

## 2016 – 2017 SUNY SULLIVAN CATALOG

### Part 1 - INTRODUCTION AND ACADEMIC INFORMATION

#### **POLICY ON CHANGES TO THE CATALOG**

The college reserves the right to make, at any time, the changes it deems advisable in the offerings, regulations, requirements, and fees stated in this catalog, on the internet, or in other publications or correspondence.

Sullivan County Community College (SUNY Sullivan) is a public community college established by authority of the State University of New York (SUNY) and accredited by the Middle States Commission on Higher Education.

#### **HISTORY OF SUNY SULLIVAN**

Sullivan County Community College was organized and became a legal entity on September 13, 1962, when the State University of New York trustees approved its establishment as a two-year community college of the State University of New York (SUNY). On September 23, 1963, SUNY Sullivan welcomed its first freshman class. The successful establishment of the college must be credited jointly to local citizens who conducted surveys and advocated for the creation of a college and to the county Board of Supervisors who saw the desirability and need for a community college in the Sullivan County area.

It has been over 35 years since the college moved from its modest quarters in a former South Fallsburg (NY) high school to the 405 acre site it presently occupies. It has grown from a faculty of nine and a student body of 72 (enrolled in three curricula), in its first year of operation in 1963-1964, to a full-time and part-time enrollment of more than 1400 students in over 40 degree and certificate programs. SUNY Sullivan is housed in facilities designed by the New York firm of Edward Durrell Stone and Associates. The academic buildings are connected to one another by enclosed corridors, making it a truly all-weather campus.

Although rural in location, the college has always been cosmopolitan in student population, with about 40 percent of its students coming from areas outside the county. Since the college opened its doors in 1963, it has made tremendous changes in response to the needs of its students and the community. These changes continue as SUNY Sullivan prepares for a future which will enrich its students and the community.

#### **MISSION STATEMENT OF SUNY SULLIVAN**

SUNY Sullivan provides programs and resources that educate, inspire, and empower students and the broader community. Through excellence in teaching and learning, we prepare students for a diverse and interconnected world, and we support positive economic and social change within Sullivan County and beyond. We model sustainable actions and promote socially, environmentally, and economically responsible citizenship through an overarching culture of excellence.

#### **ACCREDITATION**

- SUNY Sullivan is accredited by:  
Middle States Commission on Higher Education  
3624 Market Street  
Philadelphia, PA 19104  
Telephone: (267) 284-5000  
[www.msche.org](http://www.msche.org)

SUNY Sullivan curricula are approved by the State University of New York (SUNY) and the New York State Department of Education (NYSED). All curricula are approved for the training of veterans under the pertinent public laws, and the college is approved by the US Citizenship and Immigration Services (USCIS), a Bureau of the US Department of Homeland Security, for the attendance of foreign students. Accrediting and licensing documents can be reviewed online or through the Office of the Vice President for Academic and Student Affairs.

State University of New York  
[www.suny.edu](http://www.suny.edu)

New York State Department of Education  
[www.highered.nysed.gov](http://www.highered.nysed.gov)

US Citizenship and Immigration Services  
[www.uscis.gov](http://www.uscis.gov)

- SUNY Sullivan’s Business Division is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) for the offering of its business programs that culminate in the Associate of Science and Associate of Applied Science degrees.  
Association of Collegiate Business Schools and Programs  
11520 West 119<sup>th</sup> Street  
Overland Park, KS 66213  
www.acbsp.org
- SUNY Sullivan’s Respiratory Care program is provisionally accredited by the Commission on Accreditation for Respiratory Care (CoARC)  
Commission on Accreditation for Respiratory Care  
1248 Harwood Road, Bedford, TX 76021-4244  
Phone: (817) 283-2835  
Fax: (817) 354-8519  
www.coarc.com
- Both SUNY Sullivan’s Respiratory Care and Nursing programs are accredited with the New York State Education Department, Bureau of Professional Licensing, 89 Washington Avenue, 2nd Floor, West Wing, Albany, N.Y. 12234; phone (518) 486-2967; Fax (518) 473-0114.

### **AFFIRMATIVE ACTION/EQUAL OPPORTUNITY STATEMENT**

SUNY Sullivan is an Equal Opportunity Employer. It supports Affirmative Action and is committed to building and enhancing a diverse community of outstanding faculty, staff, and students. SUNY Sullivan maintains a policy of non-discrimination with respect to race, color, religion, gender, national origin, predisposing genetic characteristics, disability, marital status, sexual orientation, status of victim of domestic violence, or veterans who have served on active duty during a war or in a campaign for which a campaign badge was authorized, in compliance with all federal, state and local laws.

We will make decisions concerning recruitment, hiring, and promotions for all positions solely on the matching of individual qualifications to position requirements. We will take affirmative action to employ and advance women, people of color, individuals with disabilities, and individuals with the status of Disabled Veteran, Armed Forces Service Medal Veteran, Recently Separated Veteran or Other Protected Veteran. It is the goal of SUNY Sullivan to achieve representation of employees in these groups that reflects their availability in the recruitment area.

The purpose of our EEO policy is to encourage equal opportunity at all levels of our college. Through our EEO policy, diversity commitment statement, and affirmative action plan, we hope to provide opportunities for all members of our community so that they can realize their full potential and function more effectively.

Furthermore, the SUNY Sullivan will continue to actively support all Federal, State, and local policies, regulations, and rules that prohibit discrimination. These include, but are not limited to the following:

- Titles VI and VII of the Civil Rights Act of 1964, as amended;
- Title IX of the Education Amendments of 1972, as amended;
- Sections 503 and 504 of the Rehabilitation Act of 1973, as amended;
- Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended;
- Governor’s Executive Order No. 28;
- NY Executive Law §290 et al.
- Age Discrimination - Executive Order No. 96
- Equal Opportunity - Executive Order No. 6
- Sexual Harassment - Executive Order No. 19
- Sexual Orientation - Executive Order No. 33

and any and all other federal and state laws and orders as are applicable.

We will incorporate the essence of these laws in all levels of our SUNY Sullivan organization.

Further, SUNY Sullivan will provide for the prompt, equitable, and impartial resolution of all complaints arising from alleged discrimination in employment practices.

Title IX Coordinator: Stephanie Smart, Assistant Director of Human Resources  
Room J 109A, (845) 434-5750, Ext 4268

Compliance Officer: Stephanie Smart, Assistant Director of Human Resources  
Room J 109A, (845) 434-5750, Ext 4268

## **STATEMENT ON SEXUAL HARASSMENT**

Sexual harassment of employees and students at SUNY Sullivan is contrary to the policy of SUNY Sullivan and is a violation of federal and state laws and regulations. No employee of either sex shall impose a requirement of sexual cooperation as condition of employment or academic advancement or in any way contribute to or support unwelcome physical or verbal sexual behavior.

## **CAMPUS CRIME REPORTING AND STATISTICS**

A copy of the SUNY Sullivan campus crime statistics as reported annually to the U.S. Department of Education will be provided upon request by the campus Director of Public Safety, telephone 845-434-5750, Ext 4240. Information can also be obtained from the U.S. Department of Education website at: <http://ope.ed.gov/security/>.

## **ACADEMIC INFORMATION**

### **ABSENCES FOR RELIGIOUS REASONS**

This policy applies to students who are unable to attend classes on certain days because of religious beliefs:

No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he or she is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.

Any student in an institution of higher education who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.

It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.

If classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study or work requirements shall be made available on other days, when it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.

In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his/her availing himself or herself of the provisions of this section.

Any student, who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with provisions of this section, shall be entitled to maintain an action or proceeding in the Supreme Court of the county in which said institution of higher education is located for the enforcement of his or her rights under this section.

As used in this section, the term "institution of higher education" shall mean schools under the control of the Board of Trustees of the State University of New York or the Board of Higher Education of the City of New York or any community college.

### **ACADEMIC ADVISING AND COURSE REGISTRATION**

All new incoming students are advised and registered with a Staff Advisor in the Learning Center after they're admitted to SUNY Sullivan. Students are then assigned a Faculty Advisor in their area of study. During each registration period, Faculty and Staff Advisors assist students in planning their programs and preparing their class schedules. Students must work collaboratively with their Advisor. Advisors maintain files on each student to track

progress. Current students are given the opportunity to register early for the following semester by meeting with their Advisor on Registration Day (early April and November).

## **GRIEVANCE PROCEDURES FOR STUDENTS IN APPEALING GRADES**

The Committee on the Standing of Students and Academic Appeal (hereafter referred to as the Committee) handles appeals regarding a course final grade, academic dismissal, and withdrawal of federal financial aid due to unsatisfactory progress.

### **STUDENT STANDING APPEALS**

Students may appeal the following academic standings: academic dismissal and unsatisfactory progress (loss of federal financial aid). The Committee does not meet with individual students regarding student standing appeals. The student will file a written appeal along with an appeal form to the Financial Aid Office. The Committee will review these appeals and transmit its decision to the Vice President for Academic and Student Affairs, the Dean of Student Development Services, the Financial Aid Office, the Office of Registration Services, the Department of Learning and Student Development Services, and the student. If the appeal is successful, then the student should contact an Academic Advisor to select courses for the upcoming semester and register. In the case of student standing appeals, the decision of the Committee is final.

### **INDIVIDUAL FINAL GRADE APPEALS**

In order to provide a means to seek and obtain redress for grievances affecting a student individually, the following procedures should be followed. These are not intended and shall not be used to provide sanctions against faculty members.

Where an individual student alleges, with particularity, that the actions of a faculty member have resulted in serious academic injury to the student, the matter shall be presented to the Committee on the Standing of Students and Academic Appeal for adjudication in accordance with the following procedures. Serious academic injury includes, but is not necessarily limited to, the awarding of a lower course grade than that which the student has earned or suspension from a class.

In the case of a final grade received prior to the end of the semester as a result of violating a class attendance policy, the Committee will consult with the faculty member to determine if the student may be allowed to continue with the coursework until the grievance is resolved. (Exception: Students withdrawn from a Nursing course due to violation of the attendance policy will not be permitted to continue with the coursework as specified under this clause.)

### **PROCEDURES**

It is the responsibility of the student, before seeking to have a grievance adjudicated, to attempt to resolve the matter by personal conference with the faculty member concerned. If this is unsuccessful, the student must communicate with the Division Chair for consideration and adjustment by informal means. (If the Division Chair is also the instructor of the course, then the student must communicate with the Division Chair of another Instructional Division for consideration and adjustment by informal means. The Division Chair who is the instructor of the course will give the student a list of the other Division Chairs and the student will have the right to choose with whom to communicate.) The student is free to consult with any faculty or staff member if assistance is desired at any point in this process. (If a member of the Committee is interested in assisting a student or feels too close to the situation, then that Committee member will recuse himself/herself from the informal interviews and the formal hearing.) If the matter remains unresolved after five (5) working days after referral to the Division Chair has been made, the following grievance procedures shall be employed:

The aggrieved student will file a written statement of the grievance to the Committee Chair, who will notify the Vice President for Academic and Student Affairs and the Division Chair involved. During vacations, the student will file the grievance with the Committee member in the Financial Aid Office. Normally, the Committee will not consider grievances after one full semester (e.g. if a grade was given in the Spring semester, the appeal should be filed prior to the end of the following Fall semester).

Upon notification by the Committee Chair, the Division Chair will submit his/her written findings and judgment on the student's grievance to the Committee Chair.

The Committee Chair will send a copy of the grievance to the faculty member together with a copy of these regulations and a letter requesting a response from the faculty member. The letter to the faculty member shall also

be sent to the student and the Division chair. The faculty member will have five (5) working days to respond to the Committee Chair.

If clarification is needed, the Committee shall convene separate interviews with the student and the faculty member concerned within thirty (30) calendar days. These interviews shall not constitute a hearing and shall be preliminary in nature. Both parties have the right to the presence of a procedural advisor and/or an advocate. The Committee may consult with any other parties who may assist in its work to effect an adjustment. The Committee Chair shall notify the student, the faculty member, the Division Chair, and the Vice President for Academic and Student Affairs of the Committee's findings. Failure of the student to attend the informal interview may result in the grievance being dismissed with no further right to appeal.

If the matter remains unresolved after five (5) working days after all appropriate parties have been notified of the results of the informal interview, then the student may request a formal hearing. The student shall submit to the Committee Chair a formal statement which details reasons for continuation of the appeal (new information, evidence, or documentation not provided at the informal interview, for example). This statement, along with the new evidence or documentation, must be received by the Committee Chair by the end of the fifth (5th) working day after notification of the results of the informal interview. If the Committee grants the student's request for a formal hearing, then the Committee Chair shall advise the Vice President for Academic and Student Affairs that the case appears to involve a student's claim of serious academic injury and that the formal hearing procedure must be initiated. If the Committee denies the student's request for a formal hearing, then the student may appeal to the Vice President for Academic and Student Affairs as outlined in step 8.

The formal hearing should provide a fair inquiry into the matter appealed. The faculty member and the student each may offer information, ask questions, and present witnesses. Both parties have the right to the presence of a procedural advisor and/or an advocate. Failure of the student to attend the formal hearing may result in the grievance being dismissed with no further right to appeal. An audio recording shall be made of the formal proceedings, exclusive of deliberations to arrive at a decision.

The Committee's decision, which shall be written, will include a determination by majority vote, whether the charges have been proved by a preponderance of evidence, together with those facts the Committee believes are important. The decision shall state the particular corrective action to be taken, if any. The Committee Chair shall notify the student, the faculty member, the Division Chair, and the Vice President for Academic and Student Affairs of the Committee's decision.

If the matter remains unresolved after five (5) working days after all appropriate parties have been notified of the Committee's decision, then either party may appeal to the Vice President for Academic and Student Affairs. The appealing party shall submit to the Vice President a formal statement which details reasons for continuation of the appeal. This statement must be received by the Office of the Vice President by the end of the fifth (5th) working day after notification of the Committee's decision. The Vice President will make an independent review of the hearing proceedings. After careful consideration of the Committee's decision, the Vice President can agree with that decision, reduce the extent of remedial action to be taken, or dismiss the charges. If the Vice President believes remedial action may infringe upon the exercise of academic freedom, then the Vice President will seek an advisory opinion from Academic Council before issuing a decision. The decision of the Vice President shall be in writing, may set forth any new findings of fact or remedies, and shall explain the reasons underlying his/her decision. This decision shall be transmitted to the Committee Chair.

The Vice President for Academic and Student Affairs shall then transmit to the Committee Chair, the faculty member, the Division Chair, and the student copies of all actions affecting the student taken by the Committee and the Vice President. Suitable records shall be maintained as confidential and retained in the office of the Vice President. The decision of the Vice President in regard to student grade appeals is final.

During vacations when involved persons may not be available, the Committee may gather information in written or electronic form. This information will be made available to both parties. If the Committee believes sufficient information has been received, they may issue a decision at the informal stage. Otherwise, the matter may be deferred to the beginning of a regular semester.

## REMEDIAL ACTION

Remedies in a student's behalf should usually be those agreed to willingly by the faculty member. Other remedial actions to benefit a student may be authorized by the Vice President for Academic and Student Affairs only upon recommendation of the Committee. These actions are limited to: allowing a student to repeat an examination, allowing a student to be evaluated for work that would otherwise be too late to be considered, directing that additional opportunities be afforded for consultation or instruction, elimination of a grade that had been assigned by a faculty member from the transcript, changing of a passing letter or numerical grade to a "pass" or "satisfactory" grade so as not to adversely affect a student's grade average, or allowing a student to repeat a course without penalty, schedule and program permitting.

If some action is contemplated that might be deemed to infringe upon the academic freedom of the faculty member, the Vice President will seek an advisory opinion from Academic Council. In such cases, the Vice President may identify other acceptable remedies or render such advice as may be appropriate in the particular situation.

No action detrimental to the faculty member will be taken, except as in strict accordance with established College procedures. An adjustment hereunder in the student's behalf shall not be deemed a determination that the faculty member was in any way negligent or derelict.

#### TIMELINESS

It is the responsibility of all parties, including administrative officers, to take prompt action in order that grievances may be resolved quickly and fairly. While no explicit time limit could apply to all cases, failure to use diligence in seeking redress may constitute grounds for denial of a hearing or other relief, especially if prejudice results.

#### ACADEMIC AND FINANCIAL AID PROBATION

A student is placed on **Academic and Financial Aid Probation** if they fall below the following minimum standards:

Academic and Financial Aid Chart		
Credits Attempted (Exclude remedial)	Cumulative GPA (qualitative-min)	Accumulated Credits (% of Attempted-quantitative)
0- 5.0	0	0%
6-11.0	1.0	30%
12-20.0	1.5	40%
21-40.0	1.6	50%
41-60.0	1.7	55%
61-80.0	2.0	60%
81-90.0	2.0	65%
91-96.0	2.0	70%

**ACADEMIC DISMISSAL (AD)** will occur if a full-time student earns all F's their first full time semester, or if they are already on Academic Probation and do not successfully complete the terms outlined in their Academic Improvement Plan.

Students placed on Academic Dismissal will be dismissed from the college. The student may return for part-time study, but will not qualify for financial aid and must attain the minimum standards listed in the chart above to be re-admitted for full-time study. A student placed on Academic Dismissal must apply to the Admissions Office for readmission after attaining the minimum standard required if they wish to continue with full-time study. Upon acceptance, the student will be placed on academic probation.

#### Maximum Time Frame for Completion for Financial Aid

Federal regulations require a maximum time frame for completion of a degree or certificate not to exceed 150% of the normal requirements of that program. All terms of the student's enrollment count when assessing the maximum time frame including terms in which the student did not receive federal financial aid. For the purpose of determining a student's status, the following criteria will be used.

- Remedial courses – if a student, after testing in the Learning Center, is required to take non-credit remedial courses, these courses will *not* count in the 150% maximum number of attempted credits.
- Transfer credits will count for credits in the 150% maximum number of attempted credits.
- Incomplete credits will count in the 150% maximum number of attempted credits.
- Repeat courses - if a student repeats a course it will count in the 150% maximum number of attempted credits. **Effective 2012-13** a student may repeat a previously passed course **once** and receive federal financial aid for that course. This previously passed course will not factor in credit load for New York State TAP.
- Courses dropped during a tuition refund period which do not appear on the academic transcript will not count in the 150% maximum number of credits attempted.

f. **Calculation Worksheet for 150% Rule**

<b>Student</b>	<b>Sample</b>		
Average credits required for Associate Degree		64	72
Add ½ of required credits		32	36
150% credit limit for federal financial aid		96 <b>(A)</b>	108 <b>(A)</b>
Total of attempted credits from Transcript		_____	42
Include credits with an*next to course	+	_____	9
Subtract remedial credits (DV)	-	_____	3
Total credits attempted		_____ <b>(B)</b>	48 <b>(B)</b>
Remaining financial aid credits (A-B)		_____ <b>(C)</b>	60 <b>(C)</b>
Using your Track Sheet, determine the remaining Number of credits required for your degree		_____ <b>(D)</b>	50 <b>(D)</b>

**Note: If it is determined a student does not have sufficient financial aid credits remaining (c) to complete the requirements of the degree (d) the student is placed on Unsatisfactory Progress (UP). Let’s say a student has attempted 76 credits without earning a degree, the student has 20 financial aid credits (C) and from the track sheet it is determined 25 credits (D) are needed to complete the degree, since D is greater than C it is mathematically impossible to earn the degree with remaining credits and the student is placed on UP.**

**APPEAL OF ACADEMIC DISMISSAL**

A student who has been placed on Academic Dismissal and can document extenuating circumstances such as illness, may appeal to the Committee on the Standing of Students and Academic Appeal. Thorough documentation of the extenuating circumstances is required. Information regarding appeal procedures can be found at [http://www.sunysullivan.edu/academic\\_appeal/index.php](http://www.sunysullivan.edu/academic_appeal/index.php) .

**ACADEMIC INTEGRITY POLICY**

Instances of academic dishonesty, such as cheating and plagiarism, are serious violations in the academic community. Such acts interfere with the ability of instructors to teach and of students to learn, and therefore these acts are directly discordant with the goals of education. Students found guilty of violations of academic integrity will be penalized accordingly.

**Academic Dishonesty includes, but is not limited to the following:**

1. Use of any unauthorized assistance in any assignments.
2. The acquisition or use of aids and/ or sources beyond those authorized by the instructor, including but not limited to the following:
  - Test bank material.
  - Tests, quizzes, or answer keys.
  - Other academic material belonging to a member of the College faculty or staff.
3. Plagiarism, which includes the use, by paraphrase or direct quotation, of the published or unpublished work of another person or agency without clear acknowledgment.
4. Sabotage of another’s academic work.
5. Facilitation of academic dishonesty, including but not limited to giving a student unauthorized aid, providing work to another student, providing test answers to another student, or taking an exam or doing an assignment for another student.
6. Alteration and resubmission, without permission, of an academic work (paper, test, quiz, for example) after it has been graded.

**Academic Dishonesty will be penalized in the following manner:**

1. The course instructor shall investigate instances of suspected academic dishonesty; the instructor may ask the Chair of the Division for help determining if an act of academic dishonesty has taken place; the instructor may decide that a student is responsible for academic dishonesty and assign an appropriate penalty. Appropriate penalties may include the following: a warning; a resubmission of the work in question; a reduced grade or failure of the work in question; failure of the entire course.
2. A student assigned a penalty of failure of the entire course may not withdraw from the course.

3. All divisions will report acts of academic dishonesty to the Office of the Vice President for Academic and Student Affairs, using the format designated by that office. Students who commit numerous or egregious acts of academic dishonesty may be suspended or expelled at the discretion of the Vice President for Academic and Student Affairs in consultation with the Chairs of all Divisions. Final appeals of those sanctions may go to the President.
4. A student who facilitates academic dishonesty while not enrolled in the course in which the academic dishonesty took place will be referred to the Vice President for Academic and Student Affairs for appropriate sanctions.

### **Academic Dishonesty Appeal Procedure**

1. Students may appeal an instructor's decision to the Chair of the Division, within five business days of the assigning of a penalty. During the course of an inquiry, the student retains any and all existing privileges until the matter has been resolved. If the instructor who brings the charges is the Chair of the Division, then the appeal will go to the Vice President for Academic and Student Affairs. Final appeals of the Chair's decision may go to the Vice President for Academic and Student Affairs in consultation with the Chairs of all Divisions.
2. If a student is found responsible for academic dishonesty, the Chair or Vice President for Academic and Student Affairs may not change any grade penalty for a course, as long as it is within the guidelines of the course outline.
3. Students may not use the determination of academic dishonesty as a basis for appealing a final grade to the Committee on the Standing of Students and Academic Appeal.

### **ATTENDANCE POLICY**

Individual instructors will institute attendance policies for their classes that address maximum permissible absences, arriving late, and leaving early from class. Attendance policies must be included in all course outlines. Students who miss the first lecture or lab class meeting and are not present at the second lecture or lab class meeting may be withdrawn from the course if the course is full and there are one or more other students waiting to register for the course.

### **AUDITING A COURSE**

Any individual may opt to audit a course. A student who audits a course will not receive college credit for it, yet may, at his or her discretion, participate in class discussions and other activities and/or present examinations and other papers to be reviewed by the instructor. If a student chooses to take an active part in the class, he or she should accept the prescribed discipline of attendance and outside preparation. No student will be permitted to change from audit to credit or from credit to audit after the time to add a course.

Fees for auditing a course will be computed on the same basis as if the course was taken for credit. An audited course will not count toward the number of credits required to establish status as a full-time student for financial aid purposes. However, if the audited course raises the student's load to over 18 credits, overload permission is required.

### **COLLEGE CREDIT BY EXAMINATION**

In accordance with the SUNY Policy on Award of Academic Credit by Evaluation dated July 23, 1976, students in attendance at SUNY Sullivan or prospective students planning to enter the college may receive academic credit by taking published and/or college-constructed subject examinations. Students at the college may apply not more than thirty (30) credit hours earned through published and/or college-constructed subject examinations or by evaluation toward the fulfillment of graduation requirements. All courses which offer credit by examination require a "C" or better to pass. A maximum of nine (9) credits may be allowed for College Proficiency Examinations.

The student may select the College Proficiency Examination of the State of New York, the College Level Examination Program of the College Board, or Advanced Placement Courses given during the senior year of high school, or College-constructed examinations offered by each division. Courses which cannot be challenged by examination are specified by each division.

	Type of Program	Minimum Performance Level
1	College Level Examination Program of the College Board (subject examination)	Mean score to be determined/obtained by performance from the standardized group who earn a "C" in a formal course
2	College Proficiency Examination of SUNY	Performance at a grade level of "C" or better



3	Advanced Placement Program (given during the senior year of high school)	A score of three (3) or higher
4	College-constructed examinations (subject examinations)	Performance at a grade level of "C" or better

Students planning to attend the college should have their test scores submitted along with other credentials as required by the Admissions Office. Students already enrolled at the college must secure approval from the Director of Registration Services before taking any of the examinations if they plan to use the examination for credit at this college.

Credits earned in this manner will be treated as transfer credits with respect to students' records. The student's grade point average will not be affected. College records will indicate that credit was awarded on the basis of scores and the college will grant credit where appropriate. Applications for credit should be submitted to the Director of Registration Services, who, together with a designee of the Vice President for Academic and Student Affairs, will consider each application individually.

A course that is successfully challenged on a college-constructed examination shall serve to satisfy a specific requirement with credit granted. In cases where the subject matter covered by the published examination parallels a required course, credit and exemption may be granted. In other cases the college may grant elective credit. This is done in consultation with the Vice President for Academic and Student Affairs, the Director of Registration Services, the division chairperson and the subject coordinator. The student's grade point average will not be affected.

Credit granted by other institutions and presented for transfer credit at this college will be received by the Director of Registration Services on an individual basis. The college will apply the same policies to transfer of credit earned by evaluation that are used to evaluate transfer of credit through standard instructional methods.

The Vice President for Academic and Student Affairs is the campus coordinator for all credit-by-evaluation activities. Interested students must petition the Vice President for Academic and Student Affairs in writing.

Application for credit should be submitted to the Director of Registration Services, who, together with the campus coordinator or the coordinator's designee, will consider each application individually.

Students taking a published or a college-constructed subject examination are required to pay a fee of \$125 for each college-constructed examination if the student is not enrolled in full-time study.

SUNY Sullivan participates in the American Council on Education (ACE) Cooperating Colleges Network, participates in the college Credit Recommendation Service (CREDIT), is a member of the Serviceman's Opportunity College (SOC), and works with the Defense Activity for Non-Traditional Education Support (DANTES) to assist military members with college degree completion. Under these programs, a maximum of fifteen (15) credits may be awarded for evaluation of nontraditional activities, military, and corporate training for college credit. Courses earned for college credit by military personnel will be evaluated as transfer courses.

A student intending to challenge a course must register for that course. If part-time, the student must pay tuition for the course. If full-time, then there is no additional charge to the student. If successfully challenged, the part-time student will be refunded 50% of the tuition paid. Full-time students will receive no refund, but may enroll in another course during that semester if their schedule permits.

### **CREDIT FOR LIFE EXPERIENCE**

SUNY Sullivan students may earn academic credit based on life/work experience. To be eligible, students must 1) pay the \$125 evaluation fee (waived if student is full-time), and 2) submit a written request for credit and a written account of the experience, including a complete description of the activities and documented supervision. Separate letters of documentation from supervisors familiar with the experience are required. Upon successful completion, the division chairperson will authorize granting of appropriate credit(s), subject to the approval of the Vice President for Academic and Student Affairs.

### **COMMENCEMENT ELIGIBILITY**

Students planning to graduate are responsible for maintaining an appropriate course load and completing degree requirements in time to be eligible for their targeted graduation. SUNY Sullivan grants degrees at the end of each summer, fall, and spring term, and offers commencement (the graduation ceremony) each May. All graduates for the year are listed in the May program.

When students register for what they expect is their final term of study, they are expected to file an application to graduate. The application triggers a review of the student's academic record to determine whether or not it is possible for the student to complete degree requirements by the end of that term. Students whose records indicate they are on schedule to graduate by the end of the term for which they have applied are invited to the next scheduled graduation ceremony.

Only those students whose academic records indicate that they can satisfy degree requirements by the end of the term for which they have filed an application to graduate will be permitted to participate in the commencement ceremony for that term. Students whose records indicate that degree requirements cannot be completed by the end of the term will have to wait for a later ceremony and reapply for graduation at the appropriate time. Requests for exceptions to this policy will be reviewed by the Office of the Vice President for Academic and Student Affairs.

### **COURSE LOAD FOR STUDENTS**

Students wishing to register for 19 or more credits must have the approval of the Chair of the Division of their program. Students may not register for more than 21 credits in a semester. Students may not receive overload approval if they do not have a grade point average of at least 3.0. Students may not receive overload approval until they have completed 15 credits of study. No exceptions to this overload policy can be made without the approval of the Vice President for Academic and Student Affairs.

### **COURSE REPEAT POLICY**

The repeated course policy is as follows:

1. Any course may be repeated.
2. Only the highest valid grade (A-F, excluding W) counts in the career GPA.
3. No repeated courses or grades are removed from the transcript.
4. The student understands the impact of a repeated course on financial aid and academic standing.

This policy takes effect fall 2016 for all currently enrolled students. Any student who was enrolled in prior terms should contact the Office of the Vice President for Academic and Student Affairs to request it be applied retroactively.

### **COURSE WITHDRAWAL**

The deadline for withdrawing from a course with a grade of "W" is the last day of the 10th week of the semester or, for courses that do not run for 15 weeks, the equivalent of the 10th week of the course. A student who wishes to withdraw from a course for a valid reason should pick up a "Drop, Add and Withdrawal" form at the Office of Registration Services or print one from the college website. This form must be signed by the student's advisor and the instructor of the course who adds the student's last date of attendance. The student returns the signed form to the Registration Services Office.

### **CURRICULUM CHANGES**

Students who wish to change their program of study ("major") should consult their advisor and then obtain the written notice of curriculum change from the Director of the Learning Center. The student is then assigned a new advisor, if needed.

### **DEVELOPMENTAL COURSES**

SUNY Sullivan provides developmental courses for students who need to improve their skills in writing, reading, or mathematics. Developmental courses are credit-equivalent; they receive credit toward full-time enrollment and financial aid only. Courses that earn equivalent credits do not satisfy graduation requirements. Enrollment in developmental courses may require an extra semester to accomplish graduation requirements.

All students who are admitted to full-time study are screened by the Admissions Office. When testing is required, students must contact the Learning Center to make an appointment to take the test(s). Students who fall below local norms in reading, writing, or mathematics are required to enroll in developmental courses designed to assist in the development of college level skills. Verification of placement and further diagnostic information are obtained for each student during the first week of classes so that changes in placement can be made if appropriate.

### **DEVELOPMENTAL COURSES AND GRADE POINT AVERAGE (GPA)**

Developmental courses are designed to help students reach levels of proficiency necessary for success in freshman level courses. Additional academic support, including free tutoring, is provided. Students make the transition from developmental courses to courses in their academic programs with the guidance of an advisor.

Developmental courses are not factored into a student's GPA, nor do they count as attempted, or earned credits towards graduation.

## GRADE POINT AVERAGES (GPA)

The GPA or grade point average represents a measure of the quality of a student's academic performance either for a specific semester, defined as the term GPA, or over the entirety of a student's academic career at a college, known as the cumulative GPA.

To calculate the term GPA: 1) find the grade point number assigned to each letter grade as shown in the Grading System section; 2) multiply the grade point number equivalent to the letter grade received in each course by the number of credit hours for the course to obtain the total quality points for each course; 3) divide the sum of the quality points received in all courses by the total number of credit hours; 4) round to the nearest hundredth. The result equals the student's term GPA for the semester.

Example:      Fall 2014

Course	Credit Hours	Letter Grade	Grade Points	Total Quality Points
ENG 1001	3	A	4.00	12.00
SCI 1124	4	C+	2.33	9.32
MAT 1301	4	B	3.00	12.00
PSY 1500	3	D	1.00	3.00
PED 1126	1	F	0.00	0.00
IAS 1005	2	A-	3.67	7.34
<b>TOTAL</b>	<b>17</b>			<b>43.66</b>

<b>Term GPA = 43.66/17 = 2.57</b>
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To calculate the cumulative GPA, include all credit work completed by the student over all semesters at the college and divide the total quality points by the total credit hours. In the event a course is repeated, the last valid grade with the exception of "W" counts in the cumulative GPA. Once the student has earned 45 or more credits, developmental courses will not be counted in the career/cumulative GPA. (Developmental courses are not included when computing a GPA for graduation.)

## GRADING SYSTEM

Grade	Quality	Grade Points	Numerical Equivalent*
A	Excellent	4.00	93-100
A-		3.67	90-92
B+		3.33	87-89
B	Good/Above Average	3.00	83-86
B-		2.67	80-82
C+		2.33	77-79
C	Satisfactory/Average	2.00	73-76
C-	Grades of C- and below generally do not transfer to other institutions.	1.67	70-72
D+		1.33	67-69
D		1.00	63-66
D-	Minimum passing.	0.67	60-62
F	Failing	0.00	0-59

P	Pass: indicates that a student has successfully completed a course. May only be given in a course in which it has been judged by the Vice President for Academic and Student Affairs to be a more appropriate grade than the A-D letter grade. This grade is not computed in the cumulative average, but is given credit towards graduation.		
I	Incomplete: a grade of 'Incomplete,' which is a temporary grade, may be given to a student who, due to extenuating circumstances, cannot complete a course in which he or she is enrolled. An incomplete form must be initiated prior to the end of the semester using the designated college form available online either by the faculty member or student. In either case, the student may need to document the particular circumstances to the instructor's satisfaction. The appropriate Division Chair must approve the request before an Incomplete may be posted. The student must complete all outstanding course requirements on a schedule and date set by the instructor, but no later than the end of week ten of the following semester. If the student does not complete the outstanding requirements by the deadline, and the instructor does not submit a change of grade, the grade of F will be assigned and registered on the student's transcript.		
W	Withdrawn: The student must be officially withdrawn from a course before the end of the tenth (10th) week. a. Students may withdraw from a full semester (15 weeks) course at any time before the end of the tenth (10th) week. b. An instructor may withdraw a student from a full semester (15 weeks) course for violation of attendance policies as stated in the course outline at any time before the end of the tenth week. c. In a course that runs for more or less than 15 weeks, the course may be dropped on or before the equivalent of ten (10) weeks of class meetings. The exact date will be included in the course outline. d. No "W" grade may be issued after the last day of the tenth (10th) week or its equivalent, except for extenuating circumstances, and then, only with the approval of the Division Chair.		
AU	Audit. No grade given.		
DV	<i>A grade for a developmental course counted in the student's GPA.</i>		
DZ	<i>A grade for a developmental course not counted in the GPA after the student has earned 45 credits.</i>		

\* All percentage grades should be rounded to the nearest whole number.

