr>
<td>Ryan Howell</td>
<td>Eve. Director of Education</td>
<td>M</td>
</tr>
<tr>
<td>Janette Chiofalo</td>
<td>Director of Admissions</td>
<td>M</td>
</tr>
<tr>
<td>Norreen Iadanza</td>
<td>Admissions Representative</td>
<td>M</td>
</tr>
<tr>
<td>Michael Malamutt</td>
<td>Admissions Representative</td>
<td>M</td>
</tr>
<tr>
<td>Robin Brienza</td>
<td>Admissions Representative</td>
<td>M</td>
</tr>
<tr>
<td>Carol Logan</td>
<td>Admissions Representative</td>
<td>M</td>
</tr>
<tr>
<td>Stacy Schiefer</td>
<td>Admissions Representative</td>
<td>M</td>
</tr>
<tr>
<td>Margy Santana</td>
<td>Admissions Representative</td>
<td>M</td>
</tr>
<tr>
<td>Michael Garcia</td>
<td>Financial Aid Advisor</td>
<td>M</td>
</tr>
<tr>
<td>Ashley Webster</td>
<td>Financial Aid Advisor</td>
<td>M</td>
</tr>
<tr>
<td>Jennifer Nyx</td>
<td>Career Services Director</td>
<td>M</td>
</tr>
<tr>
<td>Nancy Klein</td>
<td>Career Services Advisor</td>
<td>M</td>
</tr>
<tr>
<td>Venesa Arroyo</td>
<td>Career Services Advisor</td>
<td>M</td>
</tr>
<tr>
<td>Brittany Knox</td>
<td>Career Services Advisor</td>
<td>M</td>
</tr>
<tr>
<td>Tracey Maletta</td>
<td>MA Program Chair</td>
<td>M</td>
</tr>
<tr>
<td>Sheila Chong</td>
<td>DMS Program Chair</td>
<td>M</td>
</tr>
<tr>
<td>Betty DeMott</td>
<td>CTNS Program Chair</td>
<td>M</td>
</tr>
<tr>
<td>Melissa Flynn-Fabrizio</td>
<td>Business Program Chair</td>
<td>M</td>
</tr>
<tr>
<td>Claudette Banovich</td>
<td>Evening Receptionist/Administrative Assistant</td>
<td>M</td>
</tr>
<tr>
<td>Dora Lavelle</td>
<td>Evening Receptionist/Administrative Assistant</td>
<td>M</td>
</tr>
<tr>
<td>Audrey Romano</td>
<td>Bursar</td>
<td>M</td>
</tr>
<tr>
<td>Jill DeVita</td>
<td>Administrative Assistant</td>
<td>M</td>
</tr>
<tr>
<td>Alton Lazarus</td>
<td>IT Administrator</td>
<td>M</td>
</tr>
</tbody>
</table>

(56)
All Hunter Business School Instructors are Licensed by the New York State Department of Education, Bureau of Proprietary School Supervision (NYSBPSS), with the exception of PN Faculty who meet the requirements of the NYS Office of the Professions.

LEVITTOWN (L)

Business Department

Laurelyn Kruman (L) NYS Lic., BA, SUNY, Oswego, NY ............................................................... Computer Applications
Katherine Bains, NYS Lic., MD (L) XUSM ....................................................................................... MBE/POA
Edeedson Cine, NYS Lic., Ed.D, MA, St. Josephs College ................................................................. Computer Applications

Technology Department

James Fetter (L) NYS Lic. , Surburban Tech ......................................................................... Computer Technician Networking Specialist (CTNS)
Joe Bove (L) NYS Lic. Hunter Business School ........................................................................... Computer Technician Networking Specialist (CTNS)
George McRedmond (L) NYS Lic. .................................................................................................. Web Application Design & Development (WADD)

Medical Assistant Department

Jose Santos (L) NYS Lic. .................................................................................................................... Medical Assistant
Reza Zolfaghari (L) NYS Lic. .............................................................................................................. Medical Assistant
Lisa Montesanto (L) RMA, NYS Lic, Hunter Business School ...................................................... Medical Assistant
Victor Chirel (L) NYS Lic., BA, Cornell University, NY .............................................................. Medical Assistant
Donna Evans (L) NYS Lic., Clinical Coordinator ................................................................................ Medical Assistant
Katherine Bains, (L) NYS Lic., MD, XUSM ..................................................................................... Medical Assistant
Shehzad Asif, (L) NYS Lic., MD, DUHS .......................................................................................... Medical Assistant