## GRADUATION REQUIREMENTS

A minimum overall cumulative average of 2.0 is required for graduation. This applies to both a degree and a certificate. Degrees and certificates are awarded to students who complete a recommended program of study at the college, and who have met other requirements for graduation. Completion of a degree program includes the following:

- Admission as a matriculated student, and
- Completion of all required and elective courses in a program of study, and
- Completion of the residency requirement in that 50% (25% for military under Servicemembers' Opportunity College with a waiver from the Office of the Vice President of Academic and Student Affairs) of the credits required for the degree or certificate were awarded by SUNY Sullivan "in residence" as SUNY Sullivan on-seat or online courses, and
- Satisfaction of the math competency, and
- An overall GPA of 2.0 or higher, and
- Absence of an imposed or pending disciplinary action that expires after graduation (students in this situation may apply for completion of a degree after the sanction expires)

Students are subject to the requirements in effect at the time they enter the college, however, if the student takes more than the normal length of time to complete the requirements and these are changed in the interim, the Vice President for Academic and Student Affairs will determine which requirements apply.

Regarding the possibility that requirements for a degree may change before a student completes their degree program, the following will generally apply:

- A student who maintains ongoing registration each semester (excluding summer) may choose either the degree requirements in effect at admission OR the revised requirements.
- If a course is no longer offered in an old but “active” plan, the student must apply to have a substitute course fulfill the requirement.
- If a student does not maintain ongoing registration and is readmitted to study, the degree requirements in effect at the time of readmission will apply for graduation.

A student may petition for waiver of a requirement or to substitute one course for another. The petition should be addressed to the chairperson of the division (of the program) in which the student is enrolled and sent by that chairperson to the chairperson or chairpersons of the division(s) that are responsible for teaching the course(s) concerned. The petition with the recommendations of the division chairpersons will be sent to the Vice President for Academic and Student Affairs for approval.

It is the responsibility of the student to see that requirements are met. **The Director of Registration Services** has the responsibility to certify that a student has met graduation requirements. Students participating in the annual May commencement include those who earned their degree the previous summer and fall semesters plus those who will qualify upon successful completion of spring semester courses.

Students who wish to purchase a cap and gown and order a degree certificate may do so by paying a \$40.00 graduation fee to the Faculty-Student Association.

## **GUIDELINES FOR AWARDING A SECOND DEGREE**

SUNY Sullivan students may apply all applicable courses toward an additional degree in a field of study different from previously earned degree(s). Additional degree(s) may be undertaken concurrently or consecutively. At least 15 credits of additional course work in the new major are required for any additional degree.

Request for Additional Degree(s):

- Students must request approval to earn an additional degree(s) by submitting a Request for Additional Degree(s) form to the Learning Center, where the Director and/or Division Chairpersons will review for 15 new credits in the additional degree. If requests are approved, the Financial Aid Department will be notified of the course requirements for the new degree. Requests will not be approved if the student does not need 15 new credits for the additional degree.
- SUNY Sullivan graduates returning for another degree must re-apply for admission to the college through the Admissions Office, and be readmitted and approved under their new program of study. This includes students who graduate and return the following semester.
- Important Note: Students in their last semester who need less than 12 credits (part-time) to graduate will not be automatically approved for an additional degree for financial aid purposes. Students who wish to continue on for a four-year degree may find they will run out of aid before completing a Bachelor's degree.
- The Director of Financial Aid may consider approving aid if there are cases where a student can document how an additional major will fit in his/her plans for a four-year degree or actually how he/she will graduate with this additional degree from SUNY Sullivan. Students will be required to file an academic plan for completion of the new degree.
- Students who have attempted more than 81 credits must complete their current degree before they can pursue an additional degree. After earning a degree, these students can only pursue one major at a time; any deviation prior to graduating will result in the student being placed on Unsatisfactory Progress (UP), resulting in a loss of federal financial aid.

## **HONORS**

Outstanding scholastic achievement is recognized by the completion of an Honor List at the end of each semester. Any full time student taking 12 or more credits, excluding credits of Developmental courses, who achieves a semester average of 3.25 to 3.74, with no grades of "F," "I," or "X" in any course, will be placed on the **Dean's List**.

Any full-time student meeting the requirements of the Dean's List (above) and achieving a semester average of 3.75 or higher will be placed on the **President's List**.

Part-time students who qualify in terms of total credits and academic average may be placed on the Dean's and/or President's List upon application. These honors are noted on the student's permanent record. These policies are administered by the Vice President for Academic and Student Affairs.

## **GRADUATION WITH HONORS**

A graduate whose cumulative average is between 3.25-3.74 will be graduated with "Honors." A graduate whose cumulative average is 3.75 or higher will graduate with "High Honors." The diploma will include the designation.

## **MATHEMATICAL COMPETENCY**

As part of the graduation requirements for the Associate's Degree or a Certificate, students at SUNY Sullivan must demonstrate mathematical competency at a basic algebra level or higher. Any one of the following measures of mathematical competency will satisfy this requirement:

- 1) Grade of C- or better in DMA 0995 Basic Algebra, BUS 1101 Business Mathematics, or a course with the MAT prefix.
- 2) Grade of C or better in a mathematics course at another college, provided the course is accepted by SUNY Sullivan as equivalent to DMA 0995 Basic Algebra, BUS 1101 Business Mathematics, or a course with a MAT prefix
- 3) 75% or higher on any New York State Regents exam in mathematics
- 4) 450 or higher on the math part of the SAT
- 5) 19 or higher on the math part of the ACT
- 6) 70% or higher on a basic algebra test administered by SUNY Sullivan

Students who score lower than 70% on the basic algebra test administered by SUNY Sullivan will be required to take a basic arithmetic test.

Students who score lower than 70% on the basic algebra test and lower than 48% on the arithmetic test are required to take DMA 0902 Basic Arithmetic first, and then DMA 0995 Basic Algebra.

Students who score lower than 70% on the basic algebra test and in the 48-69% range on the basic arithmetic test are eligible to take DMA 0904 Review of Basic Arithmetic and DMA 0995 Basic Algebra in the same semester.

Alternatively, students may choose to take DMA 0902, then DMA 0995 the following semester.

Students who score lower than 70% on the basic algebra test but 70% or higher on the basic arithmetic test are required to take DMA 0995 Basic Algebra their first semester.

Students must earn at least a C- grade in DMA 0902 in order to move on to DMA 0995 Basic Algebra. Students earning a grade lower than C- in DMA 0902 must take DMA 0902 again, until they earn at least a C- in that course. Students must earn at least a C- in DMA 0995 Basic Algebra in order to satisfy mathematical competency and move on to higher level mathematics courses.

BUS 1101 Business Mathematics may be substituted for DMA 0995 Basic Algebra for students whose major requires BUS 1101.

Students who have not yet demonstrated mathematical competency are required to take the appropriate DMA course(s) each semester they are enrolled until they do satisfy this requirement.

## **PLACEMENT TEST: SCREENING AND COURSE PLACEMENT POLICY**

The Admissions Office screens student applications and transcripts for appropriate mathematics and English placements. If a student is required to take the math placement exam, a standardized exam is administered on a computer in the Learning Center. English placement is determined via a written essay. Students who score below college level are required to register for the appropriate developmental education courses in math or English.

## **PREREQUISITE REQUIREMENTS**

The purpose of a prerequisite course is to provide a student with a good foundation for a subsequent course. On occasion, a student may have sufficient knowledge to waive this requirement. The waiver of a prerequisite for any course requires the approval of the appropriate division chairperson and the Vice President for Academic and Student Affairs.

## **RESIDENCE INFORMATION AND PROCEDURES**

Community Colleges of the State University of New York are financed by a plan which divides the cost of education among the State of New York, the county of residence of the student, and student tuition and fees. This complex financial structure mandates that students carefully adhere to the requirements and procedures stated below.

New York State law requires every student who is a New York State resident to file a Certificate of Residence with the college each academic year. The academic year is defined as September 1 to August 31, or any portion of attendance within that year. For the Fall Semester, the certificate must be sent after July 1.

Application forms for the Certificate of Residence are available at the Student Billing Office or on the college's website at [www.sunysullivan.edu](http://www.sunysullivan.edu). The application must be completed and notarized and then sent or brought to the County Treasurer's Office in the county of residence. The Treasurer will then forward the completed Certificate of Residence to the college or directly to the student for return to the college. Students failing to file the Certificate of Residence with the college at the time of registration will have to pay "New York State Residents without a Certificate" tuition as specified in the fee schedule.

New York State Education Law, Section 6301, paragraph 4, defines a New York State resident as: "A person who has resided in the State for a period of at least one year, in the county, city, town, intermediate school district or school district, as the case may be, for a period of at least six (6) months, both immediately preceding the date of such person's registration in a community college, or, for the purposes of Section 6305 of this chapter, his or her application for a Certificate of Residence." **Effective July 1, 1986, resident tuition rates apply to spouses and dependents of members of the Armed Forces of the US stationed in New York State on full-time active duty.**

The legal residence of a college student is presumed to be the residence of the parents or guardian or any other permanent residence prior to the student's enrollment at the college. If the parents are not legal residents of Sullivan County or New York State, the student is not a legal resident. Residence is not gained or lost by attending college and such attendance does not change a student's legal residence. A student who is over 21 years of age, or married, or working full-time in Sullivan County or New York State for over one year, may establish his or her own residence.

### **TRANSFER CREDIT FOR COURSES COMPLETED AT ANOTHER COLLEGE**

Students must obtain permission from the Vice President for Academic and Student Affairs for any course which they wish to take at another college or university. A minimum grade of "C" is required for acceptance of any transfer credit. SUNY Sullivan may not accept a transfer course taken without approval. A Request to Take a Course at Another Institution form can be obtained from the student's advisor.

### **Important Information Regarding Transfer Science Courses:**

The following courses\* will not be accepted for transfer at SUNY Sullivan unless they have an onsite laboratory component, except with permission of the Division Chair.

- All Anatomy & Physiology courses
- All Chemistry courses
- Field Biology
- Introduction to Biology I
- Introduction to Biology II
- Human Biology
- Microbiology
- Principles of Biology I
- Principles of Biology II
- All Physics courses

The set of skills that students must learn in the lab components of these courses is just not possible to do in an online environment. Lab kits, which are often also used in online labs, are typically only minimally better than purely online labs, but still fail to properly prepare students how to work and function in a real laboratory environment. These are skills that are central to the courses listed.

\* Course titles are subject to change.

### **TRANSFER TO OTHER INSTITUTIONS**

It is the student's responsibility to give careful consideration to the requirements of the college to which he or she plans to transfer. It should be kept in mind that the acceptance of transfer credits by other colleges depends upon the degree of similarity between the two programs, the student's individual record and requirements of the college to which he or she applies. The college will advise students who wish to transfer to another institution. Students are encouraged to meet with their advisor to facilitate the transfer process.

## **WITHDRAWAL FROM THE COLLEGE**

Students are required to withdraw from the college through established procedures. Failure to withdraw properly may lead to forfeiting the opportunity to continue college attendance in the future. While classes are in session students must initiate the procedure at the Learning Center. It is recommended that a student contemplating withdrawal after the start of classes should first consult the Learning Center staff before initiating the withdrawal process. Prior to the start of class students should begin at Registration Services.

The retention counselor will notify all appropriate offices of a withdrawal, including the Office of Registration Services, Financial Aid/Student Billing, and the student's instructors and advisors. There is no fee to withdraw correctly from the college.

## **WITHDRAWAL BY THE COLLEGE**

A college community has the responsibility of establishing guidelines to facilitate the individual growth and development of each student. Accordingly, when it is judged by the Director of the Learning Center and the Dean of Student Development Services that a particular student is not in a position to benefit from his or her enrollment because of certain personal problems, the college has the obligation to withhold permission to pursue academic studies at the college. Such students shall be withdrawn from the college by the Director of the Learning Center with the approval of the Dean of Student Development Services.

## **WITHDRAWAL FOR MILITARY SERVICE**

A student who enters military service while attending SUNY Sullivan, and is thereby unable to finish his or her academic work, will receive a grade of "W" in each of his or her incomplete courses. A copy of enlistment papers or military orders must be filed with the Office of Registration Services.

## **WITHDRAWAL FROM A COURSE: SEE GRADING SYSTEM**

### **STUDENT SERVICES**

SUNY Sullivan offers a comprehensive program of student services designed to develop student potential. The student services are organized to complement the educational experience at the college in an effort to involve students in planning, exploring, and providing experiences which assist in the achievement of intellectual and social maturity. Coordination of services and activities is provided through the office of the Dean of Student Development Services.

## **ALUMNI ASSOCIATION**

All graduates of the one-year and two-year programs at SUNY Sullivan automatically become members of the Alumni Association. The association strongly encourages and invites active participation and support from all graduates, and welcomes visits to the campus at any time. The Alumni Association does not receive funds from the Faculty Student Association, but has established a fund supported by contributions from the alumni.

## **ATHLETICS**

Recognizing the importance of athletics in a small college educational program, SUNY Sullivan offers a variety of intercollegiate and intramural sports. The college fields teams for women in volleyball, golf, cross country, basketball and softball; for men in golf, cross country, baseball, and basketball. The squads compete against teams representing community colleges in the tri-state area, and subscribe to the rules and regulations of the National Junior College Athletic Association.

SUNY Sullivan has intramural programs during the day and evening hours involving coeducational volleyball, men's basketball, soccer, flag football, weightlifting, racquetball, and other sports in which students display an interest. Participants may sign up as individuals or as teams.

The Paul Gerry Field House provides facilities for free recreation seven days per week. Students regularly engage in basketball, volleyball, aerobic training, and weight training.

## **BOOKSTORE**

The independently-operated College Bookstore seeks to meet the needs of the college community. It is open Monday through Friday with additional hours during the first week of each semester. A comprehensive stock of all required textbooks and materials is available. The Bookstore maintains a large assortment of school supplies, college-imprinted sportswear and gift items, in addition to current and relevant paperback books. Discount bus



tickets are also available. The Bookstore will accept checks in the amount of the purchase, but does not maintain a check-cashing service. The College Bookstore is located on the lower floor of Building H.

## **DEPARTMENT OF LEARNING AND STUDENT DEVELOPMENT SERVICES**

The Department of Learning and Student Development Services, also known as the “Learning Center,” is located on the 2nd floor of the Library, E building. The Center provides a variety of support services including placement testing, personal counseling, academic advising, services for students with disabilities, various workshops, a computer lab, etc. Services are FREE and confidential! Appointments are highly recommended although we accommodate walk-ins as well.

The Learning Commons is located next to the Learning Center and is where all tutoring takes place (this is a free service for all SUNY Sullivan students). This is a shared space where students can also study, work with other students, use a computer, etc. The Learning Commons provides tutorial services. Tutorial services are provided to students attending SUNY Sullivan; free of charge, through the department of learning and student development. A staff of approximately 20 professional and peer tutors offer academic assistance to individuals and groups in subject areas including English, math, computers, social science, natural science, and career/technical courses of study among others. These services are offered Monday – Friday from September – May. Some evening hours are available and appointments are encouraged. The department also offers several free workshops throughout each semester to help students with their academic and personal success.

For more information; contact Eileen Howell at ext. 4328 or email the Learning Commons at [learningcommons@sunysullivan.edu](mailto:learningcommons@sunysullivan.edu).

## **SERVICES FOR STUDENTS WITH DISABILITIES**

It is the responsibility of the student with a disability to contact the Learning Center in order to initiate the process of accessing services. Self-disclosure is voluntary. Each student requesting services must provide the Center with any documentation that establishes the existence of a disability and supports the accommodations requested. Accommodations are not automatic, but are provided on an individual basis after review of evaluations and consultation with the student.

The college’s facilities are accessible to students with disabilities. SUNY Sullivan does not discriminate on the basis of handicaps in its admissions, educational programs and activities in compliance with Section 504 of the Rehabilitation Act of 1973, Services for Students with Disabilities. The Department of Learning and Student Development is a NY State Voter Registration site.

## **CLUBS**

Student Clubs and Organizations give students a chance to practice vital leadership skills and explore their passions. To that end, SUNY Sullivan is home to over 15 student clubs and organizations. Student organizations include, but are not limited to:

- Anime and Manga Club
- Barbell Club
- Cheer Team
- Computer Club
- Criminal Justice Club
- GSA (Gay Straight Alliance)
- Nursing Club
- Performing Arts Club
- Phi Theta Kappa
- Photography Club
- Psychology Club
- Respiratory Care Club
- SEEDS (Sustainability Energy and Environmental Design Society)
- Sigma Alpha Pi (National Society of Leadership and Success)
- Sigma Gamma Theta (Step Team)
- Tabletop Games
- Unplugged Cru
- Young Democrats

If you do not see a club here that interests you, you are welcome (and encouraged) to start your own club. In order to start a club, you must complete a club charter with five founding members and a faculty/staff advisor. For more information on how to start a club, stop by the Student Activities Office.

## **COMMUNICATION**

Students should read the weekly news bulletin (*the Projector*, online), check bulletin boards, and email. Students may also check the SUNY Sullivan web page [www.sunysullivan.edu](http://www.sunysullivan.edu). Student packages sent to the college address can be collected in the mail room in H042.

## **COMPUTER LABORATORIES**

The college provides open computer laboratories for academic purposes. These facilities are available during the day as well as evenings and weekends during the semester. All students are provided internet access and an e-mail account for use in pursuing their studies. All college computer facilities are governed by the Computer and Network Acceptable Use Policy, which each user must accept prior to accessing the facilities.

## **DINING SERVICES**

Dining services are managed by Chartwells, a division of Compass Group, a worldwide leader providing excellent service. Chartwells works closely with the college administration, food users committees, and students to provide a variety of menu options, personalized service and pleasant dining experiences. Hours of operation during the semester are: Monday-Thursday, 7:30 a.m. to 8:00 p.m., Friday, 7:30 a.m. to 7:30 p.m.; Saturday and Sunday, 10:30 a.m. to 7:30 p.m.

## **DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act of 1974, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the college to comply with the act. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Dean of Student Development Services.

SUNY Sullivan designates the following categories of student information as public or "Directory Information." Such information may be disclosed by the institution for any purpose at its discretion:

- Name, address, dates of attendance
- Major field(s) of study
- Awards and honors (includes President's and Dean's Lists)
- Degree(s) conferred
- Past and present participation in officially recognized sports and activities
- Pertinent physical attributes of athletes (height and weight)

Currently enrolled students may withhold disclosure of information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, forms are available in the Dean of Student Development Services Office in Harold L Gold Founders' Hall (the upper J Building). If this form is not received by the college by the first week of classes, it will be assumed that directory information may be disclosed for the remainder of the current academic year. A new form for non-disclosure must be completed each academic year.

Students' right of privacy may be considered waived under the following circumstances:

- Circumstances and results of disciplinary actions involving drug or alcohol violations may be revealed to parents (at the sole discretion of the college).
- Results of disciplinary action taken against a student to the victims of sexual harassment or assault.
- Parents of students under age 21 may receive additional access to student records if they make a request in writing to the Dean of Student Development Services. Copies of the previous year's IRS 1040 Form showing the student is claimed as a dependent must accompany the letter.

## **HEALTH SERVICES**

Student Health Services, located on the lower level of Statler Hall (Room H012), is staffed by the college nurse and a full time secretary. The office is open Monday through Friday from 8:00 a.m. to 1:00 p.m. and 2:00 p.m. to 4:00 p.m.

All injuries sustained by students **MUST** be reported to the college nurse. For medical emergencies sustained off-campus or outside the regular health service hours, students must call 911 to contact the ambulance service as well as the Office of Public Safety.

It is **MANDATORY** for all students registered for six (6) or more credits to present proof of immunizations (two MMRs - Measles, Mumps, Rubella) to comply with the New York State Public Health Law #2165. Anyone born prior to January 1, 1957, is exempt from this requirement. In addition, **ALL** students, regardless of date of birth, must read the Meningitis Information Sheet and sign the Meningitis Response form. This is a requirement for all college students in New York State.

## HOUSING FOR STUDENTS

The college encourages students to make a thoughtful selection of accommodations. A residence facility is available adjacent to campus. Information about the Lazarus I Levine Residence Hall and Eco Green Town Houses may be obtained by dialing (845) 436-4890. Additional off campus housing options may be available when there is an overflow at Lazarus I Levine and/or Eco Green Townhouses.

It is suggested that you look them over very carefully and be selective. The college does not inspect these accommodations nor should the conveyance of information to our students be taken as approval of the property, direct or implied. Also, be mindful of official-looking signs and leaflets that claim a relationship with the college. The college cannot assume responsibility for the nature of the property or rental agreements.

Misunderstanding can be prevented if the student and the landlord have clear expectations of their respective responsibilities. The landlord and the student should complete a Room Condition Checklist to attest to the condition of the room or the apartment at the time of rental. Please be aware that most leases are for two semesters. Each township has a housing inspector:

Fallsburg: 845-434-8810  
Thompson: 845-794-2500  
Liberty: 845-292-8511

## LIBRARY SERVICES

The Herman Memorial Library, the largest library in Sullivan County, is located in the E Building at the center of campus. With a wealth of information resources, fifteen Internet workstations, and a dedicated staff that is committed to helping students, the library is at the center of our students' academic success as well.

The collections of the Hermann Memorial Library include more than 51,000 books, 344,000 e-books, 110 paper journal subscriptions, 52,000 e-journals in 189 open access and subscription databases, as well as streaming digital videos and images from a variety of sources. All of the library's online databases, electronic journals, e-books, and streaming videos are accessible to library users from on site and off campus via the library's web page.

The circulating collections of other SUNY libraries are also available to Sullivan students through SUNY's *Open Access* program. This SUNY-wide agreement allows our students to borrow directly in person from other SUNY libraries as well as to obtain their materials through interlibrary loan. Resources from SUNY libraries are identified through *IDS Search* or the *SUNY Union Catalog* which holds descriptions of over 18 million volumes held by the 64 SUNY institutions. Materials from outside the SUNY system may also be borrowed through interlibrary loan from most OCLC member libraries. Such resources are identified using the *WorldCat* union catalog.

Students can place and track requests for books and journal articles from other libraries with a free *ILLiad* account. Full-text articles provided through *ILLiad* are generally accessible online or delivered via email within 48 hours. Moreover, SUNY libraries strive to deliver interlibrary loan books throughout the SUNY system within 72 hours from the time of the initial *ILLiad* request.

In order to teach students effective ways to find information and assist them with their academic research, librarians teach a variety of information literacy classes. All students at the college receive library instruction in their ENG 1001 course (mandatory for AA, AAS and AS programs) and in selected other courses by request from the teacher. Librarians are also available in person, as well as by telephone and e-mail, to provide reference assistance.

During the fall and spring semesters the library is open 8:30 a.m. to 8:30 p.m. on Mondays through Thursdays, 8:30 a.m. to 5:00 p.m. on Fridays, closed on Saturdays, and noon to 5:00 p.m. on Sundays. In the summer, the library is open 8:30 a.m. to 5:00 p.m. on Mondays through Thursdays and closed on Fridays, Saturdays and Sundays.

During the month of August, the library is open 8:30 a.m. to 5:00 p.m. Mondays through Fridays, closed Saturdays and Sundays.

### **SMOKING POLICY**

NY State law permits smoking outdoors 50 feet from building entranceways where it is not otherwise prohibited. The Office of Public Safety is authorized to inform individuals who smoke in other areas that they are violating College policy and the New York State Clean Indoor Air Act. Violations will be reported to appropriate state or county officials for enforcement.

### **CAMPUS ENVIRONMENT**

Students are expected to cooperate in maintaining a clean and pleasant environment on campus. The administration, faculty, and the student government share a mutual concern that the campus, both buildings and grounds, be kept in a condition which reflects a sense of pride in the college. Students are asked to cooperate with the educational mission by being quiet in hallways when classes or meetings are in session.

### **STUDENT ACTIVITIES OFFICE**

The mission of the Student Activities Department is to provide SUNY-Sullivan students with a wide variety of co-curricular experiences and opportunities through campus and community involvement; as a mean to supplement the academic experience and develop a responsible, global citizen.

The department of Student Activities (located in H122) has been charged with providing educational and social programming for the student body, operating and supervising the Kaplan Student Union, administering clubs and organizations, advising Student Government Association, and providing administrative support for the Student ID card program.

- Educational and Social Programming: The Student Activities Department provides various programs including off-campus trips, community service opportunity, leadership development, performances by comedians, musicians and entertainers, speakers and discussion panels covering trending topics, and social and educational movies series.
- Kaplan Student Union: The Kaplan Student Union is located in H120, across from the Benmosche Family Dining Hall. The Student Union houses a student lounge, pool room, the Student Leadership Center, the Student Government Office, and the Student Organization Office. The Student Union is also equipped with wireless internet, desktop computers, televisions, and a projector.
- Student ID cards: Every SUNY-Sullivan student is required to have a Student ID card. The presentation of this card can be requested by any college official at any time. Upon receiving your "Clearance Card" from the Student Billing Office, students can come up to the Student Activities Office to obtain their Student ID cards. The Student Activities Office is open each weekday from 8:30am to 4:30pm, with many additional evening hours.

### **STUDENT GOVERNMENT ASSOCIATION (SGA)**

The mission of the SGA is to provide stimulation of student interest in, and support for, those activities which contribute to cultural, social, and physical improvement. The Student Government Association (SGA) is body of leaders elected by students to represent them. Members of SGA approve student organization charters, delegate funds, assist in developing the programming calendar, represent student interest on various campus committees, and develop and recommend policy to the SUNY-Sullivan administration. In addition these duties, SGA members and students attend the SUNY Student Assembly Conference held in the Fall and Spring semesters.

### **STUDENT HANDBOOK**

The student personnel staff publishes the Student Handbook that contains valuable information for each student. The Handbook is available online at <http://www.sunysullivan.edu/student-services/StudentHandbook.pdf>. Copies may also be obtained in the Student Activities Office and on SUNY SULLIVAN's web-site at [www.sunysullivan.edu](http://www.sunysullivan.edu) under current students.

It is the responsibility of each student to obtain a copy and become familiar with the contents, since this handbook outlines academic procedures and regulations, student rights, the appeals process and other information regarding student life. **Note: The Student Code of Conduct is published separately and is available at the Student Activities Office (H122) or at the Dean of Student Development Services Office (J113), and on the college website.**

## **COMMUNITY SERVICES**

SUNY Sullivan prides itself on living up to its motto: your community, your college. In addition to offering an array of non-credit vocational courses and programs, the college works directly with a number of social and civic organizations by offering them the use of the campus and campus facilities. The college is particularly proud of its history of hosting local, divisional and regional athletic competitions.

The college takes an active role in promoting the campus as a venue for meetings, conferences and the visual and performing arts. Not only does the college play host to outside organizations, the college's calendar is filled, year-round, with events for people of all ages from its annual Craft Fair and Kite Festival to its Metropolitan Opera: Live in HD Series and the Fisher Film Festival.

### **Workforce and Professional Development**

The mission of SUNY Sullivan's Workforce and Professional Development program is to offer individuals and businesses education opportunities that contribute to business success and enhance career prospects.

Formerly under the Division of Workforce Development, Continuing Education and Lifelong Learning, Workforce and Professional Development is now a part of the Office of Planning, Human Resources and Facilities.

#### *Workforce Development*

Workforce Development courses are designed to meet the training needs of specific employers and/or to respond to demands of specific industry sectors. These programs strengthen the capabilities and competencies that contribute to an employer's competitive advantage.

Division staff works with employers to clearly articulate skills and workforce requirements, paying particular attention to those sectors and occupations that contribute to the economic success of the region. By aligning its program offerings to employers' workforce requirements, workforce development ensures that our students obtain the knowledge and skills required to succeed in the regional labor market. For example, healthcare and hospitality are two sectors that make an important contribution to the regional economy and for which the division has developed a variety of program offerings.

A significant portion of the workforce development activity is funded through SUNY Workforce Development grants. These grants enable the workforce development program to offer customized training to local employers. Between 2007 and 2014, SUNY Sullivan administered over \$474,000 in grant money for customized training, positively impacting over 4,197 jobs!

Program staff also works with regional business and economic development groups to develop and to offer programs that are of value to all employers. For example, a partnership with the Sullivan County Chamber of Commerce provides discounted online classes for Chamber members

#### *Professional Development*

The professional development component enables individuals to develop the skills needed to get started on a career path and/or undertake the ongoing learning critical to career success. These courses help individuals:

- Build the basic skills and career goals that establish a foundation for success
- Meet requirements for licensure or certification
- Stay current with technology or other changes impacting an occupation, profession or workplace

A significant portion of the current programming focuses on business, health and human services, and sustainability. The majority of our current courses are provided through a variety of on-line programs.

Whenever possible, programs are broken up into "chunks of learning" to facilitate the transition between levels of education, and between work and education. For example:

- "Prepare to Work in Human Services and Direct Support" is a career development course that provides a focused introduction to working in the residential care facilities that represent four of Sullivan County's largest employers;
- "Facility Manager Green Training and Implementation" provides working facility managers with the knowledge and skills needed to "green" their facilities.

The primary challenge of professional development is to identify occupational groups that require or will benefit from training programs. Program staff is committed to working with professional associations, unions and/or other occupational groups to develop and/or support appropriate learning opportunities. Utilizing SUNY Sullivan faculty, external providers, or simply opening the college's facilities to groups that have their own trainers provides the college visibility in the professional community and contributes to its mission.

The College for Educational Enrichment (CEE) deserves special mention. CEE has been in operation at SUNY Sullivan since 1979 (over 35 years!). The program provides educational opportunities for adults aged 18 and older who have been diagnosed with a developmental disability. Sullivan was one of the first colleges in the nation to provide such a program. CEE's success has been made possible through the cooperative efforts of New Hope Community, Crystal Run Village, The Center for Discovery, Sullivan ARC and the College. CEE serves over 350 students per year, and offers up to 18 courses per semester. Areas of study targeted in the curricula include academics, creative arts & leisure activities, personal development/independent life skills, vocational skills and liberal arts. Students who have completed ten courses receive a certificate of achievement and are eligible to walk at the SUNY Sullivan graduation ceremonies in May.

## 2016 – 2017 SUNY SULLIVAN CATALOG

### Part 2 - ADMISSIONS

#### ADMISSION CRITERIA

Students seeking admission to credit programs must have one of the following:

- A standard high school diploma from a regionally accredited high school or SED registered non-public high school.
- Completed the substantial equivalent of a four-year high school course of study, as certified by the Superintendent of Schools or comparable local chief school administrator
- A high school equivalency diploma (GED).
- Demonstrated competency in college credit postsecondary coursework, defined as any student who is applying for admission and who has received an associate's degree (A.A., A.S., A.A.S.) or higher from a regionally accredited institution of higher education.
- Have passed and completed all requirements for the following five NYS Regents Examinations: English, Mathematics, United States History and Government, Science, and Global History and Geography.
- Approval for Early Admission/High School Dual Enrollment.

International student admission information is provided under "Admissions Procedures" in this catalog section.

#### ADMISSION POLICIES

##### **Admission of Sullivan County Residents**

SUNY Sullivan has "open" admissions for all Sullivan County residents. Individuals must meet basic Admission Criteria listed above.

##### **Admission of Non-Sullivan County Residents**

Effective Fall 2013, Non-Sullivan County residents will be required to have a high school average of 70 or higher.

Alternatives for admission of an out-of-county student with less than an average of 70 include:

- Possessing a high school diploma and
  - Scoring 78 or higher on English Regents test and 75 or higher on Math Regents, or
  - Scoring on SAT: 480 English and 450 Math, or
  - Scoring in ACT: 19 English or 22 composite score
- OR, not having a high school diploma and
  - Passing a GED test

##### **Admission of Non-Sullivan County Residents, 23 or Older**

SUNY Sullivan has an "open" admission for all first time in college students (age 23 or older) not residing in Sullivan County, New York. Individuals must meet basic Admission Criteria listed in that section.

The College reserves the right to look at other admissions criteria for out-of-county students.

##### **Age Requirement**

Any student whose high school class has not yet graduated must also show proof of withdrawal from high school. Applicants who are under 16 years of age may attend summer sessions under the following conditions:

- The applicant must secure written approval from his/her local school; and
- The applicant must secure written approval from a parent or legal guardian.

Applicants under 16 years of age and not enrolled in a high school will not be admitted for fulltime study. Students under the age of 16 will be allowed to register for part-time study on a case-by-case basis. These students will need approval from the Vice President for Academic and Student Affairs.

## **Certificate of Residence**

A Certificate of Residence is required for all New York State Residents, verifying New York residency. Each student who is a New York State resident must supply this form annually. Students not supplying this form are subject to paying tuition at the higher out-of-state rate.

## **College/University Suspension or Criminal Felony Conviction**

Applicants are required to reveal any prior felony convictions as well as any suspension from a college or university for disciplinary reasons. With the applicant's permission, the conviction/suspension will be reviewed for the purpose of determining whether or not the applicant can be admitted and enrolled at the College.

## **Collection of Student Social Security Numbers**

Federal legislation relating to the Hope Tax Credit (Federal Registrar, June 16, 2000) requires that all postsecondary institutions report student Social Security numbers (SSNs) to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for institutions to collect the SSN of every student. A student may refuse to disclose his or her SSN to the college, but the IRS is then authorized to fine the student \$50. Refusal to disclose the SSN also may affect student's ability to receive financial aid and transfer coursework. SUNY Sullivan protects students' personal information. More information regarding the security of student records is listed in the Academic Policies section of this catalog.

## **Conditions for Admission**

At the point of application, students applying to take credit courses will receive Conditions for Admission information that outlines any outstanding requirements needed to complete the admissions process. All degree and certificate seeking students are required to have transcripts sent to SUNY Sullivan within one term or they may not register for subsequent terms.

All international student transcripts and commercial evaluations, if applicable, must be received before acceptance. Transcripts are required prior to enrollment for financial aid recipients.

Some programs have additional admissions requirements. Refer to the Areas of Study section (in this section), high school dual enrollment and early admission information (in this section), and international students information (in this section).

## **High School Concurrent Enrollment and Early Admission**

Concurrent enrollment and early admission are opportunities for students presently attending an accredited public or private high school to enroll in courses offered by SUNY Sullivan while concurrently enrolled in high school. Students taking early admission and concurrent enrollment courses are subject to the rules and regulations of SUNY Sullivan, as stated in this catalog and the student handbook.

At an institution of higher education, students are exposed to a learning environment that promotes an open exchange of ideas. Course content is presented on an adult level, and class discussions require a mature understanding of divergent viewpoints and the ability to think critically on controversial issues.

Early admission and concurrent enrollment students who receive a grade below a "C" may have difficulty in meeting future admissions, financial aid, and scholarship requirements at colleges and universities after high school graduation.

For advisement session dates, registration deadlines or other updated information on SUNY Sullivan early admission or concurrent enrollment, visit the college website.

To participate in early admission or concurrent enrollment, students are responsible for:

- Transportation to and from the College
- Written permission of both the high school guidance counselor and school principal
- Written permission of parent(s) or legal guardian

## **Minimum Requirements for Early Admission from High School**

High school seniors meeting all minimum requirements for early admission and who have passing placement test scores, upon written recommendation of their high school guidance counselor, may enroll at SUNY Sullivan either full or part time. Interested students should contact their high school guidance counselor or the Director of Admissions.

Credits earned during the early admission period may be used to satisfy graduation requirements from high school, with the high school determining how these credits are to be utilized. Continued participation in the early admission program



requires students to earn a GPA of 2.0 or higher. Grades earned will become part of students' permanent college transcripts.

### **High School Concurrent Enrollment**

Students who participate in the concurrent enrollment program take college courses at their local high school and receive college credits that may be used toward a college degree program. Grades earned will become part of students' permanent college transcripts.