Practical Nursing Department

Maria Bune-Fitzpatrick (L) MS, FNP, RN, Adelphi University, NY ................................................ Practical Nursing
Scott Khan (L) BSN, RN, Grand Canyon University, AZ .............................................................. Practical Nursing
Lolita Gole (L) BSN, RN, Chamberlain College, IL ......................................................................... Practical Nursing
Marjoorie Moore (L) BSN, RN, Molloy College, NY ..................................................................... Practical Nursing
Karen Werner, (L) MS, RN, St. Josephs College, NY .................................................................... Practical Nursing
Cara R. Montefusco, (L) MSN, RN, Grand Canyon University, AZ ................................................ Practical Nursing
Natalie, Eichele, (L) MS, RN, Molloy College, NY ......................................................................... Practical Nursing

Radiologic Technology Department

Abe Najjar, (L) NYS Lic., MHA, BA, RT (R), Brooklyn College, NY .............................................. Radiologic Technology
Gabriela Reyes (L) NYS Lic., BS, RT (R), St. Francis College, NY ................................................ Radiologic Technology
Aggie Montalvo (L) NYS Lic Radiography Instructor, BS, RT (R), NYCCCT, NY .......................... Radiologic Technology
All Hunter Business School instructors are licensed by the New York State Department of Education, Bureau of Proprietary School Supervision (NYSBPSS)

MEDFORD (M)

Business Department

Al Cimaglia (M) NYS Lic. Surban Tech. .................................................. Computer Applications
Melissa Flynn-Fabrizio (M) NYS Lic, AAS, Kingsborough Community College, NY ............................................. Computer Applications
Suzanne Reggi-Branciforte (M) NYS Lic, Diploma, Sanford-Brown Institute, NY .................................................. Computer Applications
William MacDowall (M) NYS Lic., Hunter Business School, NY ........................................................ Computer Applications
Janine Passarella (M) NYS Lic. .................................................................................................................. Computer Applications
Dina Gray (M) NYS Lic., Diploma, Brandford Hall, NY ........................................................................ Medical Coding & Billing

Technology Department

Betty DeMott (M) NYS Lic, Hunter Business School, NY ...................... Computer Technician Networking Specialist (CTNS)
Patrick McAuliffe (M) NYS Lic, Briarcliff, NY ........................................ Computer Technician Networking Specialist (CTNS)

Diagnostic Medical Sonography Department

Sheila Chong, (M) NYS Lic, BS, MBA, RDMS, St. Joseph’s College, NY .......... Diagnostic Medical Sonography (DMS)
Lisa Furman (M) NYS Lic., Western Suffolk BOCES, RDMS, NY .................. Diagnostic Medical Sonography (DMS)
Gary Heckman, (M) NYS Lic, BS, University of MD ........................................ Diagnostic Medical Sonography (DMS)
Kim Dalton (M), NYS Lic, BS, Oregon Tech, OR ........................................ Diagnostic Medical Sonography (DMS)

Medical Assistant Department

Tracey Maletta (M) NYS Lic, Dover Technical School, NY .................................................. Medical Assistant
Dayna Smith (M) NYS Lic., Lincoln Technical Institute, NY ......................... Medical Assistant
Guiseppe Pacificador (M) NYS Lic., Branford Hall, NY ................................. Medical Assistant
Ryan Howell (M) NYS Lic., Ultrasound Diagnostic School, NY ..................... Medical Assistant
ToniAnn Deolivieri (M) NYS Lic, Diploma, BOCES, NY, Clinical Coordinator .................. Medical Assistant
Melissa Granados (M) NYS Lic., Diploma, Branford Hall, NY ........................... Medical Assistant

Photo Taken at Hunter Business School Medford Campus
School Calendar of Closings for Levittown & Medford

<table>
<thead>
<tr>
<th>Holidays</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>January 1</td>
<td>January 1</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>January 21</td>
<td>January 20</td>
</tr>
<tr>
<td>President’s Day</td>
<td>February 18</td>
<td>February 17</td>
</tr>
<tr>
<td>Good Friday</td>
<td>April 19</td>
<td>April 10</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 27</td>
<td>May 25</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4</td>
<td>July 3</td>
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<tr>
<td>Labor Day</td>
<td>September 2</td>
<td>September 7</td>
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<tr>
<td>Rosh Hashanah</td>
<td>September 30</td>
<td>N/A</td>
</tr>
<tr>
<td>Yom Kippur</td>
<td>October 9</td>
<td>September 28</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>October 14</td>
<td>October 12</td>
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<tr>
<td>Veteran’s Day</td>
<td>November 11</td>
<td>November 11</td>
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<tr>
<td>Thanksgiving</td>
<td>November 28</td>
<td>November 26</td>
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<tr>
<td>Thanksgiving Day After</td>
<td>November 29</td>
<td>November 27</td>
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<tr>
<td>Christmas Eve</td>
<td>December 24</td>
<td>December 24</td>
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<tr>
<td>Christmas Day</td>
<td>December 25</td>
<td>December 25</td>
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<tr>
<td>Christmas Recess</td>
<td>December 24 - January 1, 2020</td>
<td>December 24 - January 1, 2021</td>
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</table>