### **Minimum Requirements**

All requirements must be completed prior to the deadlines established by the high school and SUNY Sullivan. To be eligible for participation in the Concurrent Enrollment Program, any Sullivan County student must:

- Submit a printed version of the SUNY Sullivan concurrent enrollment form either by mail or in person.
- Be approved by the high school principal/designee.
- Have parental permission.
- Satisfy all course prerequisites.

Obtain a Concurrent Enrollment Permission and Registration Form from the high school principal or his/her designee. A new Concurrent Enrollment Permission Form must be submitted for each term enrolled.

The following courses are NOT permitted:

- College preparatory courses
- Limited Access program courses.

### **Non-Discriminatory Policy**

SUNY Sullivan does not discriminate on the basis of race, color, creed, ethnicity, national origin, gender, gender identification, age, sexual orientation, marital or disability status in any of its educational programs or other programs and practices. Limited Access programs select students using a blind applicant pool and consider only the criteria outlined in each program's additional application information.

However, the College reserves the right to deny admission to applicants who fail to meet established academic and behavioral standards. Decision on admission rests with the Admission's Office. Applicants who are initially denied admission may appeal to the Admissions Appeals Committee.

If an applicant believes that he or she has been subject to discrimination during the application process, the applicant should submit concerns to:

Dean of Student Development Services  
SUNY Sullivan  
112 College Road  
Loch Sheldrake, NY 12759

Letters should include the applicant's name, Social Security number, address, phone numbers, and information relating to the complaint. The Dean will investigate the stated claim and provide a response in writing.

The College prohibits retaliation against any applicant who utilizes this complaint procedure regarding application processes. The applicant will be considered for any future programs for which he or she applies and is qualified.

### **Placement Testing**

SUNY Sullivan's student testing program is designed to assist students in making a smooth transition from earlier studies to their studies at Sullivan. Placement exams are required of select new students and must be taken prior to registration for first semester courses. These exams provide information to place students in appropriate courses that correspond to their levels of achievement. Normally, a placement exam may be taken only once.

- **Mathematics Placement**

Students are required to take this exam for placement unless they can furnish one of the following:

- New York State Regents Exam with a score of 75 or higher
- ACT Math with a score of 19 or higher
- SAT Math with a score of 450 or higher
- College Transfer credit of an equivalent math course with a grade of C or higher

- **English Placement**

Students are required to take this exam for placement unless they can furnish one of the following:

- New York State Regents Exam with a score of 78 or higher
- ACT English with a score of 17 or higher
- SAT Critical Reading (Verbal) with a score of 480 or higher
- College Transfer credit of an equivalent English course with a grade of C or higher

### **Release of Transcripts**

Upon admission, students authorize the College to release SUNY Sullivan transcripts to governmental, educational, and licensing agencies as appropriate. Transcript requests must be made in writing. Neither fax nor telephone requests will be honored. For additional information regarding the release of student records, refer to the Academic Policies section of this catalog.

Students may view their transcripts from other institutions but may not obtain a copy of the record, except by writing to request a copy from the institution from which the transcript originated.

## **ADMISSION PROCEDURES**

### **First-Time-In-College Students or Transfer Students**

#### **1. Application**

Submit an application. Fully complete the SUNY Sullivan application form online at [www.sunysullivan.edu/admissions](http://www.sunysullivan.edu/admissions) and forward it to the Admissions Office. Incomplete applications will not be accepted. Students falsifying applications or records are subject to immediate dismissal. There is no fee for the SUNY Sullivan application.

**Interested students can also complete the online SUNY application at: [www.suny.edu/student/oas/welcome.do](http://www.suny.edu/student/oas/welcome.do). Please note there is a \$50 fee for applying through SUNY.**

#### **2. Transcripts**

Transcripts are official records of coursework taken at educational institutions. All degree-seeking students and certificate-seeking students must submit transcripts within one term or they may not register for subsequent terms. Transcripts should be received by the Admissions Office prior to orientation and registration and must show graduation with a standard high school diploma or high school equivalency diploma. Applicants who have a General Education Development (GED) diploma must submit official transcripts from a state Department of Education. Transfer students must submit both official high school and college transcripts and should have college transcripts sent prior to registration to ensure proper advisement. Transfer students are encouraged to read information under "Transfer Students" in this catalog section.

3. To be considered official, transcripts either may be sent directly to SUNY Sullivan from the issuing institution or be hand-delivered in a sealed envelope sealed by the issuing institution.

All transcripts and documents received become property of the College and will not be copied or transmitted to third parties, except in accordance with state law.

Students with out-of-country high school transcripts must provide proof of high school graduation. Original records must be commercially evaluated. All transcripts from postsecondary institutions outside the United States must have a course-by-course commercial evaluation completed by an approved agency (listed online at [www.naces.org/members.htm](http://www.naces.org/members.htm) ).

#### **4. Placement Tests**

All students who enroll in credit courses and who have not furnished appropriate test scores from New York State Regents, ACT, or SAT before registration, must take the College Placement test for appropriate placement. Test scores are valid for two years from the date the test was taken.

Students whose native language is not English and who did not graduate from a U.S. high school are required to prove college-level English proficiency.

#### **5. Immunizations**

Pursuant to New York State Public Health Law # 2165, prior to registration, each student accepted for admission at SUNY Sullivan must submit a signed SUNY Sullivan Immunization Form. SUNY Sullivan requires documented proof of immunizations to Measles, Mumps and Rubella. In addition, pursuant to New York State Public Health Law # 2167 students must also provide documentation of vaccinations against Meningococcal Meningitis or provide a signed waiver to declined vaccination.

#### 6. **Orientation**

Orientation is required of all first-time-in-college, degree-seeking students. Orientation information and dates are mailed to all accepted students.

#### 7. **Acceptance of Students**

Upon completion of all forms and assuming eligibility, the applicant will receive Conditions for Admission information at the student portal (MySUNYSullivan). Limited or selected admission programs require a second step in the admission process. Any student falsifying application records will be subject to immediate dismissal without refund.

### **Non-Degree Status**

Students who have been admitted for credit course work may classify themselves as non-degree-seeking. (Credits will be granted for completed courses.) The non-degree status may be used only when it is not necessary for the student's previous academic records to be on file. Students may take up to 12 credit hours as a non-degree-seeking student, at which time students must be degree-seeking. The non-degree status shall not be used with degree-seeking, certificate-seeking students, students seeking any type of financial aid (Social Security, veteran benefits, federal grants, scholarships, etc.), or by international students on an F-1/M-1 visa. Non-degree-seeking students are not eligible for financial aid.

Non-degree-seeking students may be required to submit placement scores to register for certain courses. Please see the Course Listing section of this catalog, or speak with an academic advisor.

### **Readmitted Students**

A former student who wishes to enroll in SUNY Sullivan classes after an absence of one semester or more should complete a new application for admission. Incomplete applications will not be accepted.

If you took courses at another institution you must send in transcripts (if seeking degree, or if necessary to satisfy prerequisites) to update admission records. Previously outstanding transcripts must be received prior to registration. All new transcripts should be received before registration but must be received within one term or the student may not register for subsequent terms.

### **Transfer Students**

A student is classified as a transfer student if he/she has previously registered at any other regionally accredited college or university, regardless of the amount of time spent in attendance or credit earned. In addition to the high school transcript, all transcripts containing courses eligible for transfer college credit must be received by the Admission's Office. The Director of Registration Services coordinates review of course descriptions (at times students may be asked to provide a course outline) with division chairpersons for possible transfer credits. All transcripts must be received within one term or no registration will be allowed for subsequent terms. It is important for students to have transcripts submitted as early as possible to allow evaluations to be completed before registration. Transcripts may be either sent directly to SUNY Sullivan from the issuing institution or be hand-delivered in a sealed envelope sealed by the issuing institution.

Transfer credit may be accepted from degree-granting institutions that are fully accredited at the collegiate level by their appropriate regional accrediting agency.\* Courses from non-regionally accredited institutions may also be transferred on a case by case basis. Students with college credit from colleges outside the U.S. must have a course-by-course commercial evaluation from an accredited company (listed online at [www.naces.org/members.htm](http://www.naces.org/members.htm)).

#### **Criteria courses must meet in order to transfer:**

- The course title/description is similar to that of a course offered at SCCC
- The course bears college-level credits.
- The student received a grade of "C" or better in that course.

- Only classes/credits that apply towards a student's major are listed on their transcript. If a student declares a different major, he/she should have his/her transcript evaluated for the new program of study. This is necessary so that students do not register for classes they've already taken elsewhere.

#### **Reasons why a course will not transfer:**

- Lack of Official College Transcript/Admissions Office has not received transcript.
- Grade of "C-" or below
- Course is not similar to SUNY Sullivan's course
- Course is developmental where college level credit was not awarded
- Course Description or Course Outline is required for review by Chairperson
- College is not accredited
- Courses taken Pass/Fail will not transfer without proof from the institution that the grade earned was a C or higher
- Withdrawals do not transfer

#### **SUNY Sullivan Appeals Process**

The college will notify students of results of transfer evaluations in writing. Upon receipt of the written evaluation, the student may schedule an appointment with the Director of the Department of Learning and Student Development Services if s/he has questions or wishes to appeal the evaluation. If after this meeting the student still wishes to appeal, s/he would need to meet with the Division Chairperson of the course(s) in question.

#### **Transfer Credits and Graduation (Residency Clause):**

In order to receive a degree from SUNY Sullivan at least 50% of the credits required for the degree must be earned here (25% for military under Service member's Opportunity College with a waiver from the Office of the Vice President of Academic and Student Affairs).

#### **High School Advanced Placement (AP) Coursework**

- ENG Lit/Comp and Eng Lang/Comp - minimum score of 3 is required for to receive credit for English electives (AP English does not transfer as SUNY Sullivan's English Composition 1 course, ENG 1001)
- Government & Pol US – minimum score of 3 is required to receive credit for American Government, POL 1341
- US History – minimum score of 3 is required to receive credit for a History elective
- Biology – minimum score of 4 is required to receive credit for Principles Biology (SCI 1124/25) & to meet the prerequisite for Anatomy & Physiology I (SCI 2125/25). A score of 3 will transfer as Introduction to Biology (SCI 1050/1051).
- Spanish – minimum score of 3 is required to receive credit for Spanish (FLA 1445)
- Chemistry – minimum score of 3 is required to receive credit for General Chemistry I and II (SCI 1202/03 and SCI 2202/03).
- Calculus – minimum score of 3 is required to receive credit for Analytical Geo & Calc I (MAT 1301) and Analytical Geo & Calc II (MAT 2301).

#### **Important Information Regarding Transfer Science Courses:**

The following courses\* will not be accepted for transfer at SUNY Sullivan unless they have an onsite laboratory component, except with permission of the Division Chair.

- All Anatomy & Physiology courses
- All Chemistry courses
- Field Biology
- Introduction to Biology I
- Introduction to Biology II
- Human Biology
- Microbiology
- Principles of Biology I
- Principles of Biology II
- All Physics courses

The set of skills that students must learn in the lab components of these courses is just not possible to do in an online environment. Lab kits, which are often also used in online labs, are typically only minimally better than purely online labs, but still fail to properly prepare students how to work and function in a real laboratory environment. These are skills that are central to the courses listed.

\* Course titles are subject to change.

### **Request to take a course at another institution**

Before registering to take a course at another school with the intent to transfer it back to Sullivan, students must complete a form called "Request to Take A Course At Another Institution" with their faculty advisor. This will ensure the course is needed for their degree and will ensure the course is transferable.

**Note:** If a student does poorly in a course at Sullivan and repeats the course elsewhere to transfer it back, the grade does not transfer. If the student earns a C or higher, the old grade is removed from their career GPA, but a new grade is not factored in. Therefore, whenever possible a student should repeat poor grades at Sullivan in order for the improved grade to be factored into their GPA.

### **Senior Citizen Reduced Tuition**

Senior citizens 60 years of age or older may register (as an Audit) for up to a maximum of 2 (two) courses per term, only on the day designated, on a space-available basis if all prerequisites have been met. No college credit is awarded. While, no tuition is charged, course fees must be paid. For more information, contact the Office of Registration Services.

### **Student Retention and Completion**

Information about student retention and completion in each of the academic programs is available to students through the Office of the Dean of Student Development Services. The availability of this information satisfies the federal requirement regarding dissemination of student consumer information.

## **ADMISSION TO THE NURSING PROGRAM**

### **SUNY Sullivan Nursing Program Admissions Criteria**

Admission to the Nursing Associate's degree program at SUNY Sullivan is a competitive and time-sensitive process. **In order to be considered for admission to this program, prospective students (including direct applicants from high school) must meet all of the following requirements prior to beginning their nursing studies (in the fall):**

- Have a minimum high school average of 85 or a current college grade point average (GPA) of 2.5
- Have completed all of the following pre-requisite competencies with the minimum scores or grades indicated:
  - o English: NYS Regents (85 or higher) or ACT (17 or higher) or SAT (minimum 560 in Critical Reading and 550 in Writing) or English Composition (B or higher)
  - o Math: NYS Regents (85 or higher) or ACT (17 or higher) or SAT (560 or higher) or MAT 1005 Intermediate Algebra (C or higher) or Higher-level College Math (C or higher)
  - o Science: AP Biology (4 or higher) or Principles of Biology (C or higher) and Chemistry for the Health Sciences (SCI 1204) (C or higher) (Science credits earned more than 5 years prior to the start of the student's first nursing semester will not satisfy program or pre-requisite course requirements.)

***These are minimum requirements. Achieving a minimum score in each category does not guarantee admission.***

**IMPORTANT NOTE:** Applicants may have no more than one repeat in each of the above pre-requisite college courses.

**Prospective students must also complete the following steps to officially apply for admission to the Nursing program:**

#### **Step 1.**

Submit a completed SUNY Sullivan application to the College Admissions Office by March 1, including all official college or high school transcripts, if not already a matriculated SUNY Sullivan student. **All students are admitted to the College as Liberal Arts majors (unless they wish to declare a different program of study) until they are officially accepted into the Nursing program.**

## Step 2.

Submit a completed Nursing program application by March 1 to the Nursing Program Admissions Committee. Applications are available through the Health, Safety, and Wellness Division office. **The Nursing program application is required in addition to the SUNY Sullivan general application.**

## Step 3.

Register for the entrance exam by March 1 at the Health, Safety, and Wellness Division office. Take the exam on the posted date(s).

## Admissions Decision-making Process

The SUNY Sullivan Nursing Admissions Committee meets at the end of the spring semester. Only those applicants who have met the above-outlined criteria will be considered for admission to the program. **Late and incomplete applications will be eliminated from the candidate pool.** The following rubric will be used to determine applicant standing:

### Nursing Admissions Rubric

English		Math		Prin.Bio/ A&P I		Chem – HS		Entrance Exam		GPA	
Inc.	0	Inc.	0	Inc.	0	Inc.	0	< 60	-10	> 2.5 - ≤ 2.7	5
W	0	W	0	W	0	W	0	60.1 – 64	0	> 2.7 - ≤ 3.0	10
F	0	F	0	F	0	F	0	64.1 – 68	5	>3.0 - ≤3.5	15
D-	0	D-	0	D-	0	D-	0	68.1 – 73	10	> 3.5	20
D	0	D	0	D	0	D	0	73.1 – 78	15		
D+	0	D+	0	D+	0	D+	0	> 78.1	20		
C-	0	C-	0	C-	0	C-	0				
C	0	C	5	C	5	C	5				
C+	0	C+	5	C+	5	C+	5				
B-	0	B-	10	B-	10	B-	10				
B	5	B	10	B	10	B	10				
B+	5	B+	15	B+	15	B+	15				
A-	10	A-	15	A-	15	A-	15				
A	15	A	20	A	20	A	20				

Each applicant's cumulative score is then ranked against the other applicants from highest to lowest. In the event that the number of qualified applicants exceeds Program capacity, those ranked lower will be encouraged to reapply for admission to the following year's class.

The incoming fall class will be finalized by June 1st. All decisions of the Admissions Committee are final. All applicants will be notified officially by letter during the first ten business days of June. Those applicants who have been accepted into the Program will be eligible to register for nursing classes immediately thereafter.

Students who do not meet all of the Nursing program entrance requirements and those not accepted may apply to the Program again in subsequent years. Important Note: Students receiving financial aid have 6 semesters of full-time study to complete a degree or certificate.

### Length of Program

The Nursing program is designed to be completed in four sequential full-time semesters. Students who have already completed all pre-requisite requirements should be able to complete their studies on time in two academic years. Those who need pre-requisite courses may take approximately 6 semesters or more. Some students, because of the intense nature of the Program, may find part-time study more appropriate.

#### Transfer students

- No nursing courses may be transferred.
- Students may transfer pre-requisite and general education courses from another college.
- Science credits earned more than 5 years prior to the start of the students first nursing semester will not satisfy Program or pre-requisite course requirements.

## Licensed Practical Nurses

Licensed Practical Nurses who apply for advanced standing in the Nursing program must meet all of the following academic criteria for eligibility:

- LPN students must have a 2.5 college GPA or High School average of 85.
- All LPN Nursing Program candidates must take the entrance exam.
- Licensed Practical Nurses must hold a current, valid license to enter the Nursing program.

Licensed Practical Nurses seeking admission to enter NUR 1010, Commonalities of Nursing Care (second semester) must have all of the following completed before starting the Program:

- |  |             |
|--|-------------|
| • ENG 1001, Composition I  | B or higher |
| • PSY 1500, General Psychology   | C or higher |
| • SCI 1124/1125, Principles of Biology & Lab   | C or higher |
| • SCI 2124/2125, Anatomy and Physiology I & Lab  | C or higher |
| • SCI 1204 Chemistry for the Health Sciences   | C or higher |
| • NUR 1015, Clinical Calculation<br>(Offered during the winter session)                | C or higher |
| • LPN to RN Bridge Course and Skills Competency<br>(Offered during the winter session) | Pass        |

Credit for NUR 1001 will be granted after successful completion of NUR 1010 with a grade of C (75%) or higher.

An offering of admission into the Nursing program is not guaranteed and is at the discretion of the nursing department based on enrollment and clinical placement availability.

The deadline for application to the Nursing program for LPNs is October 15<sup>th</sup>.

### **Students Seeking Readmission to the Nursing Program**

- The readmission process deadline is November 1st for the spring semester and March 1st for the fall semester.
- Readmission into the Nursing program requires approval of the Chairperson of the Division of Health, Safety and Wellness and is on a space available basis.

#### **Criteria for students seeking readmission after withdrawal or failure in a nursing course:**

- Submit a request for readmission, in writing, to the Chairperson of the Division of Health, Safety and Wellness. The letter should address factors that will enhance success when repeating a course;
- Complete and submit an application for readmission to the College, if necessary;
- Complete and submit a Nursing program application;
- Indicate the course for which readmission is sought.

#### **In addition to the above, students who have been out of the Program 12 months or more must also:**

- Satisfactorily complete the nursing skills competency for the last nursing course successfully completed;
- Complete clinical calculations competency with 90% mastery
- Achieve a grade of 80% or better on a faculty prepared cumulative written examination for the last Nursing course successfully completed.

Upon meeting the requirements, the returning student may enroll and progress to the next nursing course, on a space available basis.

**A student may repeat only one nursing course (1) time throughout the entire duration of the program. For that reason, a student may reapply to the program only once.**

## **INTERNATIONAL STUDENTS ADMISSIONS**

## **Applicants to Degree Programs**

SUNY Sullivan is authorized under federal law to enroll non-immigrant alien students. The College welcomes students from other countries who meet SUNY Sullivan standard admissions requirements in addition to the criteria below. Application deadlines are listed online. International students who are unable to complete the required admission and registration procedures prior to the beginning of classes for the approved term of enrollment must wait for the next term to begin their studies at SUNY Sullivan.

1. Start the admission process at the earliest possible date prior to the beginning of any College term. Three months lead-time is recommended to ensure enrollment as requested.
2. Submit required documents. All transcripts issued by an institution outside of the United States must be commercially evaluated in the United States and submitted to the office of admissions for review. It is the responsibility of the applicant to contact the commercial evaluation service for instruction on submitting transcripts. A list of approved commercial evaluation services is available from our International Admissions Office.
  - Documents written in a foreign language will be required to be accompanied by certified English translations.
  - Satisfactory academic and conduct records from comparable secondary or higher-level educational institution attended must be submitted.
  - Records must show the equivalent of at least United States high school graduation as determined by the Admission's Office.
  - University-level transcripts must be accompanied by a course-by-course commercial evaluation from an accredited company (listed online at [www.naces.org/members.htm](http://www.naces.org/members.htm)). Applicants transferring from postsecondary institutions must have a least a 2.0 GPA, be in lawful immigration status, and be in good standing (eligible to continue at or return to the institution).
3. Provide evidence of English proficiency. International students whose native language is not English must present evidence of proficiency in speaking, writing and understanding of the English language by submitting passing scores on one of the following tests:
4. If English is not your native/primary language you must take the TOEFL iBT Test. You are required to have a score of 61 or higher on the TOEFL iBT Test. Please go to [www.ets.org/toefl](http://www.ets.org/toefl) for the most up-to-date information about the TOEFL. The TOEFL iBT Test is administered by the Education Testing Services (ETS) Princeton, New Jersey 08451, USA ([www.ets.org/toefl](http://www.ets.org/toefl)). The applicant must make arrangements directly with ETS to take the examination and must request that the results be sent to the Office of Admissions at SUNY Sullivan. (SUNY Sullivan TOEFL code is 2855).
5. Provide affidavit of financial support. Applicants must show they have sufficient funds to cover tuition, housing, health insurance, books and living expenses while attending SUNY Sullivan. Proof of the availability of funds (i.e., bank statements) to cover the expenses for the first year of enrollment is required. Funds must be available prior to the time international students register for each semester. No federal financial aid is available to international students, although limited funds are sometimes provided by local community organizations through the Financial Aid Office.
6. Provide proof of health and accident insurance. (Insurance can be arranged through Student Health.)

For more information, please visit: <http://www.sunysullivan.edu/international/>

## **Acceptance of Applicants to Degree Programs**

International applicants will be notified by the Office of Admissions of their acceptance to SUNY Sullivan and will then be provided with the Certificate of Eligibility (Form I-20). Documentary evidence of means of financial support must be attached to the Certificate of Eligibility (Form I-20) when applying for the student visa at the United States Embassy or Consular Office, or for the Change of Status with the United States Citizenship and Immigration Services (USCIS).



Upon acceptance, the student is responsible for complying with all immigration laws in order to maintain valid legal status. The following conditions apply:

- International students must be classified as degree-seeking students and maintain full-time academic status (minimum of 12 semester hours) in the fall and spring terms. In addition, students admitted in the summer must be enrolled full time during their initial term of enrollment.
- International students are expected to complete the two-year program in two years and must maintain eligibility to re-enroll at SUNY Sullivan, as based on the Standards of Academic Progress.
- International students must keep a current passport that is valid for at least six months in the future.
- Employment is not permitted for F-1 visa students without meeting specific conditions and having permission from the United States Citizenship and Immigration Services (USCIS).

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Part 3 – TUITION, FEES, AND FINANCIAL AID

SCHEDULE OF TUITION AND FEES

Payments may be made by cash, check, Master Card, Discover Card, VISA, or money order payable to “Sullivan County Community College.”

- A payment plan through NELNET Business Solutions for Education provides a convenient, low cost monthly payment plan. Go to <http://www.sunysullivan.edu/studentbilling> and click on



- For additional help, please call 1-800-609-8056.
- All students are encouraged to apply for financial aid as soon as possible in the year in which they plan to attend SUNY Sullivan. To apply, go to: <http://www.fafsa.ed.gov/>
- For example, a student planning to attend SUNY Sullivan in August 2016 should have applied for financial aid as soon after January 1, 2016, but no later than August 1, 2016. A student planning to attend in January 2017 should apply for financial aid after January 1, 2016, and no later than December 15, 2016.
- Please refer to the section on “College Tuition and Fees Refund Policy” for information regarding a student’s obligation to pay tuition and fees.
- **New:** Beginning in October 2016, a student can complete the 2017-18 FAFSA for the fall 2017 and spring 2018 semester. This FAFSA will also be based on 2015 income.

**Application Fee**

1. **New Full-time Students (12 or more credits)**  
Using the SUNY APC: \$50.00  
Note: SUNY APC is Payable to the State University of New York and is non-refundable.
2. **New Part-time Students**  
Using the SUNY Sullivan Application: No charge

**Tuition Deposit**

New full-time and part-time students: No deposit; tuition for courses is due at the time of registration.

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**I. 2016-2017 TUITION & FEES – (Subject to revision at any time)**

- A. New York State residents who are residents of the sponsorship area or nonresidents of the sponsorship area who present a valid Certificate of Residence:
  1. Full-time Students.....\$4,674 annual / \$2,337 per semester
  2. Part-time Students.....\$195 per credit hour
- B. New York State residents who are not residents of the sponsorship area and do not present a valid Certificate of Residence and non-New York State Residents:
  1. Full-Time Students..... \$9,348 annual/\$4,674 per semester
  2. Part-Time Students.....\$312 per credit hour
- C. High School Students (courses at local high schools)
  1. New York State Residents..... \$65 per credit hour
  2. Non-New York State Residents  
or No Certificate of Residence.....\$130 per credit hour

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**II. STUDENT FEES**

- A. Tuition Deposits
  1. First Time Full-Time Student..... \$50 non refundable
  2. Part-Time Student..... No Charge
- B. Freshman Seminar Fee..... \$30
- C. International Student Fee..... \$500 per semester
- D. Technology Fee
  1. Full-Time Student..... \$175 per semester
  2. Part-Time Student.....\$15 per credit hour

- E. Learning Support Fee
  - 1. Full-Time Student..... \$45 per semester
  - 2. Part-Time Student..... \$4 per credit hour
- F. ANGEL Online Course Fee..... \$10 per credit
- G. Field Trips and/or Other Course Fees-as indicated on the course schedule. Charge according to the course.
- H. Meal Plans
  - 1. LLRH Residents..... \$1,700 per semester
  - 2. Optional Commuter Plan..... \$100 minimum to begin
  - 3. Optional Staff Plan..... \$100 minimum to begin
- I. Residence Accommodations
  - a. Residence Hall (SUNY Sullivan Dormitory Corporation)
    - 1. Single..... \$3,575 per semester
      - a. Fall program fee \$50
      - b. Spring program fee \$25
    - 2. Double..... \$2,975 per semester
  - b. Eco Green Townhouse
    - 1. Double.....\$3,385 per semester
      - a. Fall program fee \$50
      - b. Spring program fee \$25
      - c. Utilities fee \$50 per semester
  - c. **Deposits: A \$200.00 application fee that is non-refundable after June 1st.** In addition there is a \$200.00 damage deposit that will be refunded once the student is no longer in housing and is requested in writing to [cancellations@sunysullivan.com](mailto:cancellations@sunysullivan.com) . If at the end of the semester a student owes money on their student account, both the application fee and damage deposit (minus any damage fees) will be applied to their student account. This deposit is part of the process but does not guarantee a room. It will be refunded if you are not offered a room in on-campus housing. The deposit is refunded within 90 days after the end of the academic year.

### III. NON-CREDIT COURSES

All programs must be self-sustaining; it is recommended that all courses have a minimum rate of \$30.00 to a maximum rate of \$2,000 per course to allow for flexible planning and accurate costing.

### IV. ADMINISTRATIVE FEES

- A. Late Registration – after 1<sup>st</sup> day of semester start date
  - 1. Full-Time Students..... \$50 per semester
  - 2. Part-Time Students..... \$15 per semester
- B. Returned Check Fee..... \$50
- C. Late Payment Fee..... \$50 per late payment
- D. FACTS Tuition Payment Plan
  - 1. Full one-time payment..... Set by Nelnet (\$1)
  - 2. Multi payment plan per semester..... Set by Nelnet (\$35)
- E. Transcript
  - 1. Academic (first copy free)..... \$5 each additional copy
  - 2. Financial Aid..... No charge
- F. Credit by Examination or Evaluation..... \$125 per exam/evaluation
- G. Immunization Record..... \$10 per request
- H. Health Services..... \$50 per semester for residential students

1. Full time non-residential students..... \$50 per semester (can opt out with proof of insurance)
2. Part-time non-residential students..... \$4 per credit

**V. LIBRARY FEES**

- A. Library Card Fee..... \$10 per year (non-student/local resident)
- B. Lost Book Fee.....Cost of the replacement book
- C. Request for information Copy Per Page..... \$.25 per page
- D. Request for Information on Disc..... \$ 5 Plus \$.25 per page

**VI. OTHER FEES**

- A. Parking Fee..... \$0 per year
  - B. Parking Fine Violation..... \$25 first violation; \$50 second violation and \$100 plus the cost of towing for every repeat violation
  - C. Handicap Parking Violation..... \$50 first violation; \$100 second violation and \$150 plus cost of towing for every repeat violation
  - D. Arts and Crafts Fair Vendor Fee..... \$50 - \$75
  - E. Non-Students Computer Lab Fee..... \$5 per hour
  - F. Dining Room Fees
    - Dinner Outside Groups..... \$25.00/Dinner \$5.00/Drink
    - Dinner Internal Groups not College Requested.. \$7.50/Dinner \$1.50/Drink
    - Lunch Outside Groups..... \$15.00/Lunch \$5.00/Drink
    - Lunch Internal Groups not College Requested\*.. \$5.00/Lunch \$1.50/Drink
- \*Approval only for lunch fees. Implementation at administrative discretion.

**VII. FACULTY STUDENT ASSOCIATION FEES**

**(Covers student activities, athletics, ID card and other services)**

- A. General Activities Fee (Fall and Spring semesters only)
  1. Full-Time Students.....\$155 per semester
  2. Part-Time Students.....\$ 13 per credit hour
- B. Accident Insurance (all semesters and sessions)
  1. Full-Time Students..... \$13 per semester
  2. Part-Time Students..... \$ 1 per credit hour
- C. Graduation Fee
  1. \$40 for first degree
  2. \$25 for each additional degree
  3. \$25 for Replacement degree

**Deferral of Payment of Tuition and Fees by Veterans**

Part 602 of State Education Law, Community College Regulations, states:

“Upon request by a student who is an eligible veteran, the payment of tuition and fees, less the amounts payable for such purposes from scholarship or other financial assistance awarded said veteran pursuant to article 13 or 130 of the Education Law or any other community college, State or Federal financial aid program, shall be deferred in such amounts and until such times as the several payments of veterans’ benefits under the Veterans’ Readjustment Benefit Act of 1966, as amended, are received by the veteran, provided that the veteran has filed a claim for such benefits and presents to the community college proof of eligibility, extent of entitlement to benefits, and the need for deferral

until the receipt of such benefits. The board of trustees of a community college may promulgate such additional regulations and procedures, not inconsistent with this section, as may be required to facilitate implementation of this regulation.”

## COLLEGE TUITION AND FEES REFUND POLICY

### Refund of Tuition and Fees per Article 602.11 of the NY State Education Law

Any student who officially withdraws from a course or from the College prior to the first class will receive 100% refund of tuition and fees. A student who officially withdraws after the first class meets shall be liable for payment of tuition and refundable fees in accordance with the following schedule:

#### Schedule of Student Tuition Liability

Liability	Semester	8-week term or less
During 1 <sup>st</sup> week	25%	75%
During 2 <sup>nd</sup> week	50%	100%
During 3 <sup>rd</sup> week	75%	100%
After 3 <sup>rd</sup> week	100%	100%

### General Requirements for Refund Considerations

- After classes begin, all withdrawals are officially processed through the Department of Learning and Student Development. Prior to start of classes withdrawals are processed by the Registrar’s Office.
- A student’s failure to provide official notice of withdrawal may result in a smaller refund than the student would otherwise receive.
- Any full-time student who drops to part-time before the end of the third week will receive a refund of the difference between the full-time tuition paid, subject to the Tuition Refund Schedule, and the charges for the number of credits the student is registered in at the end of the third week.
- Any part-time student who drops credits before the end of the third week of classes will be refunded the difference between the amount of tuition paid subject to the Tuition Refund Schedule, and the charges for the number of credits the student is registered in at the end of the third week.
- Refunds for students who withdraw will not be processed until after the fifth week of the semester.
- The tuition liability schedule for a term of any length other than those listed in the Schedule of Student Tuition Liability (above) shall be similarly prorated.
- In the event a course is cancelled by the College, any tuition and fees directly associated with that course will be refunded to registered students.
- The first day that classes are offered, as scheduled by the College, shall be considered the first day of the semester, quarter or other term, and the first week of classes for purposes of this section, shall be deemed to have ended when seven calendar days, including the first day of scheduled classes, have elapsed.

### Exceptions:

- A student who is dismissed for academic or disciplinary reasons prior to the end of an academic term shall be liable for all tuition and fees due for that term.
- Tuition and fees collected in error or in amounts in excess of the required amounts may be refunded. The request for refund shall include the reason for and the amount of the refund.
- Notwithstanding any other provisions for refund, when a student has withdrawn through circumstances beyond his or her control, under conditions in which the denial of refund would cause undue hardship, the chief executive officer of the college may, at his or her discretion, determine that no liability for tuition and fees has been incurred by the student, provided the student has not received or will not receive academic credit for the term. Such action, including the reason therefore, shall be in writing.

### Military Service and Veteran’s Benefits

- There shall be no tuition or refundable fee liability established for a student who withdraws to enter military service prior to the end of an academic term for those courses in which the student does not receive academic credit, provided the student submits proper certification of such military service from an appropriate military official.
- Military personnel withdrawing from any program or term because of changes of assignment beyond their control and upon proper certification of such change from a base education service officer or other appropriate military official shall be deemed to have incurred no liability for tuition and fees due from such personnel, as opposed to tuition and fees paid by the Federal government in their behalf.
- A student who is receiving Veterans Administration benefits under the Veterans Readjustment Assistance Act of 1952, Pub. L. No. 82-550, 66 Stat. 663 (1952) (subdivision (d)) and is enrolled in a non-accredited

program may not be charged on withdrawal in excess of the approximate prorated portion of the total charges that the length of the completed portion of the program bears to its total length and shall be entitled to a refund of any amount paid in excess thereof.

*Section 668.22 of title 34 of the Code of Federal Regulations, revised as of July 1, 1997, the Veterans Readjustment Assistance Act of 1952, and Pub. L. No. 82-550, 66 Stat. 663 (1952), and sections 1070, et seq. of title 20 of the United States Code, as amended by Pub. L. No. 105-33, 111 Stat. 648 (1997), which have been incorporated by reference in this section are on file in the Office of the Secretary of State of the State of New York, 41 State Street, Albany, NY 12231-0001. They are also available for public inspection and copying in the State University of New York Office of the Vice Chancellor for Finance and Business, State University Plaza, Albany, New York 12246. The Code of Federal Regulations and the United States Statutes at Large are published by The National Archives and Records Administration's Office of the Federal Register. The United States code is published by the Office of the Law Revisions Counsel of the United States House of Representatives. Copies of the publications may be obtained from the United States Government Printing Office Superintendent of Documents Sales Service, Washington, DC 20402.*

### **Impound Policy**

Registration of returning students will not be permitted unless all previous college financial obligations have been met and all College property (including library books) from the previous semester have been returned in satisfactory condition. Unless all of these obligations have been met, there will be no release by the College of information including transcripts to other colleges and universities or business and industrial employers.

### **Refunds to Federal Title IV Programs**

This section applies to Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, and other federal loan programs.

Money will be refunded to the Title IV student aid accounts according to the following priorities.

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Perkins Plus Loan
4. Federal Direct Plus Loan
5. Pell Grant
6. SEOG Aid
7. Any other Title IV Program
8. Other federal sources of aid
9. Other state, private, or institutional aid
10. The student

**(NOTE:** Any refunds or repayments less than \$25 will not be returned to the program.)

If a student leaves SUNY Sullivan after the first day of the official opening of a semester, and if the student has been awarded financial aid, the Office of Financial Aid will determine what sources of funds will be available towards the student's liability. The amount retained by the institution for the student's actual period of enrollment is calculated according to the applicable refund policy.

### **Tuition Repayment Examples**

1. Student registers for class and is awarded a total Financial Aid Package for the semester of \$1,125. The award consists of Pell - \$450, TAP - \$375, and Perkins Loan - \$300. He pays \$150 cash to cover the balance of tuition and fees.
2. Student officially withdraws from the college three days before the semester starts. After the third week of the semester, a check for \$150 is mailed for a full refund.
3. Student drops out sometime in the third week of class. He notifies the Department of Learning and Student Development. Because he has followed the correct procedure, the College Refund Policy applies. The Title IV programs are repaid \$606 on student X's behalf computed as follows:

Tuition Liability Allowable	\$	1,275.00
Administrative cost:	\$	63.75
Refund Institutional Cost	\$	1,211.25
Percent to be refunded to programs		50%
Refund returned to program	\$	606.63

## FINANCIAL AID

### Eligibility for Financial Aid

Students are eligible to receive financial aid if they are:

1. Matriculated and;
2. Meet the “Standard of Satisfactory Academic Progress for Purpose of Determining Eligibility for Student Aid” (see section on Satisfactory Process.)

### Federal Sources of Aid

Students must follow the following procedures:

- Complete the *Free Application for Federal Student Aid* (FAFSA) or the *Renewal FAFSA* using his/her FSA ID and password at <http://www.fafsa.ed.gov>. If a student is unable to complete the application online, he/she may contact the Federal Student Information Center at 1-800-433-3243 and request a paper application be mailed or a PDF version of the FAFSA may be downloaded at [www.FederalStudentAid.ed.gov](http://www.FederalStudentAid.ed.gov). Either the paper application or the PDF version must be completed and mailed directly to the Federal Student Aid Programs.
  - “Apply for a FSA ID at <http://www.fsaid.ed.gov>. The FSA ID can be used as an electronic signature to speed up the financial aid process.
  - If a student is dependent, a parent needs to apply for a FSA ID.
- If a student is applying for a **Federal Subsidized/Unsubsidized Direct Loan**, the student must complete the **SUNY Sullivan Federal Direct Loan Request Form**, (available at the Financial Aid Office or on the web at <http://www.sunysullivan.edu/financialaid>.) and return it to the Financial Aid Office.
- In addition, a student must complete and sign the Master Promissory Note (MPN) with his/her FSA ID at [www.studentloans.gov](http://www.studentloans.gov).
- If a student does not complete the MPN online, the student must complete the one mailed directly from the Department of Education. If a student has previously completed an MPN for a prior Federal Direct loan at SUNY Sullivan, he/she may receive additional loans under this MPN.
- A Federal Direct Loan Entrance Counseling Interview must be completed before a student receives any Federal Direct Loan monies. The student may complete this requirement at <http://www.studentloans.gov>.
- The Federal Direct Loan will be certified electronically once the results of the FAFSA and any other requested information is received by the Financial Aid Office.

### New York State Sources of Aid: <http://www.hesc.ny.gov>

Students must follow the following procedures:

- NYS residents complete the **NYS Tuition Assistance Program** (TAP) Application administered by Higher Education Service Corporation (HESC) at [www.tapweb.org](http://www.tapweb.org).
- Complete this application through the web link at the end of the FAFSA online.
- If a student is missing this link (or is mailing a paper FAFSA application), NYS will e-mail (for those who have an e-mail address) a link where a student will be able to establish a user ID and PIN to gain access to the on-line TAP Application.
- If a student does not have an e-mail address, NYS will mail the student a postcard directing the student to TAP -On -The -Web.
- If a student does not respond to either the e-mail or the postcard, a paper application will be mailed to the student to complete and return to NYS HESC.
- Check your TAP status at <http://www.hesc.ny.gov>.

### SUNY Sullivan Financial Aid Award Process

- Complete the admissions procedures. A student must be admitted to SUNY Sullivan in good academic standing in a matriculated program.
- As a condition of eligibility for all federal student financial aid, students must submit verification to the Admissions Office that a high school diploma, GED or equivalent has been awarded.
- Hand in all outside private scholarship awards to the Financial Aid Office.

### Selection of Aid Recipients for Specific Programs

The selection of aid recipients is based upon many different factors with each aid program publishing yearly guidelines. Most aid programs make their own determination of who will receive assistance. In some cases, it depends upon the total money appropriated for the program. These include:

- Federal Pell Grant
- Federal Parent’s Loans for Undergraduate Students (PLUS)
- Veterans Benefits

The following programs are totally administered by NYS HESC

- Tuition Assistance Program (TAP)
- Vietnam Veterans Tuition Awards (VVTA)
- Child of Veterans Award (CV)
- Child of Police Officer-Fire Fighter Awards (CPF)

The following programs are totally administered by SUNY SULLIVAN:

- Federal Supplemental Education Opportunity Grant (SEOG)
- Federal Perkins Loan
- Federal College Work-Study Program (CWSP)
- New York State Aid for Part-Time Study (APTS)

The Financial Aid Office selects recipients based on the total number of eligible applicants and the level of funding from the government.

### **Student Rights**

A student has the right to ask this College or any other college:

- What financial assistance is available including information on all federal, state, and institutional financial aid programs.
- What the deadlines are for submitting applications for each of the financial aid programs available.
- What the cost of attending is and what its policies are on refunds to students who withdraw.
- What criteria it uses to select financial aid recipients.
- How it determines financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in a student's budget.
- What resources (such as parental contribution, other financial aid, student assets, etc.) are considered in the calculation of financial need. How much of student financial need, as determined by the institution, has been met.
- What portion of financial aid a student receives must be repaid, and what portion is grant aid.
- If the aid is a loan, a student has the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time a student has to repay the loan, and when the repayment is to begin.
- How the school determines whether a student is making satisfactory progress and what happens if a student is not.
- For an explanation of the various programs in a student's financial aid package.
- If a student believes that he or she has been treated unfairly, that student may request reconsideration of the award that was made.

### **Student Responsibilities**

It is the student's responsibility to:

- Review and consider all information about a school's program before enrolling.
- Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors may delay the receipt of financial aid. Intentional misreporting of information on application forms for federal financial aid is a violation of law and is considered a criminal offense subject to penalties under the US Criminal Code.
- Return all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which a student submitted his/her application.
- Read and understand all forms that the student is asked to sign and keep copies of them.
- Accept responsibility for all agreements the student signs.
- If the student has a loan, notify the lender of changes in name, address, or school status.
- Perform, in a satisfactory manner, the work that is agreed upon in accepting a College Work-Study Award.
- Know and comply with the deadlines for application or re-application for aid.
- Know and comply with the school's refund procedures.

### **Awards**

- Financial Aid Award Letters will be issued to students with complete financial aid applications on a rolling basis beginning on or around May 1st. Beginning with the 2017-18 this deadline will be January 15th



- A student's Financial Aid Award Letter is tentative, contingent upon receipt of that student's high school diploma or equivalent. Failure to provide the Admissions Office with the final high school academic transcript or GED verification prior to the start of classes may result in forfeiture of all federal and state financial aid which was awarded to the student.
- Each student must sign and date their Financial Aid Award Letter, along with the Financial Aid Policies and Title IV Authorization and return them to the Financial Aid Office.
- Once a student is registered and has received a Financial Aid Award Letter, the student should contact the Student Billing Office regarding their student bill for tuition, fees and miscellaneous charges and the Certificate of Residence.

### **Financial Aid Policies and Conditions of Award**

- SUNY Sullivan assumes that parents have the first obligation to provide for the education of their dependent son or daughter.
- The second obligation falls upon the student to contribute to his/her education from personal assets and earnings, including appropriate borrowing against future earnings.
- The primary purpose of financial aid is to provide assistance to students who without such assistance would be unable to attend SUNY Sullivan.
- Within its available resources, SUNY Sullivan attempts to meet the financial need of its students. Thus, a student's financial need is determined by subtracting the FAFSA calculated Expected Family Contribution (EFC) from the estimated cost of attending college. The total financial aid awarded a student shall not exceed the cost of attendance.
- The amount of financial aid awarded is based on enrolling and attending as a full-time student. Students who do not attend classes may not receive any financial aid or will have their financial aid adjusted to reflect the number of credits they have attended.
- Students who attend between six and eleven credits will have their financial aid prorated.
- A student WILL NOT be eligible to receive any financial aid if he/she fails to maintain satisfactory academic progress or drops below six credits. (Matriculated students are eligible for Pell if they attend between three and five credits.)
- If a student is not permitted to return to the College, either because of grades or an outstanding balance with the Student Billing Office at the beginning of an academic term, that student's financial aid awards will become void. Financial aid awarded shall also be void if, and when, incorrect information is revealed on the FAFSA. Intentionally false statements or misrepresentations on any of the student's financial aid application materials may subject the filer to a fine, imprisonment or both under the provisions of the U.S. Criminal Code.
- Financial aid is not automatically renewable. Students must complete the Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA and if a NY resident, the New York State Express Tuition Assistance Program (TAP) Application after October 1<sup>st</sup> for the upcoming fall semester.
- Students receiving a Federal Perkins Loan, Federal Direct Subsidized or Unsubsidized Loan must repay the loan(s) based on the conditions outlined in the respective lender promissory note(s).
- The Financial Aid Office has the student's permission to release information about his/her financial aid awards to other post-secondary institutions.
- All approved Financial Aid Awards, except Federal College Work-Study, will be credited to the student's account with the Student Billing Office. From these awards, tuition, fees, authorized bookstore and approved housing charges (less his/her housing deposit) will be deducted.
- After the student's liability to the College is satisfied, all other awards, except Federal College Work-Study, will be disbursed in a college check on or around the sixth week of the semester.
- First-year, first-time Direct Loan borrowers must wait until after the fifth week of the semester after attendance and satisfactory progress has been verified before the loan funds will be released.

### **Independent Students**

SUNY Sullivan endorses the definition of independent students currently used for awarding financial aid per the Higher Education Amendments of 1986 authorized under the Higher Education Act of 1965. An independent student is an individual who meets one of the following criteria:

1. At least 24 years of age by December 31 of the award year.
2. An orphan or Ward of the Court/Foster Care.
3. A veteran of the Armed Forces of the United States or currently serving active duty in the Armed Forces for purposes other than training.
4. An individual with legal dependents (other than a spouse) providing more than 50% of their support.
5. A married person.

6. A graduate or professional student.
7. After July 1, 2008, you were an unaccompanied youth who was homeless as determined by a Director of an emergency shelter, transitional housing program, runaway or homeless youth center.
8. Emancipated Minor.
9. In Legal Court Appointed Guardianship.

### **Eligibility for Federal Funds**

(Specific Program Information Follows)

Student eligibility for federal funds is determined by many factors. To be eligible to receive assistance at SUNY Sullivan, each student must be:

- A US citizen or in the United States for other than a temporary purpose and intend to become a permanent resident or a permanent resident of the Trust Territories of the Pacific Islands;
- Enrolled in an undergraduate course of study leading to a certificate or an associate degree and must have not previously received a bachelor's degree from any institution;
- A matriculated student enrolled for at least half-time study (six or more credits). For a Pell Grant, matriculated students are eligible if they attend three or more credits;
- In good academic standing and maintain satisfactory progress;
- Determined by the college's Financial Aid Office to have "financial need." Financial need is calculated by subtracting the FAFSA calculated Expected Family Contribution (EFC) from an average budget to attend SUNY Sullivan.
- The expected family contribution is based on income, assets, number in household and related factors. Standard student budgets are used for all aid applications. These are based on modest but adequate estimates of costs for educational expense.
- Men who are at least 18-years-old, who were born after December 31, 1959, and who are not currently on active duty with the Armed Forces, must be registered with Selective Service. This can be done at the same time a student completes the FAFSA. A student can also register at [www.sss.gov](http://www.sss.gov).
- A student may be ineligible to receive federal student aid if he/she has been convicted of possession or selling illegal drugs under state or federal law. To find out status, call 1-800-4-FEDAID or go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov), click on "Before Beginning a FAFSA" and then select the "Drug Conviction Worksheet."
- A student must certify that he or she will use federal student aid only for educational purposes.
- A student must also certify that he/she is not in default on a federal student loan and does not owe money on a federal student grant. These items are certified when a student applies for federal student aid.

For more complete information on the Federal Aid Program, please sign on the web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

### **Financial Aid Award Questions and Appeals**

Students with questions about their financial aid award, or who are dissatisfied with the type or amount of aid offered, may appeal in writing to the Director of Financial Aid, SUNY Sullivan, 112 College Road, Loch Sheldrake, NY 12759.

### **Federal PELL Grant**

Any student who completes the FAFSA application and submits it for processing according to the directions as stated on it should receive a Student Aid Report (SAR). Students are eligible for the PELL grant until they complete six (6) academic years in the case of an undergraduate degree or certificate program normally requiring four (4) years or less (effective July 1, 1994), receive six years of pell payments or receive their first bachelor's degree

#### **Selection of Recipients and Allocation of Awards**

- Eligibility and award are based on financial need rather than academic achievement. Financial need is determined by a formula developed by the U.S. Department of Education and is applied to all applicants.
- The applicant must be enrolled as an undergraduate student in a minimum of three credits in an approved post-secondary institution and must need financial assistance to continue his or her education.
- Currently, awards range from \$626 to \$5,775 (figures are subject to change pending legislative decision) but may not be more than one-half of the total Pell cost of attendance.
- The amount of the award will be affected by costs of attendance and full or part-time enrollment status. The Federal Pell Award does not duplicate state awards.

#### **Responsibilities of Recipients**

- The student must continue to make satisfactory academic progress in the program in which he or she is enrolled.
- The student must not owe any refunds on Federal Pell Grants or other awards, and must not be in default on repayment on any Federal Student Loan.
- Before receiving payment, the student must certify that all money received will be used for the costs of post-secondary education only.
- Award payments made by check must be picked up by the student within 21 days after receiving notice by the College of the availability of the award check, and where it is being held.

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

(Priority deadline January 15 for Fall: November 15 for Spring)

- At SUNY Sullivan, this program provides additional grants from \$250 to \$600 for financially-needy students.
- Application is made annually by submitting a FAFSA to the Federal Student Aid Program.

#### **Selection of Recipients and Allocation of Awards:**

- Grants are available to financially eligible students who have been awarded a Federal Pell Grant and are enrolled at least half-time at SUNY Sullivan.
- Students must have an average of 72% or better, SUNY Sullivan cumulative grade point average of 2.0 or better and maintenance of satisfactory academic progress (if applicable).

#### **Responsibilities of Recipients**

- Continued eligibility for the current academic year is dependent on maintenance of satisfactory academic progress and a SUNY Sullivan cumulative grade point average of 1.50 or better.

### **Federal Perkins Loan**

(Priority deadline January 15 for Fall: November 15 for Spring)

- Application is made annually by submitting a FAFSA to the Federal Student Aid Program.
- Forms, as well as specialized information on loan cancellation provisions for borrowers who go into certain fields of teaching or military duty, are available from the Financial Aid Office.

#### **Selection of Recipients and Allocation of Awards**

- Loans are available to students enrolled at least half-time at SUNY Sullivan, who have a high school diploma or GED, high school average of 72% or better, SUNY Sullivan cumulative grade point average of 2.0 or better, have borrowed the maximum federal direct loan for the award year, and who maintain satisfactory progress (if applicable)

#### **Award Schedule**

- A student may borrow a maximum of \$11,000 for the first two years of college. Awards range from \$300 to \$5,000 per year.
- The amount of the loan is based on unmet financial need.

#### **Responsibilities of Recipients**

- Continued eligibility for the current academic year is dependent on maintenance of satisfactory academic progress and a SUNY Sullivan cumulative grade point average (GPA) of 1.50 or better.
- The current interest rate during the repayment period is five percent on the unpaid principal.
- Repayments begin nine months after graduating or leaving school, and may extend over a period of 10 years.
- Deferrals are provided for Public Health Service Officer, volunteer service in private VISTA or Peace Corps-type organizations, temporary or total disability, and internships required to begin professional practice.

### **Federal College Work-Study (CWSP)**

(Priority deadline January 15 for Fall, November 15 for Spring)

- Applications are submitted annually by submitting a FAFSA to the Federal Student Aid Program.
- This program provides employment for financially needy students. The Financial Aid Office will arrange job placement and determine the number of hours per week each student may work.
- Factors taken into consideration when assigning student workers are:
  - Financial need;
  - Class schedule;
  - Academic progress; and

- Special skills or training
- The current rate of pay at SUNY Sullivan is NYS minimum wage per hour. Depending on the job description, this rate of pay may be increased. Students will be paid on a bi-weekly basis.

### **Selection of Recipients and Allocation of Awards**

Employment on campus is made available to students with financial need who are enrolled full-time at SUNY Sullivan, who have a high school diploma or GED, a high school average of 72% or better, a SUNY Sullivan cumulative grade point average (GPA) of 2.0 or better, and maintenance of satisfactory academic progress (if applicable).

### **Responsibilities of Recipients**

Continued eligibility for the current academic year is dependent on maintenance of satisfactory academic progress and a 1.5 SUNY Sullivan cumulative grade point average or better.

### **William D. Ford Direct Loan Programs**

Under the Federal Direct Loan Program (DLP), students can borrow educational loans to help pay for their educational expenses. Loan Request Forms and information is available from the SUNY Sullivan Financial Aid Office.

Under DLP, parents can also obtain educational loans to assist with paying their dependent student's educational expenses. Information on the parent loan is also available from the SUNY Sullivan Financial Aid Office.

### **Subsidized Federal Direct Loan Program**

- All applicants must demonstrate financial need by completing the Free Application for Federal Student Aid. Financial need is determined by subtracting the family contribution and other financial aid from the cost of education.
- First-year students with a demonstrated financial need may borrow up to the need amount or \$3,500, whichever is less.
- Second-year students with a demonstrated financial need may borrow up to the need amount or \$4,500, whichever is less. A minimum of 28 degree credits must be earned for second-year status. Application may be obtained from the Financial Aid Office.
- The current interest rate is fixed at 3.76%. Rates are subject to change on July 1st.
- The maximum subsidized aggregate amount a student may borrow as an undergraduate is \$23,000.
- Students pay a Federal Direct Subsidized Loan fee of 1.068%; after October 1, 2016 1.069%.
- Beginning with July 1, 2013 Public Law 112-141 limits for new borrowers of a Federal Direct Subsidized Loan to 150% of the required length to complete a degree, or 3 years of eligibility to complete an associate degree.

### **Unsubsidized Federal Direct Loan Program**

- This loan program has the same terms and conditions as subsidized Federal Direct Loans, except the borrower is responsible for interest that occurs while he/she is in school and deferment periods.
- Interest accruing during those periods may be paid or capitalized as agreed by the borrower and lender.
- Borrowers may receive Unsubsidized Federal Direct Loans up to the applicable limit, if they do not qualify for the full amount permitted under the Subsidized Federal Direct Loan Program.
- Dependent students may borrow up to an additional \$2000 and Independent students up to an additional \$6,000 under the unsubsidized Federal Direct Loan program each academic year. Dependent students, whose parents are unable to borrow the Federal PLUS Loan, may petition to the Financial Aid Office to borrow up to \$4,000 additional from the unsubsidized Federal Direct Loan Program. Students must submit the parents' PLUS Loan denial along with a request to borrow additional unsubsidized loan.
- Students pay a Federal Direct Unsubsidized Loan fee of 1.068%; after October 1, 2016 1.069%.

### **Loan Deferments for Subsidized and Unsubsidized Federal Direct Loans**

- In-school at least half-time
- Unemployment for up to three years
- Economic hardship for up to three years
- Study in Graduate Fellowship Program
- Military Service
- Rehabilitation Training

### Federal Direct Parent Loan for Undergraduate Students (PLUS Loans)

- PLUS Loans are for parent borrowers to provide additional funds for educational expenses. This loan enables parents to borrow up to the cost of attendance minus other aid for each child who is enrolled at least half-time and is a dependent student.
- The current interest rate is fixed at 6.31%. Rates are subject to change on July 1st.
- PLUS Loans are made under the William D. Ford Direct Loan Program. Unlike the Direct Loan, parents do not have to show need, although they have to undergo a credit analysis. Parents also pay a Federal PLUS loan fee of 4.272%; after October 1, 2016 4.276%.

### Estimated Repayment Schedule (Payments are to the nearest dollar)

Amount Borrowed	8%		10%		12%	
	Number of Months	Monthly Payment	Number of Months	Monthly Payments	Number of Months	Monthly Payments
\$ 1,000	24	\$ 50.00	18	\$ 61.00	18	\$ 61.00
\$ 2,000	48	\$ 50.00	36	\$ 65.00	36	\$ 66.00
\$ 3,000	72	\$ 53.00	72	\$ 56.00	72	\$ 59.00
\$ 4,000	84	\$ 62.00	84	\$ 56.00	84	\$ 61.00
\$ 5,000	120	\$ 61.00	120	\$ 66.00	120	\$ 72.00
\$ 6,000	120	\$ 73.00	120	\$ 79.00	120	\$ 86.00
\$ 7,000	120	\$ 85.00	120	\$ 93.00	120	\$ 100.00
\$ 8,000	120	\$ 97.00	120	\$ 106.00	120	\$ 115.00
\$ 9,000	120	\$ 109.00	120	\$ 119.00	120	\$ 129.00
\$ 10,000	120	\$ 121.00	120	\$ 132.00	120	\$ 143.00
\$ 11,000	120	\$ 133.00	120	\$ 145.00	120	\$ 158.00
\$ 12,000	120	\$ 146.00	120	\$ 159.00	120	\$ 172.00
\$ 13,000	120	\$ 158.00	120	\$ 172.00	120	\$ 187.00
\$ 14,000	120	\$ 170.00	120	\$ 185.00	120	\$ 201.00
\$ 15,000	120	\$ 182.00	120	\$ 198.00	120	\$ 215.00
\$ 20,000	120	\$ 243.00	120	\$ 264.00	120	\$ 287.00
\$ 25,000	120	\$ 303.00	120	\$ 330.00	120	\$ 359.00

Loan repayment Calculator: <http://www2.ed.gov/offices/OSFAP/DirectLoan/RepayCalc/dlentry1.html>

### Satisfactory Progress

Satisfactory Progress for Federally Funded Programs must be made to maintain eligibility for Federal Title IV Financial Aid (Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Perkins Loan, Federal College Work Study, Federal Teach Grant, Federal Direct Loan Program and Federal Direct Parent's Loans for Undergraduate Students).

- Federal law requires that students receiving funds under Title IV must complete their educational program within a time frame no longer than 150% of the published length to earn a certificate or associate degree. For purposes of determining eligibility, satisfactory progress is defined as not only being in good academic standing as defined by the College, but also accumulating a minimum number of credits toward the certificate or degree with a minimum grade point average as defined in the satisfactory progress chart.
- All periods of attendance and credits attempted count toward the time frame, regardless of whether the student received Federal Title IV aid for that attendance.
- Remedial Courses – if a student, after testing in the Learning and Student Development Center, is required to take non-credit remedial courses, these courses will not count in the 150% maximum number of attempted credits.
- Transfer credits will count for credits in the 150% maximum number of attempted credits.
- Incomplete credits will count in the 150% maximum number of attempted credits.
- Repeat courses – if a student repeats a course it will count in the 150% maximum number of credits attempted. Effective 2012-13 a student may repeat a previously passed course **once** and receive federal financial aid for that course. This previously passed course **will not** factor in credit load for New York State Tap.
- Courses dropped during a tuition refund period which do not appear on the academic transcript will not count in the 150% maximum number of credits attempted.
- Students earning an associate degree in one program and entering a second associate degree program will be eligible for Federal aid for 150% of the credits needed to complete the second degree.

- Transfer students will be eligible for Federal aid for 150% of the SUNY Sullivan credits needed to earn the associate degree after determining the transfer credits accepted toward the degree.
- Example, for a certificate requiring 30 credits, a student could not attempt more than 45 credits to complete the certificate. For an associate degree requiring 64 credits, a student could not attempt more than 96 credits to complete the degree.

#### Calculation Worksheet for 150% Rule

	Student	Sample
Average credits required for Associate Degree	64	72
Add ½ of required credits	32	36
150% credit limit for federal financial aid	96 (A)	108 (A)
Total of attempted credits from Transcript	_____	40
Include credits with an * next to course	+ _____	9
Total credits attempted	_____ (B)	49 (B)
Remaining financial aid credits (A-B)	_____ (C)	59 (C)
Using your Track Sheet, determine the remaining Number of credits required for your degree	_____ (D)	50 (D)

- **Note: If it is determined a student does not have sufficient financial aid credits remaining (c) to complete the requirements of the degree (d) the student is placed on Unsatisfactory Progress (UP). Let's say a student has attempted 76 credits without earning a degree, the student has 20 financial aid credits (C) and from the track sheet it is determined 25 credits (D) are needed to complete the degree, since D is greater than C it is mathematically impossible to earn the degree with remaining credits and the student is placed on UP.**
- Students must be in good academic standing as defined by SUNY Sullivan.

#### Academic and Financial Aid Probation

Total Credits Attempted (exclude remedial)	Cumulative SUNY Sullivan GPA (qualitative – minimum)	Accumulated Credits (% of attempted – quantitative)
0- 5	0	0%
6-11	1.00	30%
12-20	1.50	40%
21-40	1.60	50%
41-60	1.70	55%
61-80	2.00	60%
81-90	2.00	65%
91-96	2.00	70%
97 +	Not eligible unless earning a second degree	

#### Appeal Procedures

- An undergraduate who falls below this standard will be placed on Academic and Financial Aid Probation. In order to achieve Good Academic Standing and avoid Academic Dismissal, students must either:
  - Pass 65% of courses if full-time or 50% of classes if part-time with a semester GPA of 2.0 or better.
  - Meet the requirements for Good Academic Standing according to the above chart.
- A student who has been placed on Academic Dismissal or Unsatisfactory Progress and can document extenuating circumstances such as illness, may appeal to the Committee on the Standing of Students and Academic Appeal. Thorough documentation of the extenuating circumstances is required. Information regarding appeal procedures can be found at [http://www.sunysullivan.edu/academic\\_appeal/index.php](http://www.sunysullivan.edu/academic_appeal/index.php).

#### Federal Aid to Native Americans

The federal government offers programs designed specifically to provide aid to Native American undergraduate students. These programs are administered by the Bureau of Indian Affairs and Indian Health Services. Each program encourages Native American students to pursue postsecondary degrees but most stipulate specific fields in which study must occur. To be eligible for these awards, applicants should be at least one-quarter American Indian, Eskimo, or Aleut; be enrolled members of tribes recorded with the Bureau of Indian Affairs, be admitted to or enrolled in an

accredited college, pursuing a degree. Further information may be obtained from Career Opportunities for Native Americans, Department of the Interior, Bureau of Indian Affairs, Washington, DC.

### **Eligibility for New York State Funds**

- This grant program provides money to New York State residents who attend an approved college in New York State.
- Yearly awards range from \$500 to \$5,165 or tuition, whichever is less, depending on the family's New York State Net Taxable Income, the number of family members enrolled in college and the tuition charged by the College.
- A student must be attending college on a full-time basis (12 or more credit hours toward their degree per semester) and matriculated in an APPROVED post-secondary educational program.
- A student must be a U.S. citizen or eligible non-citizen and a legal resident of New York State.
- A student must not be in default on repayment of any student loan.
- Students and families will initiate the free TAP application process by completing and filing the Free Application for Federal Student Aid (FAFSA). An Express TAP Application (ETA) will be sent from NYSHESC if the application was not completed on-line at [www.tapweb.org](http://www.tapweb.org).
- A student must be enrolled and attending a minimum of twelve credits towards his/her degree through three weeks of classes. These twelve credits DO NOT include courses a student is repeating for which a student has received a prior letter grade, including the letter "I" or "X". If his/her prior letter grades was "F" or "W" and the course is required for graduation, then this course is counted in the twelve credits. If his/her prior letter grade was a "D" and a grade of "C" or better is required, then this course is counted in the twelve credits.
- TAP is awarded to undergraduate students for a total of eight (8) semesters. A maximum of six (6) TAP awards can be received by a student while attending a 2-year school.
- TAP awards are reduced by \$100 per year for students who have received four or more payments.
- A student must file a NYSHESC TAP Application annually.
- For purpose of determining financial independence, refer to the "How to fill out the Express TAP Application (ETA)" which is part of the Express TAP Application a student will receive from NYSHESC.
- The Higher Education Services Corporation determines the student's status indicating the amount of the grant.
- The College may defer payment on the basis of receipt of the estimated TAP award. Actual payment is received after the school certifies student eligibility.
- If further information is needed, questions should be directed to the TAP Certification Officer in the Financial Aid Office.

For more information on the New York State aid programs or to view the status of your application go to <http://www.hesc.ny.gov> .

The regulations require full-time students receiving State awards to complete a minimum number of semester hours or credits each term with a minimum grade point average and to accumulate enough semester hours or credits to graduate with an associate's degree within a maximum of six semesters of aid.

The regulations are divided into two parts: academic progress and program pursuit.

Other students may study at their own rate and complete their degrees according to the institution's regular academic standards. (See APTS – Aid to Part Time Students)

### **NYS TAP Satisfactory Academic Progress**

Satisfactory academic progress is defined as a requirement that a student must accumulate a specified number of credits and achieve a specified cumulative grade point average each term.

The student needs to reach the stated minimums to be eligible for the next award. (See "waivers" section)

The academic progress chart is quite low in academic performance expectation at the beginning of the college work.

After this time of adjustment, however, a student must perform well above average ("C" grades) to remain eligible for the award and to graduate within the allotted time.

After four TAP payments, a student must have a cumulative GPA of 2.0 or higher to be eligible for future TAP awards.

• **ELIGIBILITY CHART FOR NEW YORK STATE TAP GRANT**  
(for non-remedial students first receiving TAP in 2010-2011 and thereafter effective 2011-2012 school year)

TAP PAYMENT:	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
Earned Degree Credits:	0	6	15	27	39	51	NA	NA
Minimum G.P.A.	0	1.3	1.5	1.8	2.0	2.0	NA	NA

**DEVELOPMENTAL COURSES:** If this is your first TAP payment, you must be enrolled in a minimum of 6 credits and 6 developmental credits to be considered full time. Developmental courses are not Degree Credit courses.

‘**Remedial student**’ as defined by NYS Education Department and applicable to SUNY Sullivan, is a student who was enrolled in at least six semester hours of non-credit remedial courses in the first term they received a TAP award. Students defined as remedial will follow the 2006 SAP standards as listed below.

• **ELIGIBILITY CHART FOR NEW YORK STATE TAP GRANT - 2006 Standards**  
(for defined ‘remedial students’ first receiving TAP in 2007-2008 and thereafter or students first receiving TAP in 2007-2008 through and including 2009-2010)

TAP PAYMENT:	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
Earned Degree Credits:	0	3	9	21	33	45	NA	NA
Minimum G.P.A.	0	0.5	0.75	1.3	2.0	2.0	NA	NA

**NYS TAP Program Pursuit**

Program pursuit is defined in regulations as completing—getting a grade in—a percentage of the minimum full-time course load in each term an award is received. The percentage, as specified in regulations, begins at 50 percent of the minimum full-time course load in each term of the first year an award is received, to 75 percent in each term of the second year an award is received, to 100 percent in each term of the third year an award is received and thereafter.

Pursuit is an effort or completion requirement rather than an achievement requirement, so courses in which a student receives either passing or failing grades can be used to satisfy the pursuit requirement. Thus, grades of A through F and any other grade that indicates the student completed the course and all necessary assignments (e.g., P, S, U, R) are acceptable to meet the pursuit requirement. W grades or any grade which indicates the student failed to complete the course or assignments cannot be used to satisfy the pursuit requirement.

Incomplete (I) grades can be used to meet the pursuit requirement providing college policy requires the grade to be resolved to a passing or failing grade no later than the end of the subsequent term.

Grades earned in remedial courses as well as credit-bearing courses can be included in meeting the pursuit requirement.

**Six Semester Limit**

New York State has placed a limit of six TAP payments for students enrolled in a two-year program of study.

**Note:** All prior TAP or STAP payments received by a student, regardless of the college the student attended, are factored into the six semester limit.

**Example 1:** A student received four TAP payments while at college X. The student transfers to SUNY Sullivan in a two-year program. This student has two TAP payments left (6-4=2).



**Example 2:** A student enrolls at SUNY Sullivan and receives five TAP payments while earning an associate's degree. The student enters Sullivan for a second associate's degree. This student has one TAP payment left (6-5=1).

### **Treatment of Developmental Courses for NY State TAP Grant**

For payment purposes, remedial (or developmental) courses may be counted toward full-time study requirements. However, the student must also be registered for non-remedial credit-bearing courses equal to at least half the minimum full-time study requirements (for example, six credits at a semester institution). During the first term of study, non-remedial credit-bearing courses need equal only one-fourth the minimum full-time study requirement (for example, three credits at the semester institution).

### **Students Changing Programs of Study**

The "C" average requirement cannot be circumvented by a change in the program of study. If a student, after receiving two years of state-funded aid, did not achieve a "C" average (2.0) in the last program of study, the student cannot regain eligibility by changing to a new program of study.

### **Students with Disabilities**

Students who are disabled, as defined by the 1990 Federal Americans with Disabilities ACT (ADA), do not have to attend school full-time to be eligible for a partial TAP award if they are attending part-time (three to eleven credits/semester or four to seven credits/trimester.)

The student must still meet all other TAP eligibility requirements. In addition, the TAP certifying officer must be able to document that the student is disabled as defined by the ADA. Those records can be obtained from the designated campus ADA representative in the Student Learning Center.

### **Medical/Health Waiver**

The full-time study requirement can be waived if the student absolutely cannot engage in full-time study because of health or medical reasons. The student must present to the school for approval satisfactory medical evidence substantiating that serious illness or other adverse physical condition requires restricting the student's program of study. If approved, the work of two or more terms of study may be combined into a regular full term of study (twelve credits or more at a semester-based institution.) Situations like these require the institution to certify the student's eligibility for an award during the term when the student has accumulated enough credits for a term award.