- **Evening Students:** 2019 Independence Day Recess - July 1, 2019 - July 5, 2019

- **School Hours of Operation:** Monday through Thursday 8:00 a.m. - 10:00 p.m., Friday 8:00 a.m. - 4:00 p.m. Closed Saturday & Sunday

- **Weather Closings:** The closing of Hunter Business School in inclement weather will be announced on our website at HUNTERBUSINESSSCHOOL.EDU, and our FACEBOOK Page. In addition, a message will be posted on the school’s answering machine with the most up-to-date information.

**Retention & Placement Rates for 07/01/17 - 06/30/18**

### Levittown Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Retention Rate</th>
<th>Placement Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical Nurse</td>
<td>96%</td>
<td>80%</td>
</tr>
<tr>
<td>Medical Billing Specialist</td>
<td>95%</td>
<td>75%</td>
</tr>
<tr>
<td>CTNS</td>
<td>89%</td>
<td>77%</td>
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<tr>
<td>Medical Assistant</td>
<td>84%</td>
<td>86%</td>
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<tr>
<td>Medical Office Administration</td>
<td>85%</td>
<td>79%</td>
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<tr>
<td>WADD</td>
<td>94%</td>
<td>77%</td>
</tr>
<tr>
<td>Radiologic Technology</td>
<td>Not Available until 2020</td>
<td>Not Available until 2020</td>
</tr>
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</table>

### Medford Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Retention Rate</th>
<th>Placement Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Billing Specialist</td>
<td>100%</td>
<td>67%</td>
</tr>
<tr>
<td>CTNS</td>
<td>91%</td>
<td>77%</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>81%</td>
<td>88%</td>
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<tr>
<td>Medical Office Administration</td>
<td>91%</td>
<td>87%</td>
</tr>
<tr>
<td>Diagnostic Medical Sonography</td>
<td>98%</td>
<td>100%</td>
</tr>
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</table>

The information provided in the Occupational Educational Data Survey (OEDS) is self-reported data by the licensed career school. While BPSS has approved the catalog, it relies on the verification of its content by the licensed career school.
LOCATION & DIRECTIONS

Directions to Our Levittown Campus
From- Seafood-Oyster Bay Expressway to Hempstead Turnpike West. Proceed approx. one mile to the Nassau Mall (turn right). From- Wantagh Parkway to Hempstead Turnpike East. Proceed approx. one and one-half miles to the Nassau Mall. (Turn left). From- Southern State Parkway to Wantagh Ave. north, approximately one mile to Hempstead Turnpike, Make left turn on Hempstead Turnpike. Go approximately one-quarter mile to the Nassau Mall and make (turn right).

Directions to Our Medford Campus
LIE East to Exit 64 – Route 112. proceed North on Route 112 approximately one and one-half miles. Right turn into Brookhaven Executive Center.
HUNTER BUSINESS SCHOOL NOTICE OF NONDISCRIMINATION

Hunter Business School, Inc. is committed to a policy of equal opportunity and providing a safe learning and working environment free from unlawful discrimination, harassment and violence. Hunter Business School, Inc. does not discriminate or permit discrimination by any member of its school community, including its employees, students, visitors and third parties, in its educational programs or activities, policies, recruitment, admissions, employment, financial aid, loan and scholarship programs and placement on the basis of race, color, creed, national origin, religion, sex, gender, disability, age, pregnancy, ancestry, military or veteran status, marital or partnership status, sexual orientation, gender identity, gender expression or any other legally protected status. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Lisa Lye
Title IX Coordinator
3601 Hempstead Turnpike Levittown, New York 11756
(516) 796-1000
lye@hunterbusinessschool.edu

and/or

U. S. Department of Education
Office for Civil Rights (New York Office) 32 Old Slip, 26th Floor
New York, New York 10005 (646) 428-3800
OCR.NewYork@ed.gov

Notice of the School's nondiscrimination policy will be included in each announcement, bulletin or application form made available by the School, including the School's Student Catalog, Student Handbook, Employee Handbook, Student Enrollment Application and Employment Application. The notice will also be posted on the School's website and on faculty and student bulletin boards.
HUNTER BUSINESS SCHOOL
POLICY AGAINST DISCRIMINATION AND
HARASSMENT (INCLUDING SEXUAL HARASSMENT,
SEXUAL ASSAULT AND SEXUAL VIOLENCE)