### **Waivers**

- If a student is below the minimum listed above, is there a way to remain eligible for financial assistance? Yes, but only in a limited way. The SED regulations allow for one waiver during a student's undergraduate and graduate career. According to SED waiver guidelines, a student may ask for and receive the waiver, if sufficient reason is presented for the inability of the student to meet minimum standards.
- The waiver will become part of the student's record, and the student is expected to make at least minimum progress thereafter. The waiver is not automatically given, and the student must request and consent to its use.
- The TAP Certifying Officer will receive requests of waivers.
- The Director of Financial Aid will receive appeals from students who are denied the waiver by the TAP Certifying Officer.
- All students making normal progress toward the degree objective (completion of a full-time load with a 2.0 average) will remain eligible for State financial assistance. If however, a student's grade point average falls below 2.0, or a student habitually registers for a full-time academic program and completes a small percentage of the program, State awards may be withdrawn until the deficiencies are remedied.

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

The State of New York established the Aid for Part-time Study Program to provide tuition assistance to eligible undergraduate students enrolled, on a part-time basis, in a program of study leading to a degree.

To be eligible for an award, a student must meet all of the following criteria:

- Be a U.S. citizen or in the United States for other than a temporary purpose holding a 1-151 or 1-551 Alien Registration Card, 1-94 Permit marked "Refugee" or a 1-94 Permit marked "Conditional Entrant."
- Be a legal resident of New York State for at least one year preceding the term for which an award is requested.
- If applicant was claimed, the net New York Taxable Income of parents and applicant cannot exceed \$50,550.

- If applicant was not eligible to be claimed as a dependent on the parent's Federal or State Tax Return, the net New York Taxable income and, if married, the applicant's spouse cannot exceed \$34,250.
- The applicant must be enrolled in an approved degree program for at least three but no more than eleven semester credits per semester.
- The applicant must have completed at least six semester credits at SUNY Sullivan prior to the term for which an award is sought with a minimum of a 2.0 overall grade point average.
- For continued eligibility for an award the student must remain in good academic standing, as defined by the Commissioner of Education of the State of New York.
- For further information and an application for APTS, please contact the Financial Aid Office or on the web at [www.sunysullivan.edu/financialaid](http://www.sunysullivan.edu/financialaid) ..

#### **Child of Veterans Award**

- The children of deceased or disabled veterans are eligible to apply for this yearly grant of \$450.
- Any New York State resident who is either the child of a person who died in the military service of the United States and who was a resident of New York State at the time of induction or time of death, or is the child of a person who was honorably discharged with a service-connected disability of at least 50 percent, or who has such disability at time of death and was a resident of New York State at the time of induction into the Armed Service.
- Matriculation as a full-time student in an approved program in New York State is required for this award.

Information regarding this program is available from:

New York State Higher Education Services Corporation  
 Empire State Plaza, Tower Building  
 Albany, NY 12255

#### **Scholarships and Fellowships Offered by New York State**

The State Education Department awards Regents Health Care Scholarships in Medicine and Dentistry and Regents Professional Opportunity Scholarships. Also available are Herbert H. Lehman Fellowships in the Social Sciences, Public or International Affairs. Information and applications for these programs may be obtained from:

State Education Department  
 Bureau of Higher and Professional Educational Testing  
 Cultural Education Center  
 Albany, NY 12230

The State Health Department awards New York State Health Service Corps Scholarships for professional study of Nursing, Physical Therapy, Physician Assistant, Speech Language Pathology, Dental Hygiene and Pharmacy. For further information contact:

State Health Department  
 Corning Tower-Room 1602  
 Empire State Plaza  
 Albany, NY 12237

#### **Child of Deceased Police Officer-Firefighter Award**

- The Child of Deceased Police Officer-Firefighter Award is a financial aid program for children of police officers, firefighters, and volunteer firefighters who died as a result of injuries sustained in the line of duty.
- A recipient of a Child of Deceased Police Officer-Firefighter Award can receive up to \$450 each year without consideration of income or tuition costs.
- The award may be granted for four years of full-time undergraduate study (or for five years in an approved five-year bachelor's degree program.)
- The combined Child of Deceased Police Officer-Firefighter Award and TAP award can never exceed the amount of tuition charges.
- For further information, contact HESC and request a Child of Deceased Police Officer-Firefighter Supplement.

#### **Veterans Tuition Award**

- The Veterans Tuition Award (VTA) are awards for full-time and part-time study for eligible veterans matriculated in an approved program at an undergraduate or graduate degree-granting institution or an approved vocational training program in New York State.

- Program provides financial aid to veterans who
  - Vietnam Veterans who served in Indonesia between January 1, 1963 and May 7, 1975.
  - Persian Gulf Veterans who served in the Persian Gulf on or after August 2, 1990
  - Afghanistan Veterans who served in Afghanistan during hostilities on or after September 11, 2001.
  - Veterans of the armed forces of the United States who served in hostilities that occurred after February 28, 1961 as evidenced by receipt of an Armed Forces Expeditionary Medal, Navy Expeditionary Medal or a Marine Corps Expeditionary Medal.
- For the 2013-14 academic year, awards will be set at \$5,895 or tuition, whichever is less. If a TAP award is also received, the combination academic year award cannot exceed tuition. NOTE: Tuition payments received by a veteran under the Chapter 33 Program and Yellow Ribbon component will be considered duplicative of any VTA award students may have received. However, payments received under the Montgomery GI bill do not duplicate the VTA award
- The applicant is required to apply for a TAP award and a Pell Grant.
- For further information regarding establishing eligibility or completing a New York State Veterans Tuition Award Supplement, go on the web at [www.hesc.ny.gov/content.nsf/SFC/Veterans\\_Tuition\\_Awards](http://www.hesc.ny.gov/content.nsf/SFC/Veterans_Tuition_Awards) or call HESC at 1-888-697-4372.

### **World Trade Center Memorial Scholarship**

- Awards are made for full-time undergraduate study at approved colleges and other postsecondary institutions in New York State.
- The award covers up to four years of full-time undergraduate study (or five years in an approved five-year bachelor's degree program).
- At a public college or university (SUNY or CUNY) the award includes actual tuition and mandatory educational fees; actual room and board charges to the student living on campus or an allowance for room and board for commuter students; and allowance for books, supplies and transportation.
- At a private institution the award is equal to SUNY four-year college tuition and mandatory educational fees (or student's actual tuition and fees, whichever is less) and allowances for room and board, books, supplies and transportation.
- Receipt of other grants and scholarships may reduce the World Trade Center Memorial Scholarship award: the total of all aid received cannot be greater than the student's cost of attendance.
- For further information go on the web at [http://www.hesc.ny.gov/Forms/WTC\\_scholarship\\_inst.html](http://www.hesc.ny.gov/Forms/WTC_scholarship_inst.html) for instructions and application for the World Trade Center Memorial Scholarship.

### **State Aid to Native Americans**

To be eligible for these awards, applicants must be members of Native American tribes located on reservations in New York State. Applicants must have earned a high school diploma or a GED and be enrolled in an accredited college in New York State. Further information may be obtained by writing:

Native American Education Unit  
 New York State Department of Education  
 Room 461 EBA  
 Albany, NY 12234  
 518-474-0537

### **Financial Aid Award Questions and Appeals**

Students with questions about their financial aid award or who are dissatisfied with the type or amount of aid offered, may appeal, in writing, to:

Director of Financial Aid  
 SUNY Sullivan  
 112 College Road  
 Loch Sheldrake, NY 12759

## **OTHER PROGRAMS**

### **FSA Loan Fund**

- Short-term loans for genuine emergencies, not to exceed \$75.00, are available to students in good academic standing.
- Applicants with outstanding obligations to the College will not be considered for loans.

- Each interest-free loan is repayable within thirty days of the date borrowed or a late fee of \$5.00 per month is charged. An emergency loan is not a substitute for careful planning.
- Application forms are available from the Financial Aid Office. Completed applications require a minimum of 24 hours for processing.
- At certain times of the year it is not possible to borrow money due to the limited availability of funds (i.e. just before vacations.)

### **Veterans Benefits**

- Disabled veterans, children, wives, and widows of deceased or totally disabled veterans, and veterans who served after January 31, 1955, may be eligible for assistance from the Federal government.
- Benefits are available for a maximum of 36 months for the children, wives, or widows of veterans.
- The length of service determines the duration of benefits for veterans, based on one or one-half months of benefits for each month of active duty, and payable up to a maximum of 45 months (for 18 months of active duty.)
- Veterans must have had at least 181 days of continuous active duty, unless service was terminated by a service-connected disability.
- Eligibility for benefits can only be determined by the Veterans Administration.
- Applications for veterans' benefits should be made to the Coordinator of Registration Services.
- The monthly awards for students receiving Veterans Administration Education benefits will be determined by the Veterans' Administration.

### **SULLIVAN COUNTY COMMUNITY COLLEGE FOUNDATION**

The Board of Trustees of Sullivan County Community College has established a nonprofit corporation to serve as a steward for various privately-donated scholarship funds. The foundation raises money to assist students with their college expenses. Assistance takes the form of loans and grants made to students as part of their financial aid awards. Students who are interested in receiving scholarships through the SUNY Sullivan Foundation should contact the Office of the Vice President for Advancement, Partnerships and Community Learning at 112 College Road, Loch Sheldrake, NY 12759.

## 2016 – 2017 SUNY SULLIVAN CATALOG

### Part 4 - PROGRAMS

SUNY Sullivan provides programs and resources that educate, inspire, and empower students and the broader community. Through excellence in teaching and learning, we prepare students for a diverse and interconnected world, and we support positive economic and social change within Sullivan County and beyond. We model sustainable actions and promote socially, environmentally, and economically responsible citizenship through an overarching culture of excellence.

#### HONORS PROGRAM

(A member of the Northeast Region of the National Collegiate Honors Council)

The Honors Program at SUNY Sullivan is designed for talented students who want to be intellectually challenged and who want to make a difference—not simply in their own lives, but also in the lives of others. Honors students at Sullivan enjoy rich experiences both inside and outside of the classroom. In addition to rigorous and rewarding academics, Honors students take trips to museums, attend Honors conferences, participate in Honors-sponsored campus and community events, and get together informally for good conversation among friends. Honors students become part of a nationally-recognized program, with Honors departments in colleges and universities throughout the country. Past SUNY Sullivan Honors students have been accepted to Cornell, MIT, RIT, RPI, Ithaca, Harvard, Binghamton, Albany, New Paltz, Buffalo, Vassar, NYU, as well as many other prestigious schools within the SUNY system. Students accepted into the Honors Program are eligible to receive a substantial scholarship during their two years at SUNY Sullivan. Along with the distinction Honors adds to one's academic record, this scholarship could save the student thousands of dollars in tuition and fees over the course of his or her college career. Interested students can obtain an application by calling or writing the Program Coordinator at the number or address below.

Dr. Gabriel Rikard, Honors Program Coordinator  
Sullivan County Community College  
112 College Road  
Loch Sheldrake, NY 12759-5151  
Email: [grikard@sunysullivan.edu](mailto:grikard@sunysullivan.edu)  
Phone: 845-434-5750, ext. 4394

#### HUDSON VALLEY EDUCATIONAL CONSORTIUM

The Hudson Valley Educational Consortium (HVEC) is a collaborative effort among SUNY Orange, Rockland, Sullivan, and Ulster County Community Colleges to create broader access to academic programs and workforce training throughout the four-county region.

The three Consortium community colleges offer Associate in Applied Science degree programs together through HVEC agreements, which open their courses to one another's students in both academic and continuing education disciplines.

Students registered in these programs participate in the HVEC courses from their home college via Interactive Television Training Rooms and online courses, though some courses may require students to occasionally travel to "lead" colleges. General Education courses are taken through traditional means at the students' home college.

Current Consortium Programs being offered include:

- Emergency Management, AAS (Lead college: Rockland)
- Fire Protection Technology, AAS (Lead college: Rockland)
- Green Building Maintenance and Management, AAS (Lead college: Sullivan)

#### SUNY GENERAL EDUCATION REQUIREMENTS

In pursuing post-secondary education, students are expected to gain a mastery of their subject of choice, be it in the liberal arts, sciences, or one of a number of professional disciplines. However, it is also one of the primary purposes of a post-secondary education to broaden a student's perspective of the world. This involves exposure to new ideas, challenges to established or previously-held viewpoints, and introduction to unfamiliar and exciting ways of looking at and dealing with thought. It is through this exposure to a broader general education that students establish skills which provide a foundation for further study and work. Such skills include critical thinking, analysis of argument, appropriate methodological approaches, diversity in understanding, incorporation of technology, and fundamental work habits. Such a foundation also gives students a framework against which they can better understand and appreciate their chosen field of study.

It was in this spirit that the SUNY Board of Trustees approved a General Education requirement in December 1998. This requirement calls for at least thirty (30) credits of study in different key academic areas for all students who are to graduate from a SUNY institution with a baccalaureate degree. To that end, SUNY has established the following ten Student Learning Outcomes:

Learning Outcome 1	<b>Mathematics</b>
Learning Outcome 2	<b>Natural Sciences</b>
Learning Outcome 3	<b>Social Sciences</b>
Learning Outcome 4	<b>American History</b>
Learning Outcome 5	<b>Western Civilization</b>
Learning Outcome 6	<b>Other World Civilizations</b>
Learning Outcome 7	<b>Humanities</b>
Learning Outcome 8	<b>The Arts</b>
Learning Outcome 9	<b>Foreign Language</b>
Learning Outcome 10	<b>Basic Communication</b>

In addition to these, successful degree candidates must also demonstrate competency in two areas:

**Critical Thinking (Reasoning)  
Information Management**

A Student Learning Outcome in Critical Thinking is included in each General Education course for which credit is awarded for Student Learning Outcomes two through seven (2-7) and Student Learning Outcome 10. Information Management is taught across the curriculum.

SUNY General Education requirements initially took effect for all students who began their study in the Fall of 2000 or later. In 2010, the SUNY Board of Trustees amended General Education requirements and, in 2013, further included specific recommendations for their implementation to community colleges that are intended to facilitate seamless student transfer to SUNY 4-year institutions. SUNY Sullivan is committed to assisting its students in meeting the current General Education requirements stipulated by SUNY. ***Toward that end, SUNY SULLIVAN requires that each student who graduates with an Associate in Arts (AA) degree or an Associate in Science (AS) degree complete thirty credits in a minimum of seven of the ten General Education areas and demonstrate competency in critical thinking and information management.*** In terms of practical application this policy requires that each AA and AS degree recipient will have demonstrated:

- knowledge and skills in two required areas, Basic Communication and Mathematics;
- knowledge and skills in five of the following eight areas: Natural Science, Social Science, American History, Western Civilization, Other World Civilizations, Humanities, the Arts, and Foreign Languages; and
- competency in two required areas, Critical Thinking and Information Management.

**LIST OF COURSES APPROVED FOR SUNY GENERAL EDUCATION CREDIT**

General Education (Gen Ed) requirements are satisfied by completion of a course or courses from a list of courses which has been approved by SUNY. Only those courses which have been approved by SUNY can satisfy a Student Learning Outcome. Students are advised to make their course selections carefully, in conjunction with their academic advisor, to ensure that they will be meeting all General Education and degree requirements.

Changes to the list of courses approved for SUNY General Education credit are routinely posted in this catalog. Changes to the list do not affect students who completed approved coursework up through and including the semester in which a change is made.

**Learning Outcome 1 - Mathematics**

MAT 1004 Elementary Statistics  
MAT 1005 Intermediate Algebra  
MAT 1105 Elementary Math Logic & Set Theory  
MAT 1205 College Algebra & Trigonometry  
MAT 1206 Pre-Calculus  
MAT 1210 Math for Elementary School Teachers  
MAT 1301 Analytical Geometry & Calculus I  
MAT 2203 Linear Algebra  
MAT 2301 Analytical Geometry & Calculus II

MAT 2302 Analytical Geometry & Calculus III  
MAT 2401 Differential Equations  
PSY 1600 Statistics for the Social Sciences

**Learning Outcome 2 - Natural Sciences**

SCI 1005 Environmental Geology  
SCI 1018 Introduction to Physical Geology  
SCI 1020 Introduction to Meteorology  
SCI 1022 Introduction to Meteorology and Lab  
SCI 1024 + SCI 1025 Nutrition and Nutrition Laboratory  
SCI 1028 Introduction to Astronomy  
SCI 1040 Biology and Contemporary Issues  
SCI 1042 SpTp: Chemistry of Everyday Life  
SCI 1050 + SCI 1051 Introduction to Biology I and Introduction to Biology I Lab  
SCI 1111 General Botany  
SCI 1113 General Zoology  
SCI 1117 Introduction to Marine Biology  
SCI 1124 Principles of Biology I  
SCI 1145 Biology of Birds & Lab  
SCI 1202 General Chemistry I  
SCI 1204 Chemistry for Health Sciences  
SCI 1300 Non- Calculus Physics I  
SCI 1302 Calculus Physics I  
SCI 1305 Physics for Health Sciences  
SCI 1515 Environmental Science  
SCI 1640 Introduction to Forensic Science  
SCI 1824 Fundamentals of Chemistry I  
SCI 1922 Introduction to Ecology  
SCI 2050 Introduction to Biology II  
SCI 2110 Field Biology  
SCI 2113 Microbiology  
SCI 2152 Principles of Biology II  
SCI 2202 General Chemistry II  
SCI 2208 Organic Chemistry I  
SCI 2210 Organic Chemistry II  
SCI 2300 Noncalculus Physics II  
SCI 2302 Calculus Physics II  
SCI 2826 Fundamentals of Chemistry II

Note: In order to receive General Education credit for this Learning Outcome, a student must successfully complete four credits consisting either of one of the four-credit courses or both the lecture and the lab in a lecture/lab pair of courses. (i.e., SCI 1145 Biology of Birds & Lab, OR SCI 1024 Nutrition & SCI 1025 Nutrition Lab).

**Learning Outcome 3 - Social Sciences**

ANT 1102 Cultural Anthropology  
CRJ 1322 Constitutional Law  
ECO 1401 Macroeconomics  
ECO 1402 Microeconomics  
ECO 2001 Environmental Economics  
GEO 1700 World Geography  
POL 1100 Environmental Policy and Politics  
POL 1301 Introduction to Political Science  
POL 1322 Constitutional Law  
POL 1341 American Government  
PSY 1500 General Psychology  
PSY 1504 Sport Psychology  
PSY 2402 Child Development & Guidance  
PSY 2502 Child Psychology  
PSY 2506 Abnormal Psychology  
PSY 2510 Developmental Psychology  
SBS 1101 Physical Anthropology (inactive)

SCI 1701 Science and Civilization  
SOC 1400 SpTp: From Radicalization to Terrorism  
SOC 1600 Introduction to Sociology  
SOC 1602 Sociology of the Family  
SOC 1701 Science and Civilization  
SOC 2601 Social Problems  
SOC 2610 The New World: Order or Disorder  
SUS 1100 Environmental Policy and Politics

**Learning Outcome 4 - American History**

HIS 1016 World War II  
HIS 1215 SpTp: American History Through Film  
HIS 1224 History of the African American\*  
HIS 1226 History of Women In America  
HIS 1227 U.S. History Until 1860  
HIS 1228 U.S. History 1860 to 1940, 3 credits  
HIS 1229 U.S. History Since 1940, 3 credits  
HIS 1301 SpTp: US History and the Paranormal  
HUM 1215 SpTp: American History Through Film

\* Students scoring above 84 on the American History or Government Regents Examinations may take this specialized course.

**Learning Outcome 5 - Western Civilization**

HIS 1204 Western Civilization Before 843  
HIS 1205 Western Civilization from 843 to 1648  
HIS 1206 Western Civilization Since 1648  
HIS 1207 SpTp: Cultural History of Italy  
HIS 1261 History of the Holocaust  
HIS 2100 SpTp: The Cold War  
HON 1901 Legacy of Western Society  
HON 1902 Legacy of Western Society II

**Learning Outcome 6 - Other World Civilizations**

ANT 1102 Cultural Anthropology  
ENG 2007 South African Literature  
GEO 1700 World Geography  
HIS 1016 World War II  
HIS 1023 The Vietnam Experience  
HIS 1208 SpTp: Cultural History of Japan  
HIS 1223 History of Africa  
HIS 1225 SpTp: History of Slavery  
HIS 1270 Development of Modern Middle East  
HIS 1287 Introduction to East Asia  
HIS 1907 History of World Religions  
HIS 2100 SpTp: The Cold War  
SOC 1200 Social Justice and Biocultural Diversity  
SOC 1725 Survey of World Cultures  
SOC 2610 The New World: Order or Disorder  
SUC 1200 Social Justice and Biocultural Diversity  
THE 1700 Theatre History I

**Learning Outcome 7 - Humanities**

COM 2100 Mass Media  
EDU 2100 Children's Literature  
ENG 1100 Mass Media  
ENG 1502 SpTp: Close Encounters with Film  
ENG 2001 Introduction to Literature  
ENG 2007 South African Literature  
ENG 2100 Masterpieces of Literature  
ENG 2107 The Graphic Novel  
ENG 2117 American Literature I



ENG 2118 American Literature II  
 ENG 2122 The Modern Novel  
 ENG 2123 20th-Century Literature  
 ENG 2127 SpTp: Young Adult Literature  
 ENG 2128 SpTp: Film Directors  
 ENG 2130 Modern Poetry  
 ENG 2132 Introduction to Poetry  
 ENG 2142 Modern Drama  
 ENG 2146 Shakespeare: A Study of Selected Works  
 ENG 2150 The Short Story  
 ENG 2170 Gothic Lit: Seduction, Sex, Blood  
 ENG 2176 English Literature I  
 ENG 2177 English Literature II  
 ENG 2285 Introduction to Film  
 ENG 2286 Literature to Film Adaptation  
 ENG 2288 American Popular Culture  
 ENG 2516 SpTp: Cane & Able: Culture and Disability  
 ENG 2701 Journalism I  
 ENG 2702 Journalism II  
 ENG 2926 African-American Literature  
 ENG 2933 Women in Literature  
 HUM 1110 20th-Century Art  
 HUM 1200 Music Appreciation  
 HUM 1203 History of Music in the Western World (inactive)  
 HUM 1204 Introduction to Jazz  
 HUM 1214 History of American Popular Music  
 HUM 1300 Introduction to Philosophy  
 HUM 1301 Environmental Ethics  
 HUM 1302 Logic  
 HUM 1304 Ethics  
 HUM 1307 Food Ethics  
 HUM 1310 Philosophical Foundations of Social and Behavioral Thinking  
 HUM 1320 Introduction to General Semantics  
 HUM 1330 SpTp: Memorial, Tattoos, and US Culture  
 HUM 1502 SpTp: Close Encounters with Film  
 HUM 2128 SpTp: Film Directors  
 HUM 2285 Introduction to Film  
 HUM 2286 Literature to Film Adaptation  
 HUM 2288 American Popular Culture  
 PSY 2516 SpTp: Cane & Able Culture and Disability  
 SCI 1705 Philosophy of Science  
 SUS 1301 Environmental Ethics

**Learning Outcome 8 - The Arts**

ART 1001 Drawing I  
 ART 1002 Childhood Art  
 ART 1205 Design & Color  
 ART 1307 Three-Dimensional Design (inactive)  
 ART 2308 Creative Visualization  
 EDU 1400 Methods in Elementary Theater Education  
 ENG 2004 Creative Writing I  
 ENG 2008 Creative Non-Fiction  
 ENG 2009 Performance Poetry  
 HUM 1002 Theory and History of Design and Color  
 HUM 1110 20th-Century Art  
 HUM 1200 Music Appreciation  
 HUM 1203 History of Music in the Western World (inactive)  
 HUM 1204 Introduction to Jazz  
 HUM 1702 Acting I  
 HUM 2702 Acting II  
 PED 1830 Performing Dance

PHO 1405 Photography I  
PHO 1406 Digital Photo I  
PHO 2406 Digital Photo II  
THE 1400 Methods in Elementary Theater Education  
THE 1500 Introduction to Theater Production/Technology  
THE 1700 Introduction to Theatre  
THE 2000 Technical Theatre Design/Practicum: Sound  
THE 2201 Technical Theatre Design/Practicum

**Learning Outcome 9 - Foreign Language**

FLA 1410 Japanese Language I  
FLA 1445 Spanish Language and Culture I  
FLA 1455 French Language and Culture I  
FLA 1458 SpTp: German Language and Culture I  
FLA 1809 American Sign Language I\*  
FLA 1921 Latin I  
FLA 1922 Latin II  
FLA 2410 Japanese Language II  
FLA 2411 Japanese Language III  
FLA 2412 Japanese Language IV  
FLA 2445 Spanish Language and Culture II  
FLA 2446 Spanish Language and Culture III  
FLA 2447 Spanish Language and Culture IV  
FLA 2455 French Language and Culture II  
FLA 2456 French Language and Culture III  
FLA 2457 French Language and Culture IV  
FLA 2809 American Sign Language II\*

\* *American Sign Language may be used to satisfy this category only by students in the following programs:*

- *programs leading to certification in elementary and secondary education;*
- *programs leading to careers where there is likely to be significant contact with the hearing-impaired.*

The programs are: Childhood Education TET, Criminal Justice, Human Services, LA: Health Sciences, LA: Psychology, Medical Assistant, Nursing, Physical Education Studies, Respiratory Care.

**Learning Outcome 10 - Basic Communication**

Note: a student must complete **both** ENG 1001 (or ENG 1003) and ENG 1301 to satisfy Learning Outcome 10.

COM 1305 Intercultural Communication  
ENG 1001 Composition I AND  
ENG 1003 SpTp: Composition I with Writing Studio  
ENG 1301 Fundamentals of Speech

## CURRICULUM INFORMATION

SUNY Sullivan offers the following degree programs:

- **The Associate in Arts (A.A.)** is designed as a transfer program leading to a bachelor's degree in four-year colleges or universities.
- **The Associate in Science degree (A.S.)** is designed as a transfer program leading to a bachelor's degree in four-year colleges or universities.
- **The Associate in Applied Science (A.A.S.)** is designed to prepare the student to enter a field of work. Credits earned may, however, transfer to another college towards advanced study.
- **The Associate in Occupational Science (A.O.S.)** is designed for the student who seeks a large amount of practical vocational training, in preparation for direct entry into the workforce, rather than for transfer to other institutions.
- **The Certificate Program (CERT)** is designed to provide a one-year experience and prepare the graduate for an entry level employment.
- **The five-year Degree Program/Evening Program** is designed for the student seeking to earn an Associate's degree in Liberal Arts or an Associate's in Applied Science degree in Business Administration in five years of study. Students pursuing a degree in the evening should consult their advisor. The recommended sequence of courses may be adjusted depending upon when the student begins the evening program.

For the student who is undecided as to choosing a major or a career, SUNY Sullivan also offers an Undeclared major within the Liberal Arts program. It allows the student to select courses from a variety of programs during the first semester before making a program choice.

The course requirements for each of the curricula offered by the college are outlined in this section. Waiver of any requirements must be authorized by the Vice President for Academic and Student Affairs, or his/her designee.

Suggested sequence of courses is indicated for students who enter in the fall: a modification is available for students who enter at other times.

It is the students' responsibility to familiarize themselves with all college rules and regulations.

### All Program Requirement

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#### College Success: Metamorphosis and Freshman Seminar

SUNY Sullivan supports a holistic approach to academic excellence and student success. Students learn to improve academic and personal success through: service learning and campus engagement opportunities; proactive advising and mentoring; practical use of available campus resources; and the promotion of ongoing critical self-analysis, focused on personal and professional identity.

Toward this end, all first-time, full-time students are required to take one of the following courses, which provide mentoring and place-based learning or service learning: IAS 1005 Metamorphosis; IAS 1004 Enhanced Freshman Seminar; NUR 1001 Fundamentals of Nursing I; HON 1011 Honors Forum: Service Learning I and HON 1021 Honors Research I; RES 2200 Fundamentals of Respiratory Care I. Only students who have previously earned 15 college credits (excluding College in the High School or High School Dual Enrollment courses) with a GPA of 2.0 or higher are exempted from this requirement.

#### General Education Requirements for all AA and AS degrees

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For all AA and AS degree programs students must complete thirty (30) credits in a minimum of seven (7) General Education outcomes, two of which must include Outcome I, Mathematics, and Outcome 10, Basic Communication.

See College Catalog for math competency requirement.[Update.]

## **Liberal Arts Requirements for all AAS Programs**

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All AAS degrees require ENG 1001 Composition I, ENG 1301 Fundamentals of Speech, a 4 credit science course with lab and a minimum of 10 additional Liberal Arts credits from at least two other areas of study. Liberal Arts prefixes: ANT, ECO, ENG, FLA, GEO, HIS, HON, HUM, MAT, POL, PSY, SCI, and SOC. COM 1305, Intercultural Communication, CPT 1210, Computer Literacy, CPT 1301, Logic and Problem Solving, CRJ 1115, Introduction to Criminal Justice, and THE 1700, Theater History I are also classified as liberal arts.

## SUNY SULLIVAN PROGRAMS OFFERED 2015-2016

The following curricula are open to new students and are offered at SUNY Sullivan. Each program has been registered with the New York State Education Department (NYSED) by the State University of New York (SUNY) and appears in the Inventory of Registered Programs. Enrollment in other than a registered curriculum may jeopardize a student's eligibility for certain student aid awards. Returning students may be enrolled in programs that are not accepting new students. Matriculated students should check with their advisors to ensure enrollment is in a registered program.

Code            SUNY SULLIVAN Code  
 CIP             Classification of Instructional Programs (CIP) codes used by the Federal Government  
 HEGIS         NYS Higher Education General Information Survey (HEGIS) codes used by the NYSED  
 NYSED         NY State Education Department Registration Number

Program Name	Award	Code	HEGIS	CIP	NYSED
<a href="#">Accounting Studies</a>	CERT	AK	5002	52.0302	80227
<a href="#">Administrative Assistant</a>	AAS	AA	5005	52.0401	83308
<a href="#">Business: Accounting</a>	AAS	AC	5002	52.0302	01645
<a href="#">Business Administration</a> [Full time or Five-Year Evening Program]	AAS	BS	5004	52.0201	01649
<a href="#">Business Administration</a> [Full time or Five-Year Evening Program]	AS	BA	5004	52.0201	01641
<a href="#">Business Administration: Marketing</a>	AAS	MK	5004	52.0201	80182
<a href="#">Communication and Media Arts</a>	AS	CM	5008	10.0104	80168
<a href="#">Computer Graphics/Graphic Design</a>	AAS	BD	5012	50.0402	01653
<a href="#">Computer Information Systems – Computer Support</a>	AAS	CS	5101	11.0301	80170
<a href="#">Computer Programming</a>	AAS	DP	5103	11.0301	80170
<a href="#">Computer Support</a>	CERT	CP	5104	52.1205	80217
<a href="#">Criminal Justice</a>	AAS	CJ	5505	43.0107	86507
<a href="#">Culinary Arts</a>	AOS	CU	5404	12.0599	24225
<a href="#">Cyber Security (not open to new students)</a>	AAS	WS	5199		34526
<a href="#">Direct Support Practice</a>	CERT	DS	5506	44.0201	28093
<a href="#">Emergency Management</a>	AAS	EM	5508	43.0302	33121

<b>Program Name</b>	<b>Award</b>	<b>Code</b>	<b>HEGIS</b>	<b>CIP</b>	<b>NYSED</b>
<a href="#">Environmental Studies</a>	AS	EV	5499	41.9999	90167
<a href="#">Fire Protection Technology</a>	AAS	FC	5507	43.0201	33950
<a href="#">Food Service</a>	CERT	FS	5404	12.0599	79595
<a href="#">Green Building Maintenance and Management</a>	AAS	GR	5317	15.1001	32485
<a href="#">Hospitality and Tourism Management</a>	AAS	HM	5010	52.0902	91112
<a href="#">Human Services</a>	AS	HS	5501	44.9999	91476
<a href="#">Legal Office Assistant</a>	CERT	LO	5005	52.0401	32465
<a href="#">Liberal Arts and Sciences</a> [Full time or Five-Year Evening Program]	AA	LA	5649	24.0101	01643
<a href="#">Liberal Arts and Sciences</a>	AS	LS	5649	24.0101	01644
<a href="#">Liberal Arts and Sciences: Biology</a>	AS	BI2	5649	24.0101	01644
<a href="#">Liberal Arts and Sciences: Childhood Education</a> (Teacher Education Transfer)	AA	TE	5649	24.0101	36067
<a href="#">Liberal Arts and Sciences: English</a>	AA	EN1	5649	24.0101	01643
<a href="#">Liberal Arts and Sciences: Health Sciences</a>	AS	LD	5649	24.0101	01644
<a href="#">Liberal Arts and Sciences: History</a>	AA	HI1	5649	24.0101	01643
<a href="#">Liberal Arts and Sciences: Humanities</a>	AA	LH	5649	24.0101	01643
<a href="#">Liberal Arts and Sciences: Mathematics</a>	AS	MA	5649	27.0101	01644
<a href="#">Liberal Arts and Sciences: Psychology</a>	AS	PS	5620	42.0101	36023
<a href="#">Medical Assistant</a>	AAS	ML	5214	51.0801	33477
<a href="#">Nursing</a>	AAS	NU	5208.10	51.3801	85021
<a href="#">Office Assistant</a>	CERT	OA	5005	52.0401	01651
<a href="#">Pastry Arts</a>	AOS	PA	5404	12.0599	31180
<a href="#">Physical Education Studies</a>	AS	PE	5299	31.0101	31637
<a href="#">Professional Chef</a>	AAS	PC	5404	12.0599	86528
<a href="#">Recreation Leadership: Fitness</a>	AAS	FT	5299.30	31.0501	78301
<a href="#">Recreation Leadership: Sport Management</a>	AAS	SN	5506.10	31.0101	78301
<a href="#">Respiratory Care</a>	AAS	RT	5215	51.0908	34691
<a href="#">Simulation and Game Development</a>	AAS	GS	5103	50.0411	80170

<a href="#">Tourism</a>	CERT	TU	5011.10	52.0903	24152
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# Accounting Studies Certificate

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This one-year certificate program provides the student with the background for employment in an accounting office in an entry level position. Job titles might include: accounts receivable clerk, accounts payable clerk, payroll clerk, or tax clerk. In addition, the program is designed to allow the student to move directly into a two-year program in Accounting or Business Administration without a major loss of credit. Computers are used as an integral part of this program.

**After successfully completing the requirements of the Accounting Studies Certificate Program, a student should be prepared to:**

- Analyze and understand common business and accounting transactions.
- Prepare basic financial statements.
- Read and understand financial statements.
- Prepare various managerial accounting reports.
- Integrate the use of computers in a variety of accounting activities.
- Use research and communication skills to prepare various accounting documents.

## **Graduation Requirements (minimum 32 credits, 34 with IAS) Suggested Sequence of Full-time Study**

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
BUS 1101	Business Mathematics	3
BUS 1125	Business Communications	3
BUS 1416	Financial Accounting	4
BUS 2122	Computerized Business System <b>OR</b> CPT Elective by Advisement	3
ENG 1001	Composition I	3

<b>Second Semester</b>		<b>Credits</b>
BUS 1310	Principles of Management	3
BUS 1501	Business Law I	3
BUS 2416	Managerial Accounting	4
BUS 2418	Computerized Accounting	3
BUS 2460	Federal Income Tax Procedures	3



# Administrative Assistant AAS

The Administrative Assistant AAS degree program is a broad-based career program providing students with a background in office administration. It combines computer applications with managerial, communication, and human relation skills. This program emphasizes simulated office experiences and "real world" job skills such as problem solving and critical thinking.