POLICY STATEMENT

Hunter Business School is committed to providing a safe and healthy educational and employment environment that encourages and fosters appropriate conduct in which all individuals are treated with dignity and respect and are free from unlawful sex discrimination as well as all other unlawful discrimination. This policy applies to all forms of unlawful sex discrimination including sexual harassment, sexual assault and sexual violence. Hunter expects that all interpersonal relationships and interactions, especially those of an intimate nature, will be based upon mutual respect, open communication and clear consent and that all members of our School community will assist in creating an environment free from unlawful discrimination and harassment. These standards apply equally to everyone regardless of the sex, gender, sexual orientation, identity or expression of any of the individual’s involved.

This policy applies to all members of our school community including students, employees (including faculty, administrators and staff), and third parties (including guests, visitors, vendors and contractors) and to all conduct committed in connection with any Hunter Business School program. This policy also applies to any incident that may adversely impact an employee’s work and/or a student’s or other person’s participation in the School’s educational or other programs and activities.

Hunter Business School is committed to promptly and equitably addressing and resolving all reports of unlawful discrimination and harassment. We will promptly respond to complaints of discrimination or harassment so as to end the conduct, prevent its reoccurrence, remedy any effects of the conduct on any individual or the School community, and eliminate any hostile environment. Anyone who violates this policy will be subject to sanctions as set forth below. The School will not retaliate against any individual, including the Title IX Coordinator, for the purpose of interfering with any right or privilege secured by Title IX or applicable law. Retaliation against an individual because the individual filed a complaint alleging violation of Title IX or applicable law, participated in a Title IX investigation, hearing or proceeding in any way, or advocated for others’ rights pursuant to Title IX or other applicable law is also prohibited.

WEBSITE ADDRESS FOR THIS POLICY
www.hunterbusinessschool.edu

DEFINITIONS

Complainant is the person alleged to have been subjected to conduct that violates this policy.

Respondent is the person accused of engaging in conduct in violation of this policy.

Sex Discrimination is conduct based on an individual’s sex that excludes an individual from participation, denies the individual benefits of, treats the individual differently or otherwise adversely affects a term or condition of the individual’s employment, education, living environment or participation in a program or activity. Sex discrimination includes all forms of sexual harassment and sexual misconduct.

Sexual Harassment is unwelcome conduct of a sexual nature that denies or limits one’s ability to participate in or benefit from the educational or work environment at the School. It includes unwelcome sexual advances, requests for favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment prohibited by Title IX. Sexual harassment can include unwelcome sexual advances; requests for sexual favors; and other verbal, nonverbal, or physical conduct of a sexual nature, including but not limited to sexual activity. Examples of sexual harassment include but are not limited to:

- Submission to the conduct is made either explicitly or implicitly a term or condition of instruction, employment or participation in other School activities.
- Submission to or rejection of the conduct is used as a basis for evaluation in making academic or personnel decisions affecting the individual. For example, an instructor insists that a student have sex with him/her in exchange for a good grade.
- Conduct that has the purpose or effect of interfering with an individual’s work or academic performance or creating an intimidating, hostile or offensive environment. Examples: A student repeatedly sends sexually oriented jokes around on an email list, even when asked to stop, causing one recipient to avoid the sender on campus.
- Explicit sexual pictures are displayed in the instructor’s office or a computer monitor in a public space.

Other unlawful discrimination is defined as treating an individual(s) less favorably or differently because of their actual or perceived protected characteristics including race, color, creed, national origin, religion, disability, age, pregnancy, ancestry, military or veteran status, marital or partnership status, sexual orientation, gender identity, gender expression or any other legally protected status. Discrimination for purposes of this policy also includes unlawful harassment based upon any of those protected status/characteristics.
Sexual Assault is nonconsensual, intentional physical contact of a sexual nature, such as unwelcome physical contact with a person’s genitals, anus, inner thighs, buttocks or breasts, including touching directly or through clothing. Sexual assault occurs when the act is committed by physical force, violence, threat or intimidation, ignoring the objections of another person or by causing another person’s intoxication or impairment through the use of drugs or alcohol and/or taking advantage of another person’s incapacitation, helplessness or other inability to consent. This includes conduct covered by the New York Penal Law. Examples of sexual assault include rape, penetration, fondling.

Sexual Violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (for example, due to the victim’s age, use of drugs or alcohol, or because of an intellectual or other disability prevents the student from having the capacity to give consent). It includes, among other things, rape, sexual assault, sexual battery, domestic violence, dating violence and stalking. Many types of sexual violence include nonconsensual sexual contact but this is not a necessary component. Sexual violence can be carried out by school employees, other students, or third parties. All acts of sexual violence are forms of sex discrimination prohibited by Title IX.