The program is nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

**After successfully completing the requirements of the Administrative Assistant (AAS), a student should be prepared to:**

- Demonstrate the ability to use technology to perform standard office functions.
- Utilize research and communication skills for the preparation of various business presentations, reports and documents.
- Demonstrate proficiency in the use of MS Office Applications Software.
- Demonstrate the ability to think critically, solve problems, and make decisions independently.
- Use interpersonal skills to function effectively as a team member in evaluating business and office problems.
- Apply various business concepts and theories to business and office activities.

## **Graduation Requirements (minimum 60 credits, 62 with IAS) Suggested Sequence of Full-time Study**

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
CPT 1207	Computer Applications	3
BUS 1310	Principles of Management	3
ENG 1001	Composition I	3
PED	Physical Education Elective	1
SCI	A course with the SCI prefix with lab	4

<b>Second Semester</b>		<b>Credits</b>
BUS 1101	Business Mathematics	3
BUS 1125	Business Communications	3
BUS 1650	Office Management	3
BUS/CPT	A BUS <b>OR</b> CPT Elective by Advisement	3
Elective	A Liberal Arts elective	3

<b>Third Semester</b>		<b>Credits</b>
BUS 1402	Fundamentals of Accounting	3
BUS 1652	Human Resource Management	3
ECO 1401	Macroeconomics <b>OR</b>	
ECO 1402	Microeconomics	3
ENG 1301	Fundamentals of Speech	3
PED	Physical Education Elective	1
Elective	Free Elective by Advisement	3-4

<b>Fourth Semester</b>		<b>Credits</b>
BUS 2122	Computerized Business Systems	3
BUS 2418	Computerized Accounting	3
CPT 1225	Microsoft Excel	3
Elective	A Liberal Arts elective	6
Elective	A Liberal Arts elective	3

# Business: Accounting AAS

The Accounting AAS degree program integrates a thorough knowledge of accounting theory and concepts with hands-on training in computerized accounting. It is designed to prepare students for entry-level positions in private, public, and governmental accounting. Students learn how to use popular, commercial software packages. The program is nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

The Business faculty at SUNY SULLIVAN has worked closely with members of the College's Business Advisory Board to design courses that relate to jobs in the business world. SUNY SULLIVAN has state-of-the-art computer classrooms and labs. The faculty are business professionals, many holding MBA degrees. A National Teaching Excellence Award winner is also on staff.

**After successfully completing the requirements of the Business Accounting (AAS), a student should be prepared to:**

- Demonstrate knowledge of the accounting cycle, including preparation and interpretation of financial statements, all in accordance.
- Utilize research and communication skills for the preparation of various business and accounting presentations, reports and documents.
- Demonstrate proficiency in the use of an integrated accounting system.
- Demonstrate the ability to think critically, solve problems, and make decisions independently.
- Use interpersonal skills to function effectively as a team member in evaluating business and accounting problems.
- Apply various business and accounting concepts and theories to business activities.

## **Graduation Requirements (minimum 60 credits, 62 with IAS) Suggested Sequence of Full-time Study**

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
BUS 1101	Business Mathematics	3
BUS 1416	Financial Accounting	4
ENG 1001	Composition I	3
SCI	A course with the SCI prefix with lab	4

<b>Second Semester</b>		<b>Credits</b>
BUS 1125	Business Communications	3
BUS 1310	Principles of Management	3
BUS 2416	Managerial Accounting	4
ENG 1301	Fundamentals of Speech	3
ECO 1401	Macroeconomics <b>OR</b> ECO 1402 Microeconomics	3

<b>Third Semester</b>		<b>Credits</b>
BUS 1501	Business Law I	3
PED	Physical Education Electives	2
Elective	A Liberal Arts elective	6
BUS 2413	Intermediate Accounting I	4

<b>Fourth Semester</b>		<b>Credits</b>
BUS 2418	Computerized Accounting	3
BUS 2460	Federal Income Tax	3
BUS 2602	International Business	3
CPT 1225	Microsoft Excel	3
Elective	A Liberal Arts elective	3

# Business Administration AAS

The Business Administration AAS provides students with the knowledge and skills necessary to make decisions and solve problems in today's business organization. Students learn how to use popular, commercial software packages. The faculty at Sullivan are business professionals, many holding MBA degrees. A National Teaching Excellence Award winner is also on staff. This program is nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

**After successfully completing the requirements of the Business Administration (AAS), a student should be prepared to:**

- Demonstrate an understanding of the general nature, structure, and operation of a business organization.
- Utilize research and communication skills for the preparation of various business presentations, reports and documents.
- Demonstrate the ability to think critically, solve problems, and make decisions independently.
- Use interpersonal skills to function effectively as a team member in evaluating business problems.
- Apply various business concepts and theories to business activities.
- Integrate the use of computers in a variety of business activities.

## Graduation Requirements (minimum 60 credits, 62 with IAS) Suggested Sequence of Full-time Study

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
BUS 1101	Business Mathematics	3
BUS 1302	Principles of Advertizing	3
BUS 1310	Principles of Management	3
BUS 1402	Fundamentals of Accounting <b>OR</b> BUS 1416 Financial Accounting	3-4
ENG 1001	Composition I	3

<b>Second Semester</b>		<b>Credits</b>
BUS 1650	Office Management <b>OR</b> BUS 1652 Human Resource Management	3
BUS 2416	Managerial Accounting <b>OR</b> BUS 2418 Computerized Accounting	3-4
ENG 1301	Fundamentals of Speech	3
SCI	A course with the SCI prefix with lab	4
PED	Physical Education Elective	1

<b>Third Semester</b>		<b>Credits</b>
BUS 1301	Principles of Marketing	3
BUS 1304	Principles of Salesmanship	3
BUS 1501	Business Law I	3
ECO 1401	Macroeconomics <b>OR</b> ECO 1402 Microeconomics	3
Elective	A Liberal Arts elective	3

<b>Fourth Semester</b>		<b>Credits</b>
BUS 1341	Entrepreneurship	3
BUS 2122	Computerized Business Systems <b>OR</b> CPT elective by advisement	3
BUS 2502	Business Law II <b>OR</b> BUS 2602 International Business	3
PED	Physical Education Elective	1
Elective	A Liberal Arts elective	6

# Business Administration AAS

## Five-Year Degree Evening Program

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### Suggested Sequence of Required Courses

<b>First Semester</b>		<b>Credits</b>
BUS 1310	Principles of Management	3
ENG 1001	Composition I	3

<b>Second Semester</b>		<b>Credits</b>
BUS 1402	Fundamentals of Accounting <b>OR</b>	
	BUS 1416 Financial Accounting	3-4
Elective	A Liberal Arts Elective	3

<b>Third Semester</b>		<b>Credits</b>
BUS 2416	Managerial Accounting <b>OR</b>	
	BUS 2418 Computerized Accounting	3-4
ENG 1301	Fundamentals of Speech	3

<b>Fourth Semester</b>		<b>Credits</b>
BUS 1501	Business Law I	3
SCI	A course with the SCI prefix and lab	4

<b>Fifth Semester</b>		<b>Credits</b>
BUS 2502	Business Law II <b>OR</b>	3
	BUS 2602 International Business	
PED	Physical Education	1

<b>Sixth Semester</b>		<b>Credits</b>
BUS 1301	Principles of Marketing	3
PED	Physical Education	1
ECO1401	Macroeconomics <b>OR</b>	
	ECO 1402 Microeconomics	3

<b>Seventh Semester</b>		<b>Credits</b>
BUS 2122	Computerized Business Systems <b>OR</b>	
	CPT elective by advisement	3
Elective	An elective by advisement	3

<b>Eighth Semester</b>		<b>Credits</b>
BUS 1101	Business Mathematics	3
BUS 1304	Principles of Salesmanship	3

<b>Ninth Semester</b>		<b>Credits</b>
BUS 1302	Principles of Advertising	3
Elective	A Liberal Arts Elective	3

<b>Tenth Semester</b>		<b>Credits</b>
BUS 1650	Office Management <b>OR</b>	
	BUS 1652 Human Resource Management	3
Elective	A Liberal Arts Elective	3

# Business Administration AS

The AS Business Administration program provides a two-year program that transfers with a minimal loss of credit. Students learn how to use popular, commercial software packages. The faculty are business professionals, many holding MBA degrees. A National Teaching Excellence Award winner is also on staff. This program is nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

**After successfully completing the requirements of the Business Administration (AS), a student should be prepared to:**

- Demonstrate an understanding of management theories as they apply to a variety of functions within a business organization.
- Utilize research and communication skills for the preparation of various business presentations, reports and documents.
- Demonstrate the ability to think critically, solve problems, and make decisions independently.
- Use interpersonal skills to function effectively as a team member in evaluating business problems.
- Apply various business concepts and theories to business activities.
- Integrate the use of computers in a variety of business activities.
- Transfer to an articulated four-year institution without loss of credit.

## Graduation Requirements (Minimum of 62 credits, 64 with IAS) Suggested Sequence of Full-time Study

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
BUS 1416	Financial Accounting	4
ECO 1401	Macroeconomics	3
ENG 1001	Composition I	3
GE 2	A course from the approved Science GE2 list	4

<b>Second Semester</b>		<b>Credits</b>
BUS 1301	Principles of Marketing	3
BUS 2416	Managerial Accounting	4
GE 6, 8 or 9	A course from the approved Gen Ed list GE6: Other World Civilization <b>or</b> GE8: The Arts <b>or</b> GE9: Foreign Language	3
GE 4 or 5	A course from the approved Gen Ed list GE4: US History <b>or</b> GE5: Western Civilization	3
ECO 1402	Microeconomics	3

<b>Third Semester</b>		<b>Credits</b>
BUS 1310	Principles of Management	3
BUS 1501	Business Law I	3
BUS 1652	Human Resource Management	3
ENG 1301	Fundamentals of Speech	3
MAT 1206	Precalculus <b>OR</b> Higher MAT by Advisement	4

<b>Fourth Semester</b>		<b>Credits</b>
BUS 2122	Computerized Business Systems <b>OR</b> CPT elective by advisement	3
BUS 2502	Business Law II	3
BUS 2602	International Business	3
GE 7	A course from the approved Gen Ed list GE7: Humanities	3
MAT 1004	Elementary Statistics	3
PED	A course with the PED prefix	1

# Business Administration AS

Five-Year Degree Evening Program

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## Suggested Sequence of Required Courses

### **First Semester** **Credits**

BUS 1310	Principles of Management	3
ENG 1001	Composition I (GE 10)	3

### **Second Semester** **Credits**

BUS 1416	Financial Accounting	4
(GE 3 or 4)	A course from the approved list	3

### **Third Semester** **Credits**

BUS 2416	Managerial Accounting	4
ENG 1301	Fundamentals of Speech (GE 10)	3

### **Fourth Semester** **Credits**

BUS 1501	Business Law I	3
(GE 2)	A course from approved list	4

### **Fifth Semester** **Credits**

BUS 2502	Business Law II	3
PED	Physical Education	1

### **Sixth Semester** **Credits**

BUS 1301	Principles of Marketing	3
PED	Physical Education	1
ECO1401	Macroeconomics (GE 3)	3

### **Seventh Semester** **Credits**

BUS 2122	Computerized Business Systems <b>OR</b> CPT elective by advisement	3
BUS 2602	International Business	3

### **Eighth Semester** **Credits**

GE 6, 8 or 9	A course from approved list	3
MAT 1004	Elementary Statistics (GE 1)	3

### **Ninth Semester** **Credits**

ECO 1402	Microeconomics (GE 3)	3
MAT 1206	Pre-Calculus (GE 1) <b>OR</b> Higher MAT by advisement	4

### **Tenth Semester** **Credits**

BUS 1652	Human Resource Management	3
(GE 7)	A course from approved list	3

# Business Administration: Marketing AAS

This Associate in Applied Science degree program offers a group of related business courses which give the student a broad background in and a clear understanding of marketing and its function in business and society. This program shares a number of courses in common with other business programs. Graduates who complete this course of study should find employment in a wide variety of marketing occupations. SUNY SULLIVAN faculty are business professionals, many holding MBA degrees. A National Teaching Excellence Award winner is on staff. This program is nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

**After successfully completing the requirements of the Business Administration Marketing (AAS), a student should be prepared to:**

- Demonstrate a working knowledge of marketing principles and strategies.
- Utilize research and communication skills for the preparation of various business and marketing presentations, reports and marketing documents.
- Demonstrate the ability to think critically, solve problems, and make decisions independently.
- Use interpersonal skills to function effectively as a team member in evaluating business and marketing problems.
- Apply various business concepts and theories to business and marketing activities.
- Integrate the use of computers in a variety of business and marketing activities.

## **Graduation Requirements (minimum 60 credits, 62 with IAS) Suggested Sequence of Full-time Study**

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
BUS 1101	Business Mathematics	3
BUS 1402	Fundamentals of Accounting <b>OR</b> BUS 1416 Financial Accounting	3-4
ENG 1001	Composition I	3
BUS 1310	Principles of Management	3
PED	Physical Education Elective	1

<b>Second Semester</b>		<b>Credits</b>
BUS 1125	Business Communications	3
BUS 1302	Principles of Advertising	3
ENG 1301	Fundamentals of Speech	3
Elective	A Liberal Arts elective	6

<b>Third Semester</b>		<b>Credits</b>
BUS 1301	Principles of Marketing	3
BUS 1304	Principles of Salesmanship	3
BUS 1501	Business Law I	3
PED	Physical Education Elective	1
SCI	A course with the SCI prefix with lab	4
Elective	A Liberal Arts elective	3

<b>Fourth Semester</b>		<b>Credits</b>
BUS 2122	Computerized Business Systems <b>OR</b> CPT elective by Advisement	3
BUS 2502	Business Law II	3
BUS 2602	International Business	3
ECO 1401	Macroeconomics <b>OR</b> ECO 1402 Microeconomics	3
BUS 1341	Entrepreneurship	3

# Communication and Media Arts AS

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The world of digital video, audio, multimedia, computer graphics, and the web is providing increasing opportunities for Communications and Media Arts students. In addition to traditional positions broadcasting and film, graduates find employment in cable, webcasting, industrial, and multimedia presentation production.

SUNY Sullivan's facilities include a complete, three-camera studio, digital audio production studios and an Apple Macintosh-based HD Lab with graphics, nonlinear editing and digital audio workstations. Students use these tools to create professional productions for job hunting and transfer portfolios. The facilities are also available for student independent productions.

Courses at SUNY Sullivan take a hands-on approach in which students are creating productions from the first week of classes. In addition to production courses, students learn media history, writing, and criticism for a well-rounded background. On-campus or off-campus internships provide each student with real world experience. Graduation Requirements (61-62 credits)

Major learning outcome for this program:

An overall understanding of the history, growth, and impact of broadcast electronic mediums as related to program production and distribution and the ability to produce audio and video programming at a level acceptable for entry level employment.

## Graduation Requirements (minimum 62 credits, 60 without IAS) Suggested Sequence of Full-time Study

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
HUM 1912	Media and Society	3
ENG 1301 OR	Fundamentals of Speech OR	3
COM 1305	Intercultural Communications	
ENG 1001	Composition I	3
Elective	Elective by advisement	2-3
MAT	MAT 1005 or higher	3-4

<b>Second Semester</b>		<b>Credits</b>
COM 2110	Intro to Media Communication	4
COM 2301	Audio Production with Workshop	5
GE 4, 5, or 6	A course from the approved GE 4, 5, or 6 list	3
GE 3	A course from the approved GE3: Social Sci	3

<b>Third Semester</b>		<b>Credits</b>
COM 2250	Introduction to Media Writing	4
COM 2401	Video Production with Workshop	5
SCI	Science: A course from the approved Gen Ed 2 list plus lab	4
Liberal Arts Elective/ Gen ED	Liberal Arts Elective by Advisement*	3

<b>Fourth Semester</b>		<b>Credits</b>
GEN ED 8	The Arts: a course from the approved Gen Ed 8 list	3
COM 2501	Digital Story Telling with Workshop	5
COM 2605	Media Studio	4
Liberal Arts Elective/ Gen ED	Liberal Arts Elective by Advisement*	3



# Computer Graphics/Graphic Design AAS

With the explosive growth of the web and strong demand in traditional publishing, the ability to design and produce attractive and effective digital and print graphic materials provides an exciting and rewarding career. Designers able to work with the new media will find a wealth of opportunity. SUNY Sullivan has a tradition of graduating professionals who understand that good design and technical expertise combine to produce powerful results.

Facilities include Apple Macintosh labs with software including PhotoShop, Illustrator, Quark, Dreamweaver, Flash and Cinema 4 D. SUNY Sullivan students' assignments are designed to create a portfolio of sample work that can be presented for job hunting or transfer to four-year institutions.

## Graduates of the Computer Graphics/Graphic Design – AAS will have:

- demonstrated knowledge of the principles of design, typography, and computer graphics as used in a professional design environment, and
- demonstrated professionalism in themselves and their work, and
- effectively generated multiples and creative solutions to design and photography problems and developed skills to evaluate their own and others' work, and
- integrated cognitive and creative thinking skills with professional and tangible results.

## Graduation Requirements (minimum 62 credits, 64 with IAS) - Suggested Sequence of Full-time Study

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
ART 1001	Drawing I	3
HUM 1002	Theory and History of Design & Color	4
ART 1610	Computer Graphics I	3
PHO 1406	Digital Photography I	3
ENG 1001	Composition I	3

<b>Second Semester</b>		<b>Credits</b>
ART 2001	Drawing II	3
ART 2610	Computer Graphics II	3
PHO 2406	Digital Photography II	3
HUM 1110	20 <sup>th</sup> -Century Art	3
ENG 1301 <b>or</b>	Fundamentals of Speech <b>or</b>	
COM 1305	Intercultural Communication	3

<b>Third Semester</b>		<b>Credits</b>
ART 1601	Typography	3
ART 2311	Graphic Design Workshop	3
ART 2630	Graphic Design	3
ART 2710	Computer Graphics III	3
SCI	A course with the SCI Prefix and lab	4

<b>Fourth Semester</b>		<b>Credits</b>
ART 1310	Advertising Design	3
ART 2720	Digital Web Media	3
ART 2730	Digital Web Media II	3
Elective	A Liberal Arts Elective	3
Elective	A Liberal Arts Elective	3

# Computer Information Systems - Computer Support AAS

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SUNY Sullivan offers three tracks to prepare professionals for rewarding careers in computer information systems and technology - Computer Programming; Computer Support; and Simulation and Game Development. Each track is designed to provide the background necessary for immediate employment or transfer to a four-year program. The tracks include courses in hardware and specialized software, programming, logic and problem solving, application skills, database management, and web design in order to provide graduates with a diversified skill set. A core of liberal arts classes provides the student with the communication and critical thinking skills required for career advancement.

Students in **Computer Information Systems: Computer Support** learn the skills necessary to effectively design and manage information systems in modern business. Courses concentrate on the alignment of information systems with the business decision-making process.

After successfully completing the requirements of the **Computer Information Systems: Computer Support AAS** degree program, students will be able to demonstrate an understanding of:

- computer hardware: components, purpose, relationships, and integration
- computer software: usage, design, installation, management, configuration, debugging, and file management
- operating systems
- the fundamentals of algorithms
- mathematical skills as applied to problem-solving and logic
- the fundamentals of database management
- the fundamentals of project management
- the fundamentals of accounting
- the fundamentals of business management
- the fundamentals of computerized business systems

## Graduates will also be prepared to:

- create, maintain, edit, and format word processing documents
- create, maintain, edit, and format spreadsheets
- create, maintain, edit, and query databases using structured query language
- create, maintain, edit, and format desktop publishing documents
- create and maintain web pages and web sites
- apply the systems development lifecycle in project management

## Graduation Requirements (minimum 61 credits, 63 with IAS) Suggested Sequence of Full-Time Study

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
ENG 1001	Composition I	3
CPT 1300	Introduction to Computer Science	3
CPT 1301	Logic and Problem Solving	3
MAT	MAT 1005, 1205, 1206, 1301 or higher	3
Elective	A Liberal Arts elective	3

<b>Second Semester</b>		<b>Credits</b>
SCI	Course with SCI Prefix with Lab	4
CPT 1408	Web Design	3
CPT 1209	Computer Hardware and Software	3
CPT 1405	Programming in Visual Basics	4
ENG 1301 or COM 1305	Fundamentals of Speech or Intercultural Communication	3

## Computer Information Systems AAS (Cont.)

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<b>Third Semester</b>		<b>Credits</b>
CPT 2211	Database Management	4
MAT 1004	Elementary Statistics	3
BUS 1402 or BUS 1416	Fundamentals of Accounting Financial Accounting	3
CPT 2301 or CPT	Internship in Computing or CPT elective	3
CPT 1161	Networking Essentials	3

<b>Fourth Semester</b>		<b>Credits</b>
BUS 1125	Business Communications	3
BUS 2418	Computerized Accounting	3
CPT 1225	Microsoft Excel	3
CPT 2611	Systems Analysis	4
PED	Course with PED prefix	2

# Computer Programming AAS

SUNY Sullivan offers three tracks to prepare professionals for rewarding careers in computer information systems and technology - Computer Programming; Computer Support; and Simulation and Game Development. Each track is designed to provide the background necessary for immediate employment or transfer to a four-year program. The tracks include courses in hardware and specialized software, programming, logic and problem solving, application skills, database management, systems analysis and web design in order to provide graduates with a diversified skill set. A core of liberal arts classes provides the student with the communication and critical thinking skills required for career advancement.

Students in **Computer Programming** learn to create and deconstruct the algorithms and code behind modern computer languages. Beginning with the pseudo code used in Logic and Problem Solving, students move through Visual Basic, Java and C++ using an Object-Oriented Programming (OOP) methodology. After successfully completing the requirements of the Computer Information Systems –

**Computer Programming** AAS degree program, students will be able to demonstrate an understanding of:

- computer hardware: components, purpose, relationships, and integration
- computer software: usage, design, installation, management, configuration, debugging, and file management
- operating systems
- the fundamentals of algorithms
- mathematical skills as applied to problem-solving and logic
- the fundamentals of Microsoft Visual Basic
- the fundamentals of Microsoft Visual C++
- the fundamentals of Java
- object-oriented programming methodology
- the fundamentals of data structures
- the fundamentals of database management
- the fundamentals of systems analysis
- the fundamentals of project management
- the fundamentals of accounting
- the fundamentals of business management

Graduates will also be prepared to:

- write algorithms to solve real-world problems
- create, edit, maintain, and query databases using structured query language
- work effectively in goal-oriented development teams
- use object-oriented programming methodologies in systems development
- apply the systems development lifecycle in project management
- produce written, oral, and visual communication that clearly expresses and documents their ideas
- apply a basic foundation in science, technology, engineering and mathematics to solve real-world problems
- create and maintain web pages and web sites

## Graduation Requirements (minimum 62 credits, 64 with IAS) Suggested Sequence of Full-time Study

<u>First Semester</u>		<u>Credits</u>
IAS 1005	Metamorphosis	2
ENG 1001	Composition I	3
CPT 1300	Introduction to Computer Science	3
CPT 1301	Logic and Problem Solving	3
MAT	MAT 1005, 1205, 1206, 1301 or higher	3
Elective	A Liberal Arts elective	3

# Computer Information Systems - Computer Programming AAS (Cont.)

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<b>Second Semester</b>		<b>Credits</b>	
CPT 1209	Computer Hardware and Software	3	
CPT 1405	Programming in Visual Basic	4	
CPT 1408	Web Design	3	
ENG 1301/	Fundamentals of Speech	3	3
ENG 1305	Intercultural Communication		
SCI	A course with a SCI Prefix and Lab	4	
<b>Third Semester</b>		<b>Credits</b>	
CPT 1161	Networking Essentials	3	
CPT 2301	Internship in Computing or		
CPT	CPT Elective	3	
CPT 2211	Database Management	4	
CPT 2216	C++ and Object Oriented Programming	4	
PED	A course with a PED Prefix	1	
<b>Fourth Semester</b>		<b>Credits</b>	
Elective	A Liberal Arts elective	3	
CPT 2040	Mobile Application Programming	4	
CPT 2611	Systems Analysis	4	
CPT 2607	Data Structures	4	

# Simulation and Game Development AAS

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SUNY Sullivan offers three tracks to prepare professionals for rewarding careers in computer information systems and technology - Computer Programming; Computer Support; and Simulation and Game Development. Each track is designed to provide the background necessary for immediate employment or transfer to a four-year program. The tracks include courses in hardware and specialized software, programming, logic and problem solving, application skills, database management, systems analysis and web design in order to provide graduates with a diversified skill set. A core of liberal arts classes provides the student with the communication and critical thinking skills required for career advancement.

Students in **Simulation and Game Development** learn how to develop 2D and 3D game applications using various types of software and game engines. Starting with game concept development using an interactive fiction engine, students build narrative and storytelling skills before progressing to the creation of immersive game worlds, design of game levels, and development of characters. Using advanced programming skills, students will write the algorithms for core mechanics, gameplay and levels. Using 3D animated simulation and modeling software, students will learn how to solve complex problems through the objective analysis of processes and the use of informed decision making tools.

After successfully completing the requirements of the **Computer Information Systems – Simulation and Game Development AAS** degree program, students will be able to demonstrate an understanding of:

- computer hardware: components, purpose, relationships, and integration
- computer software: usage, design, installation, management, configuration, debugging, and file management
- the fundamentals of algorithms
- mathematical skills as applied to problem-solving and logic
- the fundamentals of Microsoft Visual Basic
- the fundamentals of Microsoft Visual C++
- the fundamentals of Java
- object-oriented programming methodology
- the fundamentals of data structures
- the fundamentals of systems analysis
- the fundamentals of project management
- the fundamentals of database management
- the fundamentals of simulation and modeling
- the fundamentals of game concept development
- the fundamentals of graphic design and animation
- the fundamentals of game theory
- the fundamentals of basic psychological theories of human perception, learning, social interaction, and play

**Graduates will also be prepared to:**

- write algorithms to solve real-world problems
- develop 2D and 3D game applications and simulations using various types of software and game engines.
- design, develop, and maintain models
- design, develop, and analyze simulations
- create, edit, maintain, and query databases using structured query language
- work effectively in goal-oriented development teams
- use object-oriented programming methodologies in systems development
- apply the systems development lifecycle in project management
- apply basic psychological theories of human perception, learning, social interaction, and play
- produce written, oral, and visual communication that clearly expresses and documents their ideas
- apply a basic foundation in science, technology, engineering and mathematics to solve real-world problems.

# Simulation and Game Development AAS (Cont.)

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Graduation Requirements (minimum 62 credits, 64 with IAS) Suggested Sequence of Full-Time Study

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
ENG 1001	Composition I	3
CPT 1300	Introduction to Computer Science	3
CPT 1301	Logic and Problem Solving	3
MAT	MAT 1005 or higher	3
PED	Course with PED Prefix	1

<b>Second Semester</b>		<b>Credits</b>
CPT 1303	Intro to Simulation and Game Dev	3
CPT 1405	Programming in Visual Basic	4
ENG 1301 or	Fundamentals of Speech or	3
COM 1305	Intercultural Communication	
MAT 1205	MAT 1205 or higher	4
SCI	Course with SCI Prefix with Lab	4

<b>Third Semester</b>		<b>Credits</b>
CPT 1315	Multimedia Graphics	3
CPT 1403	Simulation and Game Dev. Prog. I	3
CPT 2211	Database Management	4
CPT 2216	C++ & Object Oriented Programming	4
CPT 2301 or	Internship in Computing or	
CPT	CPT elective	3

<b>Fourth Semester</b>		<b>Credits</b>
CPT 2403	Simulation and Game Dev. Prog. II	3
CPT 2607	Data Structures	4
CPT 2611	Systems Analysis	4
Elective	Liberal Arts elective	3

# Computer Support Certificate

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This one-year certificate program is designed to prepare students to work as computer support staff in a modern, high technology office. Students take courses introducing them to computer hardware, software and networking. They train in elements of the Microsoft Office suite and may take testing for Microsoft Office User Specialist certification in the elements they complete. They also learn the basics of computer set up, operation, operating systems and networking.

Students learn the principles of software maintenance and are encouraged to produce individual projects, enabling them to leave with a professional resume as well as a certificate.

Sullivan County Community College maintains a Windows NT campus-wide network providing easy access to the Internet, e-mail services, and current software packages. All computer classes are taught in computerized classrooms and open labs are available for practice outside of class seven days a week.

Students who desire to remain at Sullivan to obtain a degree will find that the Information Systems Certificate leads easily into our Computer Information Systems AAS degree programs.

**After successfully completing the requirements of the Information Systems Certificate, a student should be prepared to demonstrate an understanding of:**

- computer hardware: components, purpose, relationships, and integration
- computer software: usage, design, management, and file management
- operating systems
- the components of Microsoft Office
- the fundamentals of accounting

A student should also be prepared to:

- create, maintain, edit and format word processing documents
- create, maintain, edit and format spreadsheets
- create, maintain, edit and query databases
- create and maintain web pages and websites

## **Graduation Requirements (minimum 30 credits, 32 with IAS) Suggested Sequence of Full-time Study**

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
BUS 1101	Business Mathematics <b>OR</b> a course with the MAT prefix by advisement	3
CPT 1300	Introduction to Computer Science	3
CPT 1301	Logic and Problem Solving	3
ENG 1001	Composition I	3
CPT 1161	Networking Essentials	3
<b>Second Semester</b>		<b>Credits</b>
BUS 1125	Business Communications	3
BUS 1402	Fundamentals of Accounting	3
CPT 1209	Computer Hardware and Software	3
CPT 1408	Web Design	3
CPT 1225	Microsoft Excel	3



# Criminal Justice AAS

This two-year curriculum prepares students for careers in the criminal justice field. The combination of a strong academic core with specialized career courses offers the graduate the choice of continuing at an institution of higher learning or seeking direct employment in a criminal justice profession. Career opportunities include federal, state, and local law enforcement, institutional and community-based corrections and treatment alternatives, family and social services, criminal investigations, juvenile services, probation and parole, and careers in military justice.

The curriculum is offered for those already working in criminal justice as well as for high school graduates interested in serving in national, state, local or private agencies involved in this vital profession. Enrollment may be on a full or part-time basis. Many courses are offered in the evening to accommodate in-service personnel and other employed individuals.

## Graduates of the Criminal Justice/Corrections – AAS will have demonstrated:

1. the foundation knowledge of criminal justice core concepts and methods
  - Crucial steps and persons involved in American criminal justice
  - Similarities and differences in adult and juvenile criminal justice handling and the law
  - Key terms and legal terminology used in the study of crime and delinquency
  - Theories of crime and delinquency causation
  - Issues and methods of criminal investigation
  - Basic tenets of criminal law
  - Constitutional legal rights afforded criminal defendants
  - Ethical issues in criminal justice
  - Historical, legal, social and natural science methods used to study crime
2. the knowledge of information literacy as it relates to criminal justice
  - Identification, accessing and interpretation of major sources of crime data
  - Identification, accessing and interpretation of legal resources
  - Criminal agency data
  - Career information
  - Basic library, research and communication skills
  - Ability to understand, summarize, analyze and critically evaluate sources of criminal justice information
3. the knowledge of career opportunities in the field of criminal justice
  - Criminal justice job descriptions, requirements and benefits
  - Career opportunities in law enforcement, courts, corrections, juvenile justice, forensic sciences
  - Educational transfer opportunities in criminal justice
4. critical thinking, oral and written communication skills
  - General communication skills
  - Examples of specific technical writing required in the field of criminal justice
  - Instruction in and assessment of critical thinking skills

## Graduation Requirements (minimum 61 credits, 63 with IAS) Suggested Sequence of Full-time Study

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
ENG 1001	Composition I	3
CRJ 1115	Introduction to Criminal Justice	3
PSY 1500	General Psychology	3
ENG 1301	Fundamentals of Speech	3
PSY 1600 OR	PSY 1600 Statistics for the Social Sciences	
MAT Elect	or MAT by advisement	3-4

<b>Second Semester</b>		<b>Credits</b>
HIS 1227 OR	US History I <b>OR</b>	<b>3</b>
HIS 1228 OR	US History II <b>OR</b>	
HIS 1229	US History III	
CPT 1207 OR	Computer Applications <b>OR</b>	<b>3</b>
CPT 1210	Computer Literacy	

## Criminal Justice AAS (Cont.)

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CRJ 1113	Criminal Investigation	3
SCI 1050/51	Introduction to Biology I & Lab <b>OR</b>	4
OR SCI 1124	Principles of Bio I	
CRJ 1107 OR	Police Operations <b>OR</b>	3
CRJ 2103	Introduction to Corrections	

<b>Third Semester</b>		<b>Credits</b>
SOC1600	Introduction to Sociology	3
CRJ 1320	Criminal Law & Procedure	3
PED	PED Elective	2
POL 1350	Introduction to American Law	3
SCI 1640	Intro to Forensic Science	4

<b>Fourth Semester</b>		<b>Credits</b>
Elective	Elective by advisement*	3-4
CRJ 2608	Introduction to Criminology <b>OR</b>	3
<b>OR</b> CRJ/	Forensic Psych	
PSY 2512		
CRJ 2111	Juvenile Justice	3
CRJ 1116 &	Cultural Diversity & Criminal Justice <b>and</b>	6
CRJ 1117 OR	Police Community Relations <b>OR</b>	
POL 1322 &	Constitutional Law <b>and</b>	
CRJ/EMG	CRJ/EMG Elective by Advisement	

# Culinary Arts AOS

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The Associate in Occupational Science degree in Culinary Arts prepares the student for entry level work in the culinary field. The emphasis in the professional courses is on the theory, practice and hands-on work in culinary arts. Students work with industry professionals in several kitchens, bakeries and the Grossinger Dining Room. Students also take courses in Hospitality Purchasing, Cost Control and Human Resources to round out their knowledge. They receive ServSafe and TIPS certifications as part of their coursework.

## Graduates of the Culinary Arts – AOS will have demonstrated:

- industry standard, entry level skills,
- professionalism in themselves and their work,
- the ability to creatively solve culinary problems and develop skills to evaluate their own and that of others,
- technical, cognitive, and creative thinking skills with professional and tangible results.

## Graduation Requirements (minimum of 61 credits, 63 with IAS) Suggested Sequence of Full-time Study

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
BUS 1652	Human Resource Management	3
CUL 1104	Introduction to Food & Baking	3
CUL 1340	Beverage Service	2
CUL 1907	Sanitation & Safety	2
ENG 1001	Composition I	3

<b>Second Semester</b>		<b>Credits</b>
CUL 1206	Principles of Baking	2
CUL 1312	Hospitality Purchasing	3
CUL 2104	Culinary Arts Theory & Development	3
ENG 1301	Fundamentals of Speech	3
BUS 1101	Business Mathematics	3
BUS 1301	Principles of Marketing	3

<b>Third Semester</b>		<b>Credits</b>
BUS 1301	Principles of Marketing	3
CUL 2114	Restaurant Operations	3
CUL 2140	Garde Manger	2
CUL 2225	Bakery Production	3
CUL 2504	Hospitality Cost Control	3
CUL 2252	Bread and Roll Production	3

<b>Fourth Semester</b>		<b>Credits</b>
CUL 2121	Banquet & Catering Practices	3
CUL 2131	International Cuisines	2
CUL 2134	American Cuisines	2
CUL 1804	Advanced Baking Techniques	3
SCI 1024	Nutrition	3
CUL 1702	Applied Nutrition Lab	1
Elective	Free Elective By Advisement	4

# Cyber Security AAS – Not open to new students

Offered through the Hudson Valley Educational Consortium in cooperation with SUNY Orange, the Cyber Security AAS program prepares students for employment in a variety of entry level careers in Cyber Security. Today, everyone is concerned with security, and people with knowledge in this area are in high demand. Positions can include such titles as Network Administrator, network security specialist, information security technician, just to name a few. The main thrust is protection of information and limiting access to network resources.