Sexual Misconduct includes a range of conduct including but not limited to all types of sexual harassment, sexual assault, rape and sexual violence.

Domestic Violence is violence committed by a current or former spouse of the victim, by someone who is or has cohabited with the student as a spouse, by someone with whom the victim shares a child in common, by others to whom the student is related by consanguinity (blood) or affinity (marriage), or by unrelated persons who are (or have been in the past) continually living in the same household.

Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of the relationship is determined based on consideration of the length of the relationship, the type of relationship and the frequency of interaction between the involved persons.

Stalking is a course of unwelcome conduct directed at a specific person that would cause a reasonable person to fear for his or her own safety or the safety or that of others, or to suffer substantial emotional distress. Stalking includes, but is not limited to, cyberstalking (using the Internet or other electronic means to harass someone), repeatedly following a person or appearing at the person’s home, workplace or classroom without a legitimate purpose, leaving or sending unwanted messages.

Consent represents the foundation of respectful intimate relationships. Hunter Business School strongly encourages its population to communicate – openly and honestly – about their actions, wishes and intentions when it comes to sexual behavior, and to do so BEFORE engaging in intimate conduct. It is always the responsibility of the individual initiating sexual contact to ensure that consent is present before acting and is present during sexual activity.

Consent is words or overt actions by a person clearly indicating a freely given present agreement to perform a particular sex act with another, at the time of the act. Consent can only be given by someone who acts freely, voluntarily and with knowledge of the fact and nature of the sexual act involved. Consent is a mutually understood freely given “yes”, not the absence of “no.” Consent can be withdrawn at any time.

Consent is NOT present when an individual is incapacitated, voluntarily or involuntarily, due to age, physical condition (lack of sleep, lack of consciousness, alcohol, drugs), or disability that impairs the individual’s ability to provide consent.

Consent cannot be inferred from consent to another form or contact or sexual activity; a prior or current sexual, romantic or marital relationship; silence or lack of resistance; or prior sexual activity with another individual(s). The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity or gender expression.

Retaliation is adverse action against another person for reporting a violation or for participating in any way in the investigation or hearing process. Retaliation includes harassment and intimidation, including but not limited to violence, threats of violence, property destruction, adverse educational or employment consequences or bullying.
QUESTIONS, CONTACTS AND COMPLAINTS

If you have any questions or concerns regarding this policy, or if you wish to file a complaint pursuant to this policy, you may contact:

Lisa Lye
Title IX Coordinator
Hunter Business School 3601 Hempstead Turnpike
Levittown, New York 11756 (516) 796-1000
llye@hunterbusinessschool.edu

You may also file a complaint with:

U. S. Department of Education
Office for Civil Rights (New York Office) 32 Old Slip, 26th Floor
New York, New York 10005 (646) 428-3800
OCR.NewYork@ed.gov

COMPLAINT PROCEDURE

How to Report a Complaint
Hunter Business School takes complaints of sexual and other unlawful discrimination, including sexual harassment, sexual assault and sexual violence very seriously. The School encourages students, employees and third parties who have experienced or know of an incident of sexual or other unlawful discrimination, including sexual harassment, sexual assault and sexual violence to speak with the Title IX Coordinator about what happened so that the School can respond appropriately.

If any employee of this School experiences, observes or learns of an incident of unlawful discrimination, the employee must immediately report the incident to the Title IX Coordinator. There is no time limit for reporting discrimination. However, allegations should be reported as promptly as possible as a delay in making the report may make it more difficult for the School to investigate allegations. The School strongly encourages all individuals to seek assistance from a medical provider and or local law enforcement immediately after an incident of sexual violence.

Reports can be made by telephone, email or in person as listed below:

- Reports by students to the Title IX Coordinator, his/her instructor, the Program Chair of the student's field of study, the student's faculty mentor or the Director of Education.
- Reports by employees to: Title IX Coordinator, his/her supervisor, or the Campus Director.
- Reports by third parties to: Title IX Coordinator or the Campus Director.

HBS' Levittown employees may be contacted at 3601 Hempstead Turnpike, Levittown, New York 11756, (516) 796-1000, and the email addresses listed below:

School/Campus Director, Ramon Martinez, rmartinez@hunterbusinessschool.edu Director of Education, Dr. Weedens Blanchard, wblanchard@hunterbusinessschool.edu

Program Chairs:
MA Program Director, Rosanne Romano, rromano@hunterbusinessschool.edu CTNS Program Chair, James Fetter, jfetter@hunterbusinessschool.edu
PN Program Chair, Maria Bune-Fitzpatrick, mbune-fitzpatrick@hunterbusinessschool.edu RT Program Chair, Abe Najjar, anajjar@hunterbusinessschool.edu
WADD Program Chair, George McRedmond, gmcredmond@hunterbusinessschool.edu

HBS' Medford employees may be contacted at 3247 Route 112, Medford, New York (631) 736-7360, and the email addresses listed below:

School/Campus Director, Annette Jao, ajao@hunterbusinessschool.edu Director of Education, Chuck Copt, ccopt@hunterbusinessschool.edu
Director of Education Evening, Ryan Howell, rhowell@hunterbusinessschool.edu

Program Chairs:
MA Program Director, Rosanne Romano, rromano@hunterbusinessschool.edu MA Program Chair, Tracey Maletta, tmaletta@hunterbusinessschool.edu
CTNS Program Chair, Betty Lynn DeMott, BDeMott@hunterbusinessschool.edu DMS Program Chair, Sheila Chong, schong@hunterbusinessschool.edu
Business Program Chair, Melissa Flynn-Fabrizio, mfabrizio@hunterbusinessschool.edu

The individual making the report is encouraged to provide as much detailed information as possible so as to allow the School to investigate the report and respond as appropriate. The School may be limited in its ability to investigate if insufficient information is provided. Students making a report may ask to remain anonymous or that a Complaint not be pursued, and the School will weigh that request against its obligation to provide a safe, non-discriminatory environment for the community.
Upon receipt of a report, the School will immediately consider and implement appropriate interim measures to ensure the victim can continue his or her education or work free of ongoing sex discrimination or other unlawful discrimination.

**Amnesty for Sexual Misconduct Complainants and Witnesses**

Hunter Business School encourages the reporting of sexual misconduct. We recognize that an individual who has been drinking or using drugs at the time of an incident may be hesitant to make a report because of potential consequences for their own conduct. An individual who in good faith reports sexual misconduct either as a complainant or a witness will not be subject to disciplinary action for his/her own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. Amnesty will not be extended for any violations of Hunter’s policies other than alcohol/drug use. Amnesty does not preclude or prevent action by police or other legal authorities.

**Reporting to Local Law Enforcement**

The School encourages Complainants who believe they have been subjected to criminal sexual misconduct to pursue their complaints both through the School’s complaint resolution process and through local law enforcement. The School will provide Complainants with information concerning their options and rights and, upon request by the Complainants, will assist them in making reports to local law enforcement. The decision to file a complaint with local law enforcement is entirely the Complainant’s choice; reporting to law enforcement is not necessary for a Complainant to receive counseling or other supportive services, or for the School to proceed with an investigation. It may, however, be necessary for the School to briefly suspend the fact-finding aspect of a Title IX investigation while the law enforcement agency is in the process of gathering evidence. The School will promptly resume its investigation as soon as it is notified by law enforcement that it has completed the evidence gathering process, or within 10 days, whichever is sooner.

The School will proactively implement appropriate interim steps during law enforcement’s investigation period to provide for the safety of the Complainant and the School community and the avoidance of retaliation.

**Interim Measures During the School’s or Local Law Enforcement’s Investigation**

The School will take steps to ensure equal access to its programs and activities and to protect the complainant as necessary prior to the final determination of the complaint. The School will take these steps promptly once it has notice of the allegation and will provide the complainant with periodic updates on the status of its investigation. The complainant will be notified of his/her options to avoid contact with the respondent and to change academic and other activities or situations as appropriate. The School will make a sexual violence complainant aware of any available resources and the right to report a crime to local law enforcement. Interim measures may also include measures such as providing support services to the complainant, a change of schedule or classes, rescheduling of exams or assignments, issuance of a no-contact directive that the parties have no contact with one another, providing an escort, or assistance finding a counselor or community resources. The specific interim measures implemented and the process for doing so will be specific to each case after considering factors such as the need expressed by the complainant, the severity or pervasiveness of the allegations, any continuing effects on the complainant, whether the complainant and respondent share the same job location, classroom, etc., and whether other measures have been implemented to protect the complainant (e.g., order of protection). Implemented interim measures will not disproportionately impact the complainant.

**Confidentiality**

Every effort will be made to protect the privacy of all individuals involved in an investigation of a discrimination or harassment complaint. Information about complaints or inquiries and investigations will be maintained by the School in confidence to the extent possible. However, HBS cannot guarantee complete confidentiality and will notify the Complainant where confidentiality cannot be ensured. HBS will share information about allegations only with those who need to know.