In addition to security, students will also be instructed in techniques used to track perpetrators once an attack has occurred. In addition to basic computer and networking skills, the student will be instructed in Operating Systems, Computer Forensics, Network Forensics, Information Security, Network Perimeter Security, and Cyber Crime Investigation. Classes are designed to provide students with hands-on training utilizing state-of-the-art computer facilities. Lab work and assignments will present real world cyber security scenarios encountered in the work place. For forensics studies, industry standard software will be used. While A.A.S. graduates are prepared to enter the workforce immediately, many students choose to transfer to upper-level programs leading to a bachelor's degree in technology. If students are considering this, they should consult with the department chair and advisors for program planning. Special planning is available for students entering the program with previous college credit or equivalent training/work experience.

Students will need to take some of the technical cyber security courses on site at SUNY Orange. Please consult with an advisor.

## Graduates of the Cyber Security AAS will be able to:

- Develop problem-solving skills relative to cyber security, computer crime, networking and information technology, and cyber investigations.
- Identify common concepts relevant to the understanding of the criminal justice system and be able to assess and debate these issues and their relevance to cyber investigations.
- Identify and understand criminological theories of crime, as well as computer and network vulnerabilities.
- Demonstrate proficiency in computer and networking technology.
- Demonstrate the ability to identify and process a digital crime scene/incident

## Graduation Requirements (63-65 credits) Suggested Sequence of Full-time Study

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
ENG 1001	Composition I	3
CRJ 1115	Introduction to Criminal Justice	3
MAT 1001	College Math I	3
CPT 1210	Computer Literacy	3
CPT 1161	Networking Essentials	3

<b>Second Semester</b>		<b>Credits</b>
ENG 1301	Fundamentals of Speech	3
CPT 1160	Networking I	4
CPT 1209	Computer Hardware & Software	4
CPT 1180	Operating Systems	4
PED 1601	Physical Fitness & Wellness	2

<b>Third Semester</b>		<b>Credits</b>
CPT 2030	Networking II	4
CPT 2170	Unix/Linux	3
CPT 2213	Computer Forensics	3
CTP 2230	Information Security	3
PSY 1500	General Psychology	3

## Cyber Security AAS (cont.)

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<b>Fourth Semester</b>		<b>Credits</b>
CPT 2200	Network Forensics	3
CPT 2240	Network Perimeter Security	3
CPT 2260	Cyber Crime Investigations	3
CRJ 2608	Introduction to Criminology	3
Elective	Science Elective	4

# Direct Support Practice Certificate

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Direct care professionals provide services to people with developmental disabilities such as mental retardation as well as to people with other disabilities. A direct support professional meets the hands-on, personal needs of an individual needing care. A career in Direct Support can be very enriching and rewarding.

This certificate program is designed to develop abilities in the profession of Direct Support. The class schedule is designed to accommodate the needs of the working professional. Graduates may work in jobs with titles such as Developmental Aid, Residence Manager, Residence Program Specialist, Job Coach, Advocate, Residential Counselor, Day Habilitation Specialist, or Direct Support Professional. The program is also designed to permit a smooth transition directly into the Sullivan County Community College Associate of Science degree program in Human Services.

## Graduation Requirements (33 credits) Suggested Sequence of Full-time Study

<b>First Semester</b>		<b>Credits</b>
PSY 1500	General Psychology	3
MHA 1510	Introduction to Human Services	3
ENG 1001	Composition I	3

<b>Second Semester</b>		<b>Credits</b>
PSY 2510	Developmental Psychology	3
MHA 1910	Developmental Disabilities I	3

<b>Third Semester</b>		<b>Credits</b>
PSY 2506	Abnormal Psychology	3
MHA 1911	Developmental Disabilities II	3
MHA 2110	Prof Ethics in Human Services <b>OR</b> HUM 1304 Ethics (by advisement)	3

<b>Fourth Semester</b>		<b>Credits</b>
PSY 2507	Behavior Modification	3
MHA 1515	Report Writing for Direct Support	3
Elective	Liberal Arts Elective	3

# Emergency Management AAS

Offered online through the Hudson Valley Educational Consortium, the Emergency Management A.A.S. program prepares students to react to, and be effective before, during, and after any local, statewide, or national emergency. Students will develop the knowledge, experience, and critical decision-making and communications skills needed to respond appropriately to emergency and disaster situations and, more importantly, manage community resources in any crisis situation. This program meets New York State and Federal Emergency Management Agency (FEMA) education and training requirements.

## Graduates of Emergency Management -- AAS will be able to:

- Communicate effectively a knowledge of emergency management content areas, including public safety critical incident command, emergency planning, emergency operations, exercise planning, emergency operations center organization and management, leadership, resource planning, and utilization of national emergency management operation guidelines.
- Apply the knowledge base of necessary skills to be able to function within the New York State and national incident management system during a local, statewide, or federal emergency.
- Demonstrate critical thinking, communications, and management skills by analyzing situations, determining proper actions, understanding the costs and benefits of actions, evaluating possible alternatives

## Graduation Requirements (minimum 61 credits, 63 with IAS) Suggested Sequence of Full-time Study

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis*	2
ENG 1001	Composition I	3
ENG 1301	Fundamentals of Speech	3
EMG 1010	Introduction to Emergency Management	3
CHS 1010	Intro to Corporate Homeland Security	3
EMG 1040	Domestic/International Terrorisms	3

<b>Second Semester</b>		<b>Credits</b>
CPT 1210	Computer Literacy	3
EMG 1020	Emergency Response Planning	3
EMG 1030	Emergency Management Leadership	3
SOC 1600	Introduction to Sociology	3
SCI	Science Elective with Lab	4

<b>Third Semester</b>		<b>Credits</b>
CHS 1020	Critical Infrastructure	3
EMG 2010	Emergency Response All Hazard	3
EMG 2020	Incident Command System	3
MAT 1000	Basic Algebra <b>or</b> Higher MAT by advisement	3-4
PSY 1500	General Psychology	3

<b>Fourth Semester</b>		<b>Credits</b>
EMG 2030	Exercise and Design	3
EMG 2040	Weapons of Mass Destruction	3
EMG	Elective in Emergency Mgmt	3
POL 1350	American Law	3
Electives	Elective by Advisement	3

# Environmental Studies AS

This program is designed for students who have an active interest in environmental problems. The goal of the program is to provide a strong background in science, allowing students to be sensitive and knowledgeable about the complex environmental issues facing contemporary society. It is designed to accommodate varied interests and future plans of the student and is suitable for transfer to upper division programs in Environmental Studies, Environmental Science, Interdisciplinary Studies, Education, and other curricula.

## Graduates of the Environmental Studies – AS will have demonstrated:

- knowledge of a variety of environmental issues from varying perspectives,
- knowledge of the principles of chemistry and mathematics,
- the ability to conduct scientific experiments using the scientific method,
- the ability to work safely and effectively in a laboratory environment and in the field, using a variety of equipment,
- the critical thinking skills necessary to draw conclusions from scientific data.

## Graduates will also:

- be able to speak and write effectively about environmental issues.
- transfer to four-year institution to earn a bachelor's degree in environmental studies or environmental science.

## Graduation Requirements (minimum 61 credits, 63 with IAS) Suggested Sequence of Full-time Study

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
ENG 1001	Composition I	3
MAT	MAT course by advisement	3-4
Other World Civilizations	A course from the approved Gen Ed 6 list (GEO 1700 World Geography recommended)	3
SCI 1515	Environmental Science	4
PED	A course with the PED prefix	1

<b>Second Semester</b>		<b>Credits</b>
SCI	Courses with the SCI prefix	4
MAT	MAT course by advisement	3-4
Social Sciences	A course from the approved Gen Ed list 3, POL 1341 American Government recommended	3
SCI 1701	Science and Civilization	3
Elective	By advisement	3

<b>Third Semester</b>		<b>Credits</b>
ENG 1301	Fundamentals of Speech	3
SCI 1824	Fundamentals of Chemistry I <b>OR</b> SCI 1202 General Chemistry I	4
GIS 1101	Intro Geographic Information Tech	3
SCI 2110	Field Biology (fall only)	3
Am History Western Civ Arts or FLA	American History, Western Civ, The Arts or Foreign Language: a course from Gen Ed lists 4, 5, 8, or 9	3

<b>Fourth Semester</b>		<b>Credits</b>
Humanities	A course from the approved Gen Ed list 7	3
SCI 2826	Fundamentals of Chemistry II <b>OR</b> SCI 2202 General Chemistry II	4
SCI	Courses with the SCI prefix and lab, if co-requisite	4



PED	A course with the PED prefix	1
Elective	Free elective	3

# Fire Protection Technology AAS

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Students who complete this program earn an Associate in Applied Science degree. The Fire Protection Technology A.A.S. program will prepare students for a career as fire fighters. Within the field there are many career specialties such as: fire prevention in government and industry; fire communications/dispatching in local and state government; fire equipment manufacturing, sales, service, research and development; forestry service fire control; specialist, technician and consultant services in the aerospace program; and fire protection education. Students are encouraged to contact the Chair of the Division of Professional Studies for advisement regarding selection of courses.

## Graduates of Fire Protection Technology – AAS will be able to:

- Support the community by providing Fire and Emergency Services when required.
- Communicate effectively knowledge of Fire Science content areas, including fire safety critical incident command, emergency planning, fire scene operations, fire exercise planning, fire and emergency operations center organization and management, leadership, resource planning, and utilization of national fire science operation guidelines.
- Apply the knowledge base of necessary skills to be able to function within the fire science at all levels.
- Demonstrate critical thinking, communications and management skills by analyzing situations, determining proper actions, understanding the costs and benefits of actions, evaluating possible alternatives and unforeseen circumstances, and then taking appropriate actions as an incident manager.
- Have the technical and general education courses needed to be able to pursue a baccalaureate degree in fire science or emergency management.

## Graduation Requirements (minimum 62 credits, 64 with IAS) Suggested Sequence of Full-time Study

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
ENG 1001	Composition I	3
PSY 1500	General Psychology	3
MAT 1000	Basic Algebra	3
FIR 1010	Intro to Fire Technology	3
FIR 1020	Intro to Fire and Emergency Services Admin	3
PED	Physical Education Elective	1

<b>Second Semester</b>		<b>Credits</b>
ENG 2005	English Composition II	3
SOC 1600	Introduction to Sociology	3
FIR 1030	Principles of Building Construction	3
FIR	Fire Science Elective	3
Elective	Liberal Arts Elective	3
PED	Physical Education Elective	1

<b>Third Semester</b>		<b>Credits</b>
POL 1341	American Government	3
ENG 1301	Fundamentals of Speech	3
FIR	Fire Science Elective	9
PED	Physical Education Elective	1

<b>Fourth Semester</b>		<b>Credits</b>
SCI	Gen Ed 2 Natural Sciences Elective	4
CPT 1207	Computer Application	3
FIR	Fire Science Elective	9

# Food Service Certificate

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Food Service is a one-year certificate program designed to provide the student with the basic knowledge needed to work in volume-feeding establishments. Each student will spend time learning the skills of food preparation, equipment use, presentation, and service for volume-feeding operations.

Students enrolled in this program also explore the background knowledge and techniques required for daily cash controls, safety and sanitation, employee job duties, and record keeping and are made aware of the many career opportunities available in volume-feeding operations. Credits earned in this program can be transferred, without loss, to any of the Culinary Arts programs at Sullivan County Community College.

## Graduation Requirements (minimum 31 credits, 33 with IAS) Suggested Sequence of Full-time Study

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
BUS 1101	Business Mathematics	3
CUL 1104	Introduction to Food & Baking	3
CUL 1340	Beverage Service	2
CUL 1907	Sanitation & Safety	2
ENG 1001	Composition I	3

<b>Second Semester</b>		<b>Credits</b>
BUS 1652	Human Resource Management	3
CUL 1206	Principles of Baking	2
CUL 1312	Hospitality Purchasing	3
CUL 1702	Applied Nutrition Lab	1
CUL 2104	Culinary Arts Theory & Development	3
ENG 1301	Fundamentals of Speech	3
SCI 1024	Nutrition	3

# Green Building Maintenance and Management AAS

The associate in applied science degree in Green Building Maintenance and Management provides students with the skills and knowledge needed to effectively manage buildings that incorporate sustainable building principles and technologies.

All aspects of sustainable building operations are included in the program, including ecological design and maintenance principles; energy efficiency and renewable energy; green building products and materials; building automation and controls; sustainable landscaping and site selection; the LEED building assessment system; and life-cycle economic analysis. In addition to learning the most current theories, students acquire hands-on training related to energy management, photovoltaic arrays, wind turbines, geothermal HVAC systems, and other components of high-performance commercial buildings. Potential career options include green building project coordinator, facility manager, or sustainability consultant. This degree also complements further studies related to natural building, sustainable community development, building performance, HVAC operations and maintenance, and renewable energy installation and maintenance.

## Graduates of Green Building Maintenance and Management – AAS will have learned:

- the skills and knowledge necessary to make decisions about the management and maintenance of building systems,
- to maintain both conventional and green building technologies and systems that are used to produce energy, heat, light, and ventilation as well as those that consume energy,
- to calculate energy efficiency and recommend changes for better outcomes,
- the essential components of building wiring, heating, cooling, and ventilation systems so they can assume responsibility for maintenance of these systems,
- the basic principles for the positioning and use of wind turbines, photovoltaic cells, passive solar systems and other green building systems,
- to manage projects, including communication with the building owners, utilities, planners, and contractors to assure effective and efficient building maintenance and management.

## Graduation Requirements (minimum 61 credits, 63 with IAS) Suggested Sequence of Full-time Study

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
ENG 1001	Composition I	3
MAT	MAT 1000 Basic Algebra or higher Math	3
GRB 1100	Introduction to Green Buildings	3
GRB 1200	Introduction to Renewable Energy Systems	3
CPT/GRB/SUS	Computer/GreenBldg/Sustainability elective	3

<b>Second Semester</b>		<b>Credits</b>
ENG 1301	Fundamentals of Speech	3
HUM 1304	Ethics	3
GRB 1300	Energy Management	3
GRB 1400	Green Building Materials	3
SCI 1515	Environmental Science	4

<b>Third Semester</b>		<b>Credits</b>
ECO 1402	Microeconomics	3
GRB 2100	Building Automation and Controls	3
GRB 2200	Solar and Wind Systems	3
Elective	A Liberal Arts elective	3
GRB 2300	Commercial Electrical	3

## Green Building Maintenance and Management AAS (Cont.)

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<b>Fourth Semester</b>		<b>Credits</b>
GRB 2400	Care of Green Spaces	3
BUS 1652	Human Resource Management	3
GRB 2500	Troubleshooting Building Systems	3
ECO 2001	Environmental Economics	3
GRB 2600	Green HVAC	3

# Hospitality and Tourism Management AAS

The Associate in Applied Science Hospitality and Tourism Management program offers a solid background in the industry. Management classes in various areas of business, tourism, and hospitality services provide the students with the necessary skills to succeed in the corporate world.

Each student is assigned a faculty advisor to assist in selecting the proper electives based on the student's interests. Graduates are employed in many facets of the hospitality and tourism industry including hotels, spas, casinos, restaurants, country clubs, travel and tourism organizations, corporate dining facilities, and transportation companies.

The Hospitality and Tourism Management AAS degree program offers transfer opportunities to four-year schools for those students who maintain the appropriate grade point average.

**After successfully completing the requirements of the Hospitality and Tourism Management (AAS), a student should be prepared to:**

- Demonstrate a working knowledge of the hospitality, tourism and event planning industries.
- Utilize research and communication skills for the preparation of various hospitality and tourism presentations, reports and documents.
- Demonstrate the ability to think critically, solve problems, and make decisions independently.
- Use interpersonal skills to function effectively as a team member in evaluating hospitality and tourism problems.
- Apply various business concepts and theories to hospitality and tourism activities.
- Integrate the use of computers in a variety of hospitality and tourism activities.

## **Graduation Requirements (minimum 62 credits, 64 with IAS) Suggested Sequence of Full-time Study**

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
BUS 1310	Principles of Management	3
BUS 1103	Introduction to Hospitality and Tourism	3
CUL 1340	Beverage Service	2
CUL 1907	Sanitation & Safety	2
ENG 1001	Composition I	3
Elective	A Liberal Arts Elective	3

<b>Second Semester</b>		<b>Credits</b>
BUS 1101	Business Mathematics	3
CUL 1312	Hospitality Purchasing	3
BUS 1652	Human Resource Management	3
BUS/CPT/CUL	A course with a BUS, CPT, or CUL prefix	3
SCI	A course with a SCI prefix and lab	4

<b>Third Semester</b>		<b>Credits</b>
ENG 1301	Fundamentals of Speech	3
BUS 1402	Fundamentals of Accounting	3
BUS 1501	Business Law I	3
CUL 2504	Hospitality Cost Control	3
ECO 1401	Marcoeconomics <b>OR</b> ECO 1402 Microeconomics	3

<b>Fourth Semester</b>		<b>Credits</b>
BUS 1301	Principles of Marketing	3
BUS 1934	Meeting and Event Planning	3
BUS 2122	Computerized Business Systems	3
SOC 1725	Survey of World Cultures	3
Elective	A Liberal Arts Elective	3

# Human Services: AS

Human Services is a transfer-oriented Associate of Science degree program for students interested in pursuing social work or other counseling fields. The program provides the first two years of a four-year curriculum in, social work and other counseling professions.

The course requirements for this program are very general to accommodate the varying requirements of upper division courses required by colleges and universities that grant degrees in this field. The major courses are both theoretical and applied, allowing students the opportunity to explore the nature of human behavior and reach a deeper understanding of self. SCCC students are able to transfer as juniors to pursue a Bachelor's degree in social work.

## Graduates of Human Services – AS will have studied and demonstrated knowledge of the following objectives:

- Demonstrate understanding of psychological theories, principles, and concepts in the discipline of psychology and related helping fields.
- Demonstrate understanding of physical, cognitive, emotional, social, and behavioral development.
- Critically read and analyze research in psychology and related helping fields found in professional journals.
- Apply an understanding of the theoretical frameworks and models utilized in current practice through practical application and written assignments.
- Demonstrate an ability to use helping skills by means of role-playing and written assignments.
- Exhibit self-insight through exercises that promote reflection and awareness of the self.
- Establish an understanding of the values and ethics of the profession.
- Illustrate empathic listening and other skills necessary in the client-counselor relationship.
- Develop an understanding of the history of the field of human services and relevance to current practice.
- Develop an understanding of cultural and spiritual sensitive practice in the human service field.
- Explain healthy and effective functioning in settings such as jobs, school, interpersonal relationships, and as members of society.
- Explain effective stress management and coping skills.
- Describe the steps in developing in forming friendships and healthy relationships.
- Develop and describe effective social and communication skills in a variety of settings.
- Apply the basic principles of psychology to everyday life.

## Graduation Requirements (minimum 61 credits, 63 with IAS) Suggested Sequence of Full-time Study

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
ENG 1001	Composition I	3
ENG 1301	Fundamentals of Speech	3
MHA 1510	Introduction to Human Services	3
PSY 1600	Statistics for the Social Sciences	3
PED	Elective	1

<b>Second Semester</b>		<b>Credits</b>
MHA 2502	Introduction to Counseling	3
ENG 2005	Composition II	3
SOC 1600	Introduction to Sociology	3
SCI 1124	Principles of Biology I	4
PSY 1500	General Psychology	3

## Human Services: AS (Cont.)

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<b>Third Semester</b>		<b>Credits</b>
SOC 2601	Social Problems	3
FLA	Foreign Language Gen Ed 9 by advisement	3
HIS 1227	Unites States History I <b>OR</b> HIS 1228 United States History II <b>OR</b> HIS 1229 United States History III3	
PSY 2510	Developmental Psychology <b>OR</b> PSY 2502 Child Psychology	3
SOC 2609	Race, Class, and Gender	3
PED	Elective	1

<b>Fourth Semester</b>		<b>Credits</b>
SCI	A course with a SCI prefix & lab	4
MHA 1930	Human Services Skills Exploration	3
MHA 2110	Professional Ethics in Human Services	3
MHA 2512	Human Behavior in Social Environments	3
ANT/GEO/ HIS/SOC	Elective in Other World Civilizations (Gen Ed 6) by advisement	3



# Legal Office Assistant Certificate

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The Legal Office Assistant certificate program is a one-year program designed to provide students with the skills and knowledge necessary to become employed as legal office support staff. Upon successful completion of this program, students will be able to accurately manage legal documents; analyze **and** evaluate data and information; create and maintain a variety of calendars, databases, spreadsheets and business correspondence; use a variety of specialized legal software packages with proficiency; effectively communicate through oral and written techniques; and apply a variety of office management concepts to the automated law office environment.

**After successfully completing the requirements of the Legal Office Assistant Program, a student should be prepared to:**

- Demonstrate the ability to accurately perform legal document management skills.
- Analyze and evaluate data and information.
- Create and maintain a variety of calendars, databases, spreadsheets, and business correspondence.
- Demonstrate the ability to use a variety of specialized legal software packages with proficiency.
- Demonstrate the ability to effectively communicate through oral and written techniques.
- Demonstrate the ability to apply a variety of legal management concepts in the automated office environment.

## **Graduation Requirements (minimum 33 credits, 35 with IAS) Suggested Sequence of Full-time Study**

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
POL 1350	Introduction to American Law	3
BUS 1402	Fundamentals of Accounting	3
CPT 1207	Computer Applications	3
ENG 1001	Composition I	3
BUS 1501	Business Law I	3

<b>Second Semester</b>		<b>Credits</b>
BUS 1125	Business Communications	3
BUS 1650	Office Management	3
CPT 1225	Microsoft Excel	3
BUS 2418	Computerized Accounting	3
BUS 2502	Business Law II	3
CPT 1305	Computer Applications for the Legal Office	3

# Liberal Arts and Sciences AA

The Liberal Arts and Sciences curriculum is a university parallel Associate of Arts degree program preparing students for transfer to a four-year program. Required and elective courses are both transferable. Small classes, attention and concern for individual students, and a suggested sequence of courses are intended to help students acquire fundamental skills of studying, reasoning, and expression.

Working with their faculty advisor, students can select courses in academic areas in English, history, psychology, sociology, honors and the sciences. The liberal arts place emphasis on questions more than specific answers. The courses focus upon ideas, languages, logic, and images of the world, of nature, and society. History, literature, and the sciences offer models and explanations of the events and processes of our lives.

Students interested in pursuing specific areas of study such as, but not limited to the following, should begin with the Liberal Arts degree: Economics, English, Elementary Education, Forest Technology, History, Legal Studies, Mathematics, Philosophy, Political Science, Pre-Forestry, Pre-Nursing, Psychology, Science, Sociology, Secondary Education, or Women's Studies.

This degree requires the completion of at least 7 of the 10 SUNY General Education requirements. SUNY SULLIVAN is committed to encourage students to complete all 10 requirements.

## Besides completing the SUNY General Education requirements, graduates of the Liberal Art and Science – AA will have demonstrated:

- the ability to think critically;
- a command of information and concepts from English, humanities, the social sciences, mathematics, and the sciences;
- an awareness of our diverse world;
- an understanding of sustainable actions as well as social and environmental responsibility;
- the ability to communicate their understanding in written and spoken form;
- the ability to perform and cite research in various Liberal Arts formats.

## Graduation Requirements (minimum 61 credits, 63 with IAS) Suggested Sequence of Full-time Study

*\*Students should choose electives – in consultation with their advisor – based both on requirements of their transfer school and personal preference for course content. \*\* In order to receive full credit for Gen Ed 10, students must take both Composition I and Fundamentals of Speech*

First Semester		Credits
IAS 1005	Metamorphosis	2
ENG 1001	Composition I**	3
ENG 1301 or COM 1305	Fundamentals of Speech** or Intercultural Communication**	3
HIS 1204	Western Civilization I OR HIS 1205 Western Civilization II OR HIS 1206 Western Civilization III	3
MAT	MAT 1001 or higher	3-4
Elective	Elective by Advisement*	3

Second Semester		Credits
Elective	Elective by Advisement	3
ENG 2005	Composition II	3
HIS	HIS Elective	3
SCI	SCI Elective with Lab	4
FLA/HUM	FLA/HUM Elective	3

## Liberal Arts and Sciences AA (Cont.)

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<b>Third Semester</b>		<b>Credits</b>
Elective	ANT OR ECO OR GEO OR POL	
GenEdSocSci	OR PSY OR SOC OR SUS elective	3
ENG	ENG Elective	3
MAT	Course with MAT, in sequence	3-4
SCI	SCI Elective with Lab	4
FLA/HUM	FLA/HUM Elective	3

<b>Fourth Semester</b>		<b>Credits</b>
Elective	ANT OR ECO OR GEO OR POL or	
GenEdSocSci	PSY OR SOC elective	3
Elective	Elective by Advisement	6
ENG/HUM/THE	ENG/HUM/THE Elective	3
PED	PED Elective	2

\*\*In order to receive full credit for Gen Ed 10, students must take both ENG 1001 Composition I and ENG 1301 Fundamentals of Speech or COM 1305 Intercultural Communication.



# Liberal Arts and Science AS

The Associate in Science degree program is a two-year university-parallel program recommended for those who plan to transfer to a four-year school with a major in science or a science-oriented field. Preparation for professional fields such as medicine, dentistry, veterinary science and chiropractic can be initiated with this program.

The student entering this program should be well grounded in mathematics and sciences at the high school level, since this is the major emphasis of the program. An entering student should have three years of Regents mathematics and three years of Regents science or their equivalent. A student with less preparation will require more time to complete the program.

## Graduates of the Liberal Arts and Sciences – AS will have demonstrated:

- knowledge of the principles of chemistry, mathematics, and either biology or physics, depending on their chosen path of study,
- the ability to conduct scientific experiments using the scientific method,
- the ability to work safely and effectively in a laboratory environment, using a variety of laboratory equipment, and
- the critical thinking skills necessary to draw conclusions from scientific data.

**Graduates will also be able to** transfer to four-year institution to earn a bachelor's degree in science.

## Graduation Requirements (minimum 61 credits, 63 with IAS) Suggested Sequence of Full-time Study

### First Semester Credits

IAS 1005	Metamorphosis	2
ENG 1001	Composition I	3
(GE 1)	MAT, a course with MAT 1206 level or above	4
SCI 1202	General Chemistry I	4
(GE 3)	A course from the approved Gen Ed list	3

### Second Semester Credits

(GE 7)	Course from the approved Gen Ed list	3
MAT	MAT 1206 level or above	4
SCI 2202	General Chemistry II	4
SCI	SCI Elective with Lab by advisement	4
PED	Course with the PED prefix	1

### Third Semester Credits

ENG 1301	Fundamentals of Speech	3
MAT/SCI	A course with the MAT or SCI Elective with Lab by advisement	3-4
(GE 6,9)	A course from the approved Gen Ed lists	3
(GE 4, 5, 8)	A course from the approved Gen Ed lists	3
SCI	SCI Elective with Lab by advisement *	4

### Fourth Semester Credits

SCI/MAT	Courses with the SCI prefix <b>OR</b> MAT 2203, 2301, 2302, 2401, or 1004	7-8
PED	Course with the PED prefix	1
Elective	Free elective	3
SCI	SCI Elective with Lab by advisement *	4

\*All students must have one of the following: Physics I and II (SCI 1302 and SCI 2302 – Calculus Physics – recommended) OR Human Anatomy & Physiology I and II OR Principles of Biology I and II.

# Liberal Arts and Sciences: Biology, AS

The program is intended to provide students with a solid background in biology. With this background, students should be able to transfer to a baccalaureate program in biology and seamlessly transition into third year courses in a biology degree.

The Liberal Arts and Sciences: Biology A.S. degree program is a two-year university-parallel program recommended for those who plan to transfer to a four-year school with a major in biology or a biology-related field. Students with degrees in biology may pursue careers in research, education, medicine, and more. The student entering this program should be well-grounded in mathematics and sciences at the high school level. An entering student should have at least three years of Regents-level mathematics, Living Environment with a Regents exam score of at least 70%, and high school Regents Chemistry. A student with less preparation may require more time to complete the program. Students who have identified the four-year college to which they plan to transfer or the biological field in which they plan to continue their studies should plan their program at SUNY Sullivan accordingly with their academic advisor.

Graduates of the Liberal Arts and Sciences: Biology, AS program will be able to demonstrate:

- Knowledge of the principles of biology, chemistry, and mathematics.
- The ability to conduct scientific experiments using the scientific method.
- The ability to work safely and effectively in a laboratory environment, using a variety of laboratory equipment.
- The critical thinking skills necessary to draw conclusions from scientific data.
- Students will be able to transfer to a four-year institution to earn a bachelor's degree in a discipline related to biology.

Graduation Requirements (62-64 credits) Suggested Sequence of Full-time Study

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
ENG 1001	Composition I	3
MAT	MAT 1206 or higher level math from the approved Gen Ed 1 list	4
SCI 1202	General Chemistry I	4
SCI 1124	Principles of Biology I	4

<b>Second Semester</b>		<b>Credits</b>
COM/EDU/ ENG/ HUM/ PSY/SCI	Humanities course from the approved Gen Ed 7 list	3
MAT	MAT 1301 level or above	4
SCI 2202	General Chemistry II	4
SCI 2152	Principles of Biology II	4
PED	Physical Education course	1

<b>Third Semester</b>		<b>Credits</b>
ENG 1301	Fundamentals of Speech	3
SCI 2208	Organic Chemistry I	4
ANT/ENG/ GEO/ HIS/ SOC/SUS/ FLA	A Foreign Language or Other World Civilizations Course	3
Am History, Western Civ, OR the Arts	American history, western civilization, or the arts: a course from the approved Gen Ed 4, 5, 8 lists	3
SCI	Choose one of the following by advisement: SCI 1141, SCI 2113, SCI 2124, SCI 1922, SCI 1111 OR SCI 1113	4

<b>Fourth Semester</b>		<b>Credits</b>
SCI 2210	Organic Chemistry II	4
PED	Course with the PED prefix	1
Elective	Free elective	3
MAT 1004	Elementary Statistics	3
ANT/CRJ/	Social Sciences Course	3
ECO/ GEO/		
POL/PSY/SCI		

NOTE: Students must meet a minimum of seven (7) General Education outcomes. See College Catalog for math competency requirement.

# Liberal Arts and Sciences: Childhood Education AA (Teacher Education Transfer)

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Students who complete this program earn an Associate in Liberal Arts and Sciences: Childhood Education (Teacher Education Transfer) AA Degree, with a concentration in one of the following: Biology, Earth Science, History/Social Studies, Mathematics, or English. The Childhood Education program at SUNY Sullivan prepares future educators to understand teaching as a profession requiring continuous inquiry and self-reflection in order to respond constructively to the educational and related needs of their students.

Program offerings are continually evaluated and revised according to requirements at four-year institutions and the teacher-certification requirements in New York State in order to facilitate seamless student transfer to baccalaureate programs. Faculty in this program emphasize the importance of general education and are committed to excellence in teaching, as well as to the curricular and career advisement of students.

In accordance with the SUNY Teacher Education Transfer Template, this program is organized around three coordinated sets of courses:

- General education courses, to provide students with a deep, rich liberal educational foundation in the arts and sciences;
- Major course concentrations, designed to prepare students to teach within the New York State Common Core Curriculum and also to help students become strong advocates for that discipline's subject matter in their teaching career; and
- An integrated core of pedagogical courses intended to provide students with a set of individualized experiences through field observation and hands-on cooperative learning, enabling them to develop effective understandings in each instructional area.

## Graduation Requirements (minimum 60 credits, 62 with IAS) Suggested Sequence of Full-time Study

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
ENG 1001	Composition I**	3
ENG 1301	Fundamentals of Speech**	3
PSY 1500	General Psychology	3
Elective	Course from Approved GE8: The Arts	3
PED/REL	PED 1601 Physical Fitness & Wellness <b>OR</b> REL 1014 Summer Camp Leadership <b>OR</b> REL 1801 Advanced First Aid and CPR	2

<b>Second Semester</b>		<b>Credits</b>
ENG 2005	Composition II	3
PSY 2502	Child Psychology	3
HIS Elective	U.S. History Course	3
MAT 1210	Math for Elementary School Teachers	3
Liberal Arts	LA Concentration Course by advisement	3

<b>Third Semester</b>		<b>Credits</b>
FLA Elective (GE 6)	Foreign Language (Level I) by advisement Other World Civilization from approved list	3
(GE 7)	Humanities Elective from approved Gen Ed list	3
Liberal Arts	Concentration Course by advisement	3
Elective	Elective by advisement	3



<b>Fourth Semester</b>		<b>Credits</b>
EDU 2201	Sociological & Philosophical Foundations of Education	3
(GE 5)	Western Civilization Elective from approved list	3
FLA Elective	Foreign Language (Level II) by advisement	3
SCI	A course and Lab with the SCI prefix from the approved list	4
Liberal Arts	Concentration Course by advisement	3

*\* Student may need to take MAT 1000 Basic Algebra as a prerequisite. \*\* In order to receive full credit for Gen Ed 10, students must take both Composition I and Fundamentals of Speech. \*\*\* For students scoring 84 or above on History Regent.*

# Liberal Arts and Sciences: English, AA

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The English curriculum is a university parallel Associate of Arts degree program preparing students for transfer, in accordance with the SUNY Transfer Path for English majors.

SUNY Sullivan offers small classes, attention and concern for individual students, and the suggested sequence of courses are intended to help students acquire fundamental skills of studying, reasoning, and expression. English majors learn more than just how to interpret works of art. They gain invaluable written and verbal communication skills, the ability to analyze complex texts both aesthetically and culturally, and an enhanced understanding of diverse worldviews.

Working with their faculty advisor, students will select courses that focus on literature and identity, major authors and genres (novels, popular culture, film, poetry, drama, etc.), broad survey courses, and the craft of writing. The degree requires the completion of at least 7 of the 10 SUNY General Education requirements and at least 30 General Education credits. Students in the English major are encouraged to complete all 10 requirements.