If a Complainant does not wish for his/her name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the Complainant may make a request to the Title IX Coordinator, who will evaluate the request in light of the duty to ensure the safety of the School community and comply with applicable law. In cases where the Complainant requests confidentiality and the circumstances allow the School to honor that request, the School will offer interim supports and remedies to the Complainant and the School community but will not otherwise pursue formal action.

**Confidential Community Advice and Counseling Resources**

The following community resources are available to discuss incidents and issues regarding sexual misconduct on a confidential basis. The sources can advise individuals about resources, services and options available.

1. **Nassau County Coalition Against Domestic Violence and Sexual Assault**
   15 Grumman Road, West
   Suite 1000
   Bethpage, NY 11714
   www.cadvnc.org
   516-465-4700
   24-hour hotline: 516-542-0404

2. **NYS Domestic and Sexual Violence Hotline**
   1-800-942-6906

3. **Victims Information Bureau of Suffolk, Inc.**
   185 Oval Drive
   Central Islip, NY 11722
   631-360-3730
RESPONSE TO COMPLAINT

Initial Assessment
The Title IX Officer will conduct an Intake Meeting with the Complainant as soon as possible after receiving a report or complaint. The following topics will be addressed during that meeting, as appropriate:

- Immediate physical safety and emotional well-being needs
- Notice to the Complainant of the right to contact local law enforcement and seek medical treatment and the importance of preservation of evidence
- Notice to the Complainant of the right to be assisted by individuals at the College in contacting local law enforcement
- Providing the Complainant with information about available resources and the range of interim measures and remedies, regardless of whether the Complainant files a formal complaint with the School or local law enforcement
- An overview of the procedural options and process
- Rights during the investigation process
- The School’s Policy Against Discrimination and Harassment including the prohibition against retaliation

Information about these topics will be provided to the Complainant in writing during or following the meeting.

In addition, during the Intake Meeting the Complainant will be interviewed to understand the key facts upon which the report is based to appropriately assess how the School will proceed.

Informal Resolution Process
If an informal resolution is pursued, the Title IX Coordinator will attempt to facilitate a resolution that is agreeable to all parties. Pursuant to the informal process, the School will only conduct a fact-finding investigation to the extent useful to resolve the conflict and as is necessary to protect the interests of the parties, the School and the School community.

The informal resolution mechanism will only be used if the parties voluntarily agree to do so. The parties will be notified that any party to the complaint has the right to discontinue the informal process and request a formal investigation at any time. The School also has the discretion to initiate a formal investigation at any time. At no time will the complainant be required to resolve the problem directly with the Respondent.

Any informal resolution must adequately address the concerns of the Complainant as well as the rights of the Respondent and the overall intent of the School to stop, remedy and prevent policy violations. The Title IX Coordinator will make a recommended resolution that may include responses such as counseling or education, a requirement for behavioral changes, a written warning or other disciplinary actions, including termination of employment or expulsion from School, as set forth in the Sanctions section below. If all parties to the complaint and the School agree in writing to the recommended resolution within 7 business days, then the case will be deemed resolved. If all parties do not agree in writing to the recommended resolution then the complaint will be referred to the formal process.

Formal Complaint Process
The School will complete a prompt, thorough, adequate, reliable and impartial investigation. The investigation will be conducted by the Title IX Coordinator or one or more investigators appointed by the Title IX Coordinator. If the Title IX Coordinator has a conflict of interest, (s)he will so notify the School President who will appoint another investigator to handle the matter. Likewise, if either the Complainant or the Respondent believes the investigator has a conflict of interest, (s)he must immediately notify the School President, who may appoint another investigator to handle the matter.

The investigator will interview the Complainant, the Respondent and/or other witnesses and may request additional information from any of these individuals or the School. The Complainant and Respondent will have an opportunity to
advise the investigator of any witness(es) each believes should be interviewed and/or other evidence that they believe should be reviewed by the investigator, and may submit evidence to the investigator during the investigation. The investigator may also interview witnesses and review evidence not suggested by a party. Any party may be represented by counsel during the investigation or any other step under this procedure; all parties will have an equal opportunity to have counsel present and any restrictions on counsel's ability to speak or otherwise participate will be applied equally to all parties. The School will endeavor to complete the investigation process within 20 business days of the initiation of the complaint or the referral of the complaint from the informal process. If more time will be required, the investigator will so advise the parties.

Within 5 business days of completion of any investigation, HBS will notify both parties in writing about the finding of the investigation. The allegations will be determined using the preponderance of the evidence standard, i.e., whether it is more likely than not that the allegation happened. The investigator's findings will also include (i) any sanctions to be imposed on the Respondent, (ii) any individual remedies offered or provided to the Complainant, and (iii) any other steps that the School has taken or should take to eliminate the hostile environment or discrimination (if found to exist) or to prevent recurrence. In a non-sexual violence case, the Complainant will only be notified of (i) above to the extent the sanctions imposed directly relate to the Complainant and of (ii) and (iii). The Respondent will not be notified of (ii) above in any type of case.

The written notification of the investigator's findings will advise all parties of the right to appeal the investigator's findings. A written appeal may be filed by delivering the written appeal to the Campus Director for the Campus to which the complaint pertains, to the address set forth above, within 7 business days of receipt of the written notification of the investigator's findings. The written appeal must include the appealing party's contact information including mailing address, phone number and email address. The appeal will be determined by the Campus Director, who will notify the parties, in writing, of the determination of the appeal within 7 business days of its filing. All appeals will be determined by the Campus Director in an impartial and unbiased manner.

PRIVACY RIGHTS

The Family Educational Rights and Privacy Act (FERPA) permits the School to disclose to the student complainant information about the sanction imposed upon a student who is found to have engaged in harassment when the sanction directly relates to the harassed student. This includes an order that the harasser stay away from the harassed student or that the harasser is prohibited from attending school for a period of time or transferred to another class or campus, or terminated from the School. Further, when the conduct involves a crime of violence or a non-forcible sex offense, FERPA permits the School to disclose to the alleged victim the final results of a disciplinary proceeding against the alleged perpetrator, regardless of whether the School concluded that a violation was committed. The School may also disclose to anyone the final results of a disciplinary proceeding if it determines that the student is an alleged perpetrator of a crime of violence or a non-forcible sex offense, and with respect to the allegation made, the student has committed a violation of the School’s rules or policies.

SANCTIONS

The following are examples of sanctions that may be imposed where a violation of this Policy is found. Student

Sanctions

- Warning
- Required Counseling or attendance at educational programs
- Behavioral Contract
- Restriction of privileges
- Probation
- Suspension
- Expulsion
- No contact order
- Other actions

Employee Sanctions

- Warning – Written or Verbal
- Performance Improvement Plan
- Required Counseling or assessment
- Required Training or Education
- Change in duties or assignment
- Demotion
- Loss of Pay
- Suspension with or without pay
- Termination
- Third Parties
- Conditions upon the individual’s presence on campus or at School events
- No trespass or no contact orders
- Other steps deemed necessary to protect the School community
REMEDIES AVAILABLE TO COMPLAINANTS AND OTHERS

The remedies available include but are not limited to:

- making a sexual violence complainant aware of any available resources and the right to report a crime to local law enforcement
- providing support services to the Complainant
- a change of schedule or classes
- rescheduling of exams or assignments
- issuance of a no-contact directive that the parties have no contact with one another
- providing an escort, or assistance finding a counselor or community resources
- ensuring that the complainant and respondent do not share classes or other activities
- reviewing any disciplinary actions taken against the complainant to determine whether there is a causal connection
- training or re-training school employees on the school’s responsibilities
- developing materials on sexual violence for distribution to all students conducting sexual violence prevention programs or targeted training for a group of students
- issuing policy statements

The specific measures implemented and the process for doing so will be specific to each case.

RETALIATION IS PROHIBITED

Hunter Business School will not retaliate against any individual, including the Title IX Coordinator, for the purpose of interfering with any right or privileged secured by Title IX or applicable law. Retaliation against an individual because the individual filed a complaint alleging violation of Title IX or applicable law, participated in a Title IX investigation, hearing or proceeding in any way, or advocated for others’ Title IX or rights pursuant to other applicable law is also prohibited and a violation of this policy. Therefore, any retaliation, intimidation, threats, coercion or discrimination against any such individual will be addressed in the most serious way by Hunter Business School. Individuals who engage in such actions are subject to disciplinary action that may include suspension or dismissal. Anyone who is aware of possible retaliation or has other concerns regarding the response to a complaint of discrimination, harassment or sexual misconduct should immediately report those concerns to the Title IX Coordinator, who will take appropriate actions to address the conduct in a prompt and appropriate manner. If an employee is aware of possible retaliation, the employee is required to report those concerns to the Title IX Coordinator.

FALSE COMPLAINTS

Members of the School community who make false reports will be subject to disciplinary action, except in the case of reports, even if erroneous, that are made in good faith.
VA Pending Payment Compliance

Hunter Business School
Facility Codes Levittown Campus 2-5-8019-32 Medford Campus 2-5-8020-32
In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school **will not**:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.
MAKE YOUR EDUCATION WORK!