## Graduation Requirements (60-62 credits)

Besides completing the SUNY General Education requirements, graduates of the Liberal Art and Science – AA will have demonstrated:

the ability to think critically;

a command of information and concepts from humanities, the social sciences, mathematics, and the sciences;

the ability to examine major concepts and works from the field of English;

an awareness of our diverse world;

an understanding of sustainable actions as well as social and environmental responsibility;

the ability to communicate their understanding in written and spoken form;

the ability to perform and cite research in MLA format;

## Graduation Requirements (Minimum 62 Credits, 60 without IAS) Suggested Sequence of Full-Time Study

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
ENG 1001	Composition I**	3
ENG 1301/ COM 1305	Fundamentals of Speech or Intercultural Communications	3
HIS 1204/ 1205/1206	Western Civilization I, II, or III	3
MAT	MAT 1001 or higher	3-4
Elective	By Advisement*	3

<b>Second Semester</b>		<b>Credits</b>
ENG 2005	Composition II	3
ENG	Choose from English List A***	3
HIS	History Course	3
SCI	SCI Course	4
SCI	A lab with the SCI prefix	0
Liberal Arts Elective	By advisement*	3

<b>Third Semester</b>		<b>Credits</b>
ENG	Choose from English List B***	3
ENG	Choose from English List C***	3
Elective	By advisement*	3
Elective	By advisement*	3
FLA/HIS/ HUM/ THE	FLA/HIS/HUM/THE Elective	3

<b>Fourth Semester</b>		<b>Credits</b>
ANT/ECO/ GEO/ POL/	ANT/ECO/GEO/POL/PSY/SOC Elective	3

PSY/ SOC		
Elective	By Advisement*	3
Liberal Arts	By Advisement*	3
ENG	Choose From English List D***	3
Elective	By Advisement*	2-3

# Liberal Arts and Sciences: Health Sciences AS

The Liberal Arts and Sciences: Health Sciences degree program is a university-parallel two-year program designed to allow students to transfer to a health-related program at a four-year school. This program will provide students who wish to enroll in a BSN (Bachelor of Science in Nursing) program with a solid foundation in the health sciences including required mathematics, science, and liberal arts courses. Additionally, this program is appropriate for students attempting to gain entrance into the Nursing Program or the Respiratory Care Program at SUNY Sullivan. Students may enroll in this program and take all of the courses required in the Nursing and Respiratory Care Programs except for the Nursing and Respiratory Care courses.

Upon graduation, students in the Liberal Arts and Sciences: Health Sciences, AS degree will have demonstrated

- knowledge of the human body, including its anatomy, physiology, and nutritional requirements.
- competency in written and oral communication.
- the ability to use the scientific method to collect, analyze, and interpret scientific and medical data.
- the foundational knowledge underlying the social and psychological factors entailed in health issues.

Students will be able to qualify for admissions into Nursing, Respiratory Care, or other health sciences programs.

## Graduation Requirements (minimum 62 credits, 64 with IAS) Suggested Sequence of Full-time Study

First Semester		Credits
IAS 1005	Metamorphosis*	2
ENG 1001	Composition I**	3
MAT 1001	MAT 1000 or higher Math	3-4
SCI 1204	Chemistry for Health Sciences	4
SCI 1703 or SCI 1305	Contemporary Health OR Physics for Health Sciences	3-4
PED	Course with PED prefix	1

Second Semester		Credit
ENG/HUM	ENG/HUM Elective	3
MAT 1004	Elementary Statistics	3
SCI 1124	Principles of Biology I	4
PSY 1500	General Psychology	3
ENG 2005	Composition II	3

Third Semester		Credits
ENG 1301 or COM 1305	Fundamentals of Speech** OR Intercultural Communication	3
SCI 2124	Human Anatomy & Physiology	4
PSY 2510	Developmental Psychology	3
FLA	Foreign Language Elective	3
SCI	Course with the SCI prefix and Lab (SCI 1024/1025 Nutrition recommended)	4

Fourth Semester		Credits
SCI 2126	Human Anatomy & Physiology II	4
SOC 1600	Introduction to Sociology	3
PED	Course with the PED prefix	1
HIS/HON/ANT/ GEO/SOC/ART/HUM/THE/PED/PHO	HIS/HON/ANT/GEO/SOC/ART/ENG/ elective(see note below)	3
SCI 2113	Microbiology	4

All students must have a year of Chemistry plus one of the following: a year of Physics or a year of Anatomy & Physiology or Principles of Biology I plus Principles of Biology II.

\* Required of all first-time, full-time students

\*\* In order to receive full credit for Gen Ed 10, students must take both ENG 1001 English Composition I and ENG 1301 Fundamentals of Speech.

# Liberal Arts and Sciences: History, AA

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The History curriculum is a university parallel Associate of Arts degree program preparing students for transfer, in accordance with the SUNY Transfer Path for History majors.

SUNY Sullivan offers small classes, attention and concern for individual students, and a suggested sequence of courses are intended to help students acquire fundamental skills of studying, reasoning, and expression. History majors learn more than just how to interpret historical facts and events. They gain written and verbal communication skills, the ability to see how historical events and patterns shape the contemporary world, and an enhanced understanding of diverse cultures.

Working with their faculty advisor, students will select courses that focus on American history, Western civilization and culture, non-Western Civilization and Culture, and an open history elective. The degree requires the completion of at least 7 of the 10 SUNY General Education requirements and at least 30 General Education credits. Students in the History major are encouraged to complete all 10 requirements.

## Graduation Requirements (60-62 credits)

Besides completing the SUNY General Education requirements, graduates of the Liberal Art and Science – AA will have demonstrated:

the ability to think critically;

a command of information and concepts from humanities, the social sciences, mathematics, and the sciences;

the ability to examine major concepts and works from the field of history;

an awareness of our diverse world;

an understanding of sustainable actions as well as social and environmental responsibility;

the ability to communicate their understanding in written and spoken form;

the ability to perform and cite research in MLA format;

## Graduation Requirements (Minimum 62 Credits, 60 without IAS) Suggested Sequence of Full-Time Study

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis*	2
ENG 1001	Composition I**	3
ENG 1301/	Fundamentals of Speech or Intercultural	3
COM 1305	Communications	
HIS 1204/	Western Civilization I, II, or III	3
1205/1206		
MAT	MAT 1001 or higher	3-4
Elective	By Advisement*	3

<b>Second Semester</b>		<b>Credits</b>
ENG 2005	Composition II	3
ENG/HUM	English or Humanities Elective	3
HIS 1227/	US History Course	3
1228/1229		
SCI	SCI Course	4
SCI	A lab with the SCI prefix	0
Liberal Arts	By advisement*	3
Elective		

<b>Third Semester</b>		<b>Credits</b>
ANT/ECO/	ANT/ECO/GEO/POL/PSY	3
GEO/POL/	or SOC Elective by Advisement	
PSY/SOC		
ENG/HUM/	English/Humanities/Theater Elective	3
THE		
Elective	By advisement*	3
Elective	By advisement*	3
HIS	History Elective (Other World Civ: HIS 1016/1023/1208/ 1223/1225/ 1270/1287/ 1907/2100	3

<b>Fourth Semester</b>		<b>Credits</b>
ANT/ECO/ GEO/ POL/ PSY/ SOC Elective	ANT/ECO/GEO/POL/PSY/SOC Elective	3
Liberal Arts	By Advisement*	3
HIS Elective	History Elective by Advisement	3
	By Advisement*	2-3

NOTE: Students must meet a minimum of seven (7) General Education outcomes. See College Catalog for math competency requirement.

\* Required of all first-time, full-time students

\*Students should choose electives based both on requirements of their transfer school and personal preference for course content

\*\*In order to receive full credit for Gen Ed 10, students must take both ENG 1001 English Composition I and ENG 1301 Fundamentals of Speech or COM 1305 Intercultural Communications.

# Liberal Arts and Sciences: Humanities AA

The Liberal Arts and Sciences: Humanities curriculum is a university parallel Associate of Arts degree program preparing students for transfer to a four-year program. Required and elective courses are both transferable. Small classes, attention and concern for individual students, and a suggested sequence of courses are intended to help students acquire fundamental skills of studying, reasoning, and expression. Working with their faculty advisor, students can select courses in academic areas in English, history, psychology, sociology, honors and the sciences. The liberal arts place emphasis on questions more than specific answers. The courses focus upon ideas, languages, logic, and images of the world, of nature, and society. History, literature, and the sciences offer models and explanations of the events and processes of our lives. The Liberal Arts and Sciences: Humanities curriculum is the program of choice for students seeking to transfer to a 4-year institution. This degree requires the completion of at least 7 of the 10 SUNY General Education requirements. SUNY SULLIVAN is committed to encourage students to complete all 10 requirements.

## Graduation Requirements (minimum 60 credits, 62 with IAS) Suggested Sequence of Full-time Study

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
ENG 1001	Composition I*	3
MAT 1001	MAT 1001 or higher Math	3-4
HIS 1204	Western Civilization I <b>OR</b> HIS 1205 Western Civilization II <b>OR</b> HIS 1206 Western Civilization III	3
ENG 1301 <b>or</b>	Fundamentals of Speech* <b>or</b>	
COM 1305	Intercultural Communication*	3
Elective	By Advisement	3-4

<b>Second Semester</b>		<b>Credit</b>
ENG 2005	Composition II	3
HUM	Humanities Elective	3
ENG	English Elective	3
HIS	History Course	3
SCI	A Science course with lab	4

<b>Third Semester</b>		<b>Credits</b>
ENG	English Elective	3
FLA/HIS/ HUM	Foreign Language, Humanities, or History elective	3
Elective	By Advisement	6
Elective	Elective (PSY or SOC recommended)	3-4

<b>Fourth Semester</b>		<b>Credits</b>
ANT/ECO/ GEO/POL/ PSY/SOC	Anthropology, Economics, Geography, Political Science, Psychology, or Sociology Elective from GenEd Soc Sci list	3
ENG/HUM/THE	ENG/HUM/THE Elective	3
Elective	Physical Education Recommended	2-3
Elective	By Advisement	6

\*In order to receive full credit for Gen Ed 10, students must take both ENG 1001 Composition I and ENG 1301 Fundamentals of Speech or COM 1305 Intercultural Communication.

# Liberal Arts and Sciences: Mathematics AS

The Mathematics track in the Liberal Arts and Sciences (A.S.) degree program is a rigorous two-year university-parallel program recommended for those who plan to transfer to a four-year school with a major in mathematics or a field requiring a strong math background, leading to career possibilities in science, engineering, business, industry, education, or actuarial science. The student entering this program should be well grounded in mathematics at the high school level. An entering student should have four years of Regents-level mathematics including Precalculus. A student with less preparation will require more time to complete the program. Graduates will be able to transfer to a four-year institution to earn a bachelor's degree in Mathematics. Students who have identified the four-year college to which they plan to transfer should plan their program at SUNY Sullivan accordingly.

## Graduates of the Mathematics – AS will have demonstrated/obtained:

- Graduates of the Liberal Arts and Sciences (A.S.): Mathematics program will be able to:
- Use algebra, including linear algebra, and calculus to solve problems.
- Know the characteristics of various types of functions and their graphs.
- Use graphical, analytical, and numerical methods to explore mathematics and to analyze and solve problems.
- Use critical thinking skills and logical reasoning to decide which procedures and methods are needed to solve various problems in the areas of mathematics, science, and computer science.
- Transfer to a mathematics program or math-related program at a four-year college.

## Graduation Requirements (minimum 60 credits, 62 with IAS) Suggested Sequence of Full-time Study

<u>First Semester</u>	<u>Credits</u>
IAS 1005 Metamorphosis	2
ENG 1001 Composition I*	3
MAT 1301 Analytical Geometry and Calculus I	4
CPT 1301 Logic and Problem Solving	3
ANT/CRJ/ Social Science course from the ECO/GEO/ approved Gen Ed 3 list, Social Sciences POL/PSY/ SCI/SOC/SUS	3

<u>Second Semester</u>	<u>Credit</u>
COM/EDU/ Humanities course from the approved ENG/HUM/ Gen Ed 7 list PSY/SCI	3
MAT 2301 Analytical Geometry & Calculus II	4
CPT 1405 Programming in Visual Basic	4
ENG 1301 Fundamentals of Speech	3
PED Physical Education Course	1

<u>Third Semester</u>	<u>Credits</u>
CPT 2216 Programming in C++ OR Free Elective or Free Elective	3-4
SCI 1302 Calculus Physics I with lab	4
MAT 2302 Analytical Geometry & Calculus III	4
MAT 2203 Linear Algebra	3
HIS/HUM/ American History or the Arts Gen Ed course ART/ENG/ PED/PHO/THE	3



<b>Fourth Semester</b>	<b>Credits</b>
SCI 2302 Calculus Physics II with lab	4
MAT 2401 Differential Equations	4
PED Course with the PED prefix	1
CPT 2607 Data Structures OR Composition II OR or Free Elective	3-4
ENG 2005 or Free Elective	
HIS/HON/ Western Civilizations, Other World	3
ANT/ENG/ Civilizations, OR Foreign Language course GEO/SOC/FLA	

\*In order to receive full credit for Gen Ed 10, students must take both ENG 1001 Composition I and ENG 1301 Fundamentals of Speech or COM 1305 Intercultural Communication.

# Liberal Arts and Sciences: Psychology AS

The Psychology program is designed to empower and affirm students through broad based training in the foundations of psychology. The program emphasizes the need to understand human behavior through critical thinking and scientific endeavors as well as the importance of practice that is informed by science. Students will gain knowledge of current theory and data in the science of psychology, including research and analytical skills to critically evaluate and conduct ethical psychological research. They will develop written and oral presentation skills sufficient to effectively communicate psychological information, enabling them to better serve the college and the community as informed and concerned citizens. Following successful completion of the program, students will be prepared for transfer to a Baccalaureate program in psychology or enhanced entry options into occupations which utilize knowledge of human behavior.

## Graduates of the Psychology – AS will have demonstrated/obtained:

- Knowledge of current theory and data in the discipline of psychology
- Advanced self-understanding as well as understanding of self in relation to society.
- Awareness of and sensitivity to issues that affect the quality of life in society
- Critical thinking skills and information literacy
- Research and analytical skills to critically evaluate and conduct ethical psychological research
- Preparation for employment or further study

## Graduation Requirements (minimum 61 credits, 63 with IAS) Suggested Sequence of Full-time Study

First Semester		Credits
IAS 1005	Metamorphosis	2
ENG 1001	Composition I	3
PSY 1600	Statistics for the Social Sciences	3
PSY 1500	General Psychology	3
SCI 1124	Principles of Biology I	4
PED	PED Elective	1

Second Semester		Credits
Elective	Elective by Advisement	3
ENG 2005	Composition II	3
SOC 1600	Introduction to Sociology	3
SCI	Gen Ed 2 Natural Sciences by Advisement	4
PSY 2510	Developmental Psychology	3

Third Semester		Credits
PSY 2506	Abnormal Psychology	3
PSY 2501	Social Psychology	3
HIS 1227	US History I <b>OR</b>	
	HIS 1228 US History II <b>OR</b>	
	HIS 1229 US History III	3
PSY 2407	Learning	3
FLA	FLA Gen Ed 9 by Advisement	3
PED	PED Elective	1

Fourth Semester		Credits
ENG 1301	Fundamentals of Speech	3
ART/ENG/HUM		
THE/PHO	Gen Ed 8 The Arts by Advisement	3
HUM 1310	Philosophical Foundations of Social & Behavioral Thinking	3
PSY 2504	Personality Psychology	3
MHA/PSY/SOC	Elective by Advisement	3

# Medical Assistant AAS

The Medical Assistant AAS degree at Sullivan prepares individuals for work in doctors' offices, medical centers, clinics and other health care facilities. Students will learn how to perform routine administrative and clinical tasks which allow these facilities to run efficiently. In addition to core liberal arts & sciences courses, students will study medical office administration and procedures as well as acquire the more specialized medical knowledge and skills needed to assist with many facets of patient pre-treatment. Most office administration courses are offered during the first two semesters of study while specialized medical skills courses, including a medical assistant externship, are required in the third and fourth semesters.

Upon successful completion of this program, students will be qualified to do the following: schedule appointments, maintain office records using Microsoft® Office suite, prepare billing and insurance forms, communicate doctors' prescription orders to pharmacies, take medical histories, record vital signs, work directly with patients to prepare for examinations and assist in the collection of lab specimens and the administration of EKGs.

## **Graduates of Medical Assistant – AAS will be prepared to work in doctors' offices, clinics, and other health care facilities and do the following:**

- Schedule appointments, maintain office records using Microsoft office suite;
- Prepare billing and insurance forms;
- Communicate doctors' orders for prescriptions to pharmacies;
- Following established protocols, perform patient screening, such as take medical histories and record vital signs
- Prepare patients for examination,
- Assist in the preparation of space and equipment used in routine procedures and minor surgery
- Assist the physician with patient care, the performance of venipuncture, electrocardiography, and CLIA waived hematology, chemistry, urinalysis and immunology testing.
- Define the professional role and "scope of practice" of a practicing medical assistant
- Understand and describe the professional, ethical and legal responsibilities and limitations of the medical assistant's role with respect to other healthcare professionals he/she will likely encounter in the workplace.

*[These last topics will be stressed repeatedly in multiple courses throughout the Medical Assistant Program.]*

## **Graduation Requirements (minimum 62 credits, 64 with IAS) Suggested Sequence of Full-time Study**

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
ENG 1001	Composition I	3
MAT 1004	Elementary Statistics	3
MED 1110	Medical Terminology I	3
MED 1620	Medical Administrative Procedures	3
SCI 1050/1	Intro to Biology and Lab <b>or</b> SCI 1124 Principles of Biology	4

  

<b>Second Semester</b>		<b>Credits</b>
CPT 1207	Computer Applications	3
PSY 1500	General Psychology	3
SCI 2128	Human Biology	4
MED 2120	Medical terminology II	3
PED/REL 1601	Physical Fitness & Wellness	2
REL 1801	Advanced First Aid and CPR	2

  

<b>Third Semester</b>		<b>Credits</b>
ENG 1301	Fundamentals of Speech	3
MED 1501	Health Care Law and Ethics	3
MED 2210/11	Medical Assisting I and Lab	4
MED 2105	Basic Phlebotomy and EKG	3
SOC 1600	Introduction to Sociology	3

## Medical Assistant AAS (Cont.)

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<u>Fourth Semester</u>	<u>Credits</u>
MED 1824 Medical Insurance and Billing	3
MED 2220/21 Medical Assisting II and Lab	4
MED 2104 Basic Pharmacology	3
MED 2250 Medical Assistant Externship	3

# Nursing AAS

The Associate in Applied Science degree program in Nursing is a two-year Nursing curriculum offered to men and women of all ages including recent high school graduates, mature adults, and licensed practical nurses. Graduates are prepared to accept beginning level staff nursing positions in a variety of health facilities, such as hospitals, nursing homes, and extended care facilities. The emphasis of the curriculum is on direct patient care in the preparation of students for the three interrelated roles which are defined for the graduates of the Associate Degree program as provider of care, manager of care, and member within the discipline of nursing. Through the study of the Humanities, Natural and Social Sciences, and Nursing, students will gain an understanding of the value of individuals and their contributions to society.

The Nursing curriculum is accredited and registered with the New York State Education Department, Bureau of Professional Licensing, 89 Washington Avenue, 2nd Floor, West Wing, Albany, N.Y. 12234; phone (518) 486-2967; Fax (518) 473-0114.

## Graduate Outcomes

- Critical Thinking: Utilize critical thinking skills in the application of the nursing process to provide safe, quality care.
- Communication: Demonstrate effective communication utilizing technology, written documentation, and verbal expression.
- Caring: Incorporate empathetic, compassionate, caring interactions and behaviors.
- Diversity: Demonstrate professional nursing care that incorporates sensitivity to culturally diverse clients across the lifespan.
- Quality Improvement: Utilize data to ensure quality improvement and support of evidence based practice.
- Leadership: Demonstrate knowledge of basic delegation and leadership management skills.
- Information Management: Demonstrate and utilize information systems in the healthcare system.
- Professionalism: Demonstrate knowledge of professional development (behaviors) and incorporate evidence based practice in the nursing profession.

The Nursing program is accredited and registered with the NYS Education Department, Bureau of Professional Licensing.

## Graduation Requirements (minimum 64 credits) Suggested Sequence of Full-time Study

Please see Part 2 of the College catalog for specific pre-program requirements.

<b>First Semester</b>		<b>Credits</b>
NUR 1001	Fundamentals of Nursing	8
NUR 1015	Clinical Calculations (Optional)	1
PSY 1500	General Psychology	3
SCI 2124	Human Anatomy and Physiology I	4

<b>Second Semester</b>		<b>Credits</b>
ENG 1001	Composition I	3
NUR 1010	Commonalities of Nursing Care	8
PSY 2510	Developmental Psychology	3
SCI 2126	Human Anatomy and Physiology II	4

<b>Third Semester</b>		<b>Credits</b>
NUR 2020	Health Problems in Life Cycles I	8
SOC1600	Introduction to Sociology	3
SCI 2113	Microbiology	4

## Nursing AAS (Cont.)

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<b>Fourth Semester</b>	<b>Credits</b>
HUM/ENG/FLA Elective	3
NUR 2030 Health Problems in Life Cycles II	8
NUR 2100 Nursing Issues & Trends	2
NUR 2050 Pharmacology and the Human Body	3

# Office Assistant Certificate

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This one-year certificate program prepares students for entry-level employment in today's computerized business office. It also provides retraining for those interested in career changes or in upgrading their current skills. In addition, the program is designed to allow the student to move directly into a two-year Administrative Assistant program without a loss of credit.

**After successfully completing the requirements of the Office Assistant Certificate Program, a student should be prepared to:**

- Demonstrate the ability to accurately perform document management skills.
- Analyze and evaluate data and information.
- Create and maintain a variety of databases, spreadsheets, and business correspondence.
- Demonstrate the ability to apply a variety of business concepts to real-world office situations.
- Demonstrate the ability to use a variety of commercial software packages with proficiency.
- Demonstrate the ability to effectively communicate through oral and written techniques.

## **Graduation Requirements (minimum 30 credits, 32 with IAS) Suggested Sequence of Full-time Study**

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
BUS 1101	Business Mathematics	3
BUS 1125	Business Communications	3
BUS 1402	Fundamentals of Accounting	3
CPT 1207	Computer Applications	3
ENG 1001	Composition I	3

<b>Second Semester</b>		<b>Credits</b>
BUS 1650	Office Management	3
BUS 1652	Human Resource Management	3
BUS 2122	Computerized Business Systems	3
CPT 1225	Microsoft Excel	3
BUS 2418	Computerized Accounting	3

# Pastry Arts AOS

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The Associate in Occupational Science degree in Pastry Arts prepares the student for entry level work in the baking trade as a Journeyman baker, cake decorator or confectioner. The emphasis in the professional courses is on theory, practice and hands-on work in the bread and pastry field. Students work with industry professionals in several bakeries, kitchens and the Grossinger Dining Room. Students also take courses in Hospitality Purchasing, Cost Control and Human Resources to round out their knowledge. They receive ServSafe and TIPS certifications as part of their coursework.

Graduation Requirements (61-62 credits)

## Graduates of the Pastry Arts – AOS will have demonstrated:

- industry standard, entry level skills,
- professionalism in themselves and their work,
- the ability to creatively solve culinary problems and develop skills to evaluate their own and that of others,
- technical, cognitive, and creative thinking skills with professional and tangible results.

## Graduation Requirements (minimum 62 credits, 64 with IAS) Suggested Sequence of Full-Time Study

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
CUL 1104	Intro to Food & Baking	3
CUL 1160	Cake Decorating	3
CUL 1907	Sanitation & Safety	2
ENG 1001	Composition I	3
BUS 1652	Human Resource Management	3

<b>Second Semester</b>		<b>Credits</b>
BUS 1101	Business Mathematics	3
BUS 1301	Principles of Marketing	3
CUL 1206	Principles of Baking	2
CUL 1312	Hospitality Purchasing	3
CUL 2241	Art of Confections	3
ENG 1301	Fundamentals of Speech	3

<b>Third Semester</b>		<b>Credits</b>
CUL 1205	Bakery Management	3
CUL 2114	Restaurant Operations	3
CUL 2225	Bakery Production	3
CUL 2252	Bread & Roll Theory Production	3
CUL 2504	Hospitality Cost Control	3

<b>Fourth Semester</b>		<b>Credits</b>
Elective	Free Elective by Advisement	3
CUL 2121	Banquet & Catering Practices	3
CUL 1702	Applied Nutrition Lab	1
CUL 1804	Advanced Baking Techniques	3
CUL 2227	Pastry Production	3
SCI 1024	Nutrition	3



# Physical Educations Studies AS

The Physical Education A.S. degree program at Sullivan County Community College serves primarily as a transfer-degree path to 4-year baccalaureate institutions for students wishing to become primary or secondary school Phys Ed teachers. The curriculum closely parallels the first two years of study of comparable Physical Education programs at SUNY-Cortland and SUNY Brockport in order to facilitate transfer. Once students successfully complete their baccalaureate degree, they become eligible for K-12 certification and employment in education in the state of New York.

Upon completion of this degree students will demonstrate the following learning outcomes:

- Students will have a practical understanding of the dynamics behind various sports and sport-related activities. These include how to play the sport, the history, rules, and regulations of the game.
- Students will have acquired a working knowledge of the theory of Physical Education and activity, how it was developed, what is going on currently in the field, and how to apply it in a future classroom.
- Students will demonstrate an understanding of the structure and function of the body in human performance.
- The student will demonstrate an understanding of the treatment and care of an injured individual.
- The student will have an understanding of nutrition and diet, and why a healthful diet and ongoing physical activity are integral to one's well-being, quality of life and longevity.
- The student will demonstrate an acceptable level of health-related fitness.
- The student will understand why cooperation/team work is essential among individuals and groups.
- And through Gen Ed outcomes students will acquire the skills of critical thinking, diversity in understanding, analysis of argument, methodological approaches, essential work habits, and technology literacy, which a broader, contemporary and historical perspective on the world promotes.

## Graduation requirements (minimum 62 credits, 64 with IAS) Suggested Sequence of Courses

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
ENG 1001	Composition I	3
REL 1003	Intro to PE, Sport, Recreation & Leisure	3
SCI 1050/51	Introduction to Biology I and Lab <b>OR</b> SCI 1124 Principles of Biology	4
PED 1812	Project Adventure	1
PED 1334 OR	Softball	1
PED 1022 OR	Golf	
PED 1115	Fitness I	
GEN ED	Choose from Gen Ed lists 4, 5, 6 7	3

<b>Second Semester</b>		<b>Credits</b>
ENG 1301	Fundamentals of Speech	3
ENG 2005	Composition II	3
PSY 1500	General Psychology	3
PED 1204 OR	Badminton <b>OR</b>	1
PED 1240	Tennis	
GEN ED	Choose from Gen Ed lists 4, 5, 6 or 7	3
REL 1505 OR	Philosphy of Sport <b>OR</b>	2-3
PED 1601	Fitness & Wellness	

<b>Third Semester</b>		<b>Credits</b>
SCI 1703 OR	Contemporary Health <b>OR</b>	3
REL 1509	Theory & Techniques of Coaching	
SCI 2120	Human Performance – A & P I	4
PED 1253	Racquetball	1
PED 1350	Soccer	1
GE 8	Choose from Gen Ed List 8	3
GE 9	Choose from Gen Ed List 9	3
PED	PED Elective	1

## Physical Educations Studies AS (Cont.)

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<b>Fourth Semester</b>		<b>Credits</b>
MAT 1001	College Math I OR Higher MAT by advisement	3-4
SCI 2122	Human Performance – A & P II	4
REL 1801	Advanced First Aid and CPR	2
GEN ED	Choose from Gen Ed lists 4, 5, 6 or 7	3
PED 1306	Basketball	1sc
REL 1016	Motor Learning	3

# Professional Chef AAS

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This two-year Associate in Applied Science degree program is designed to prepare students to be chefs in hotels, restaurants catering facilities. It includes a selection of Liberal Arts courses to facilitate transfer to a four year institution.

The emphasis in the professional courses is on the theory, practice and hands-on work in culinary arts. Students work with industry professionals in several kitchens, bakeries and the Grossinger Dining Room. Students also take courses in Hospitality Purchasing, Cost Control and Human Resources to round out their knowledge. They receive ServSafe and TIPS certifications as part of their coursework.

## Graduates of the Professional Chef – AAS will have demonstrated:

- industry standard, entry level skills,
- professionalism in themselves and their work,
- the ability to creatively solve culinary problems and develop skills to evaluate their own and that of others,
- technical, cognitive, and creative thinking skills with professional and tangible results.

## Graduation Requirements (minimum 62 credits, 64 with IAS) Suggested Sequence of Full-time Study

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
BUS 1652	Human Resource Management	3
CUL 1104	Introduction to Food & Baking	3
CUL 1340	Beverage Service	2
CUL 1907	Sanitation & Safety	2
ENG 1001	Composition I	3

<b>Second Semester</b>		<b>Credits</b>
BUS 1101	Business Mathematics	3
CUL 1206	Principles of Baking	2
CUL 1312	Hospitality Purchasing	3
CUL 2104	Culinary Arts Theory & Development	3
ENG 1301	Fundamentals of Speech	3
Elective	Liberal Arts Elective	3

<b>Third Semester</b>		<b>Credits</b>
CUL 2114	Restaurant Operations	3
CUL 2140	Garde Manger	2
CUL 2225	Bakery Production	3
CUL 2504	Hospitality Cost Control	3
Elective	Liberal Arts Elective	6

<b>Fourth Semester</b>		<b>Credits</b>
CUL 2121	Banquet & Catering Practices	3
CUL 2131	International Cuisines	2
CUL 2134	American Cuisines	2
CUL 1702	Applied Nutrition Lab	1
SCI 1024	Nutrition	3
SCI 1025	Nutrition Lab	1
Elective	Liberal Arts Elective	3

# Recreation Leadership: Fitness AAS

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- To be announced

## **Graduates of the Recreation Leadership: Fitness – AAS will have will have demonstrated or obtained:**

- Knowledge in the processes of human growth and development and their effect on skill development;
- Ability to analyze skills and improve movement in self and others through an understanding of the concepts and principles of motor behavior;
- An understanding of body composition, methods to assess body composition, and principles of weight management;
- An understanding of nutrition as it relates to health and fitness;
- An understanding of the health-related components of physical fitness;
- CPR and First Aid certification;
- A basic understanding of the fields of recreation, leisure, sport management, physical education, and coaching and how they relate to fitness;
- Knowledge and understanding of the entrepreneurial process of planning, organizing, leading and controlling as well as advertising and marketing within the fitness field;
- Preparation for national certification, employment, and/or further study.

# Recreation Leadership: Fitness AAS (Cont.)

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## Graduation Requirements (minimum 61 credits, 63 with IAS) Suggested Sequence of Full-time Study

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
REL 1003	PE, Sport, Recreation & Leisure	3
ENG 1001	Composition I	3
PSY 1500	General Psychology	3
SCI 1024/25	Nutrition <b>AND</b> Nutrition Lab	4
PED	A course with the PED prefix	2

<b>Second Semester</b>		<b>Credits</b>
ENG/HUM/FLA	A course with the ENG, HUM <b>OR</b> FLA prefix	3
BUS 1310	Principles of Management	3
SCI 1050/51	Introduction to Biology I and Lab	4
REL 1505	Philosophy of Sport	3
PED	A course with the PED prefix	2

<b>Third Semester</b>		<b>Credits</b>
ENG 1301	Fundamentals of Speech	3
REL 1507	Health Sciences Applied to Coaching	3
REL 1509	Theory & Techniques of Coaching	3
REL 1510	Essentials of Personal Fitness Training I	3
REL 1601	Physical Fitness & Wellness	2
REL 1801	Advanced First Aid and CPR	2

<b>Fourth Semester</b>		<b>Credits</b>
BUS 1301 <b>OR</b>	Principles of Marketing	
Elective	Elective by Advisement	3
MAT 1004	Elementary Statistics	3
REL 1016	Motor Learning	3
REL 1504	Sport Psychology	3
REL 1511	Essentials of Personal Fitness Training II	3

# Recreation Leadership: Sports Management AAS

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This two year program leading to the Associate in Applied Science degree prepares students for careers in a number of widely diverse fields related to the growing sport industry market. This program is designed to appeal to those students who wish to combine a practical business background with an interest in the sports world. Course work and leadership experience in Sport Management are emphasized in the program. Potential career options include: professional sports management, educational athletics, leisure products, sport clubs and camps, and sport retailing and manufacturing.

## **Graduates of the Recreation Leadership/Sport Management A.A.S. will have demonstrated the following learning outcomes:**

Foundation knowledge of sports management/recreation leadership core concepts and methods:

- Scope of physical education, sport, recreation and leisure today in terms of past present and future trends concerning organized programs, leadership, funding, sponsorship and professional organization
- Goals and overall philosophical base of the physical education, sport, recreation, leisure field in modern society as well as the problems, challenges and issues that face leaders in today's society
- Understanding of the relationship between leisure, recreation, and health
- Knowledge of the process used in the delivery of therapeutic recreation services
- Knowledge and understanding of coaching as a profession
- Knowledge and understanding of sport and event management
- Exercise facts and basic knowledge of fitness
- Problem solving – decision making for lifetime fitness
- Components of a sound philosophy as it pertains to interscholastic and intercollegiate athletics
- Administrative processes essential to a successful sports program including budgeting, record keeping, public relations, and facility management
- Problem solving and decision making for implementing new camp programs
- Task generalization and sufficient evaluation of methods essential for camp settings
- The importance of human resource management in sports
- Basic understanding of the laws regarding liability, contract law and risk management as it pertains to sports management

Knowledge of information literacy as it relates to **recreation leadership/sport management**:

- Interpret both the theoretical and practical aspect of physical education, sport, recreation, leisure fields
- analyze the scholarly meaning of physical education, sports, recreation and leisure as seen from the perspectives of such social and behavioral sciences as history, sociology, psychology and economics
- explore scientific principles as they relate to athletic training and conditioning
- distinguish the effects of psychological, sociological, and environmental variables on athletic training and competition
- Career information
- Basic library, research and communication skills
- Ability to understand, summarize, analyze and critically evaluate
- sources of **recreation leadership/sport management** information

Knowledge of career opportunities in the field of **recreation leadership/sport management**:

- Professional opportunities and limitations in today's job market and major job roles and settings in leisure-related business
- Workplace competencies related to a future career in sport management field
- Career options and experience in the applications of skills required in event management and game administration
- Different settings of practice for therapeutic recreation
- **recreation leadership/sport management** job descriptions, requirements and benefits
- Career opportunities in **recreation leadership/sport management**
- Educational transfer opportunities in **recreation leadership/sport management**

# Recreation Leadership: Sports Management AAS (Cont.)

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Critical thinking, oral and written communication skills:

- General communication skills
- Instruction in and assessment of critical thinking skills

## Graduation Requirements (minimum 63 credits, 65 with IAS) Suggested Sequence of Full-time Study

<b>First Semester</b>		<b>Credits</b>
IAS 1005	Metamorphosis	2
REL 1003	PE, Sport, Recreation & Leisure	3
ENG 1001	Composition I	3
PSY 1500	General Psychology	3
CPT	A course with CPT prefix by advisement	3
Elective	Elective by advisement	3

<b>Second Semester</b>		<b>Credits</b>
ENG/HUM/FLA	A course with the ENG, HUM <b>OR</b> FLA prefix	3
BUS 1310	Principles of Management	3
SCI 1050/51	Introduction to Biology I and Lab <b>OR</b> SCI 1124 Principles of Biology I	4
REL 1505	Philosophy of Sport	3
REL 1601	Physical Fitness & Wellness	2
PED	A course with the PED prefix	1

<b>Third Semester</b>		<b>Credits</b>
REL 2202	Sport & Event Practicum	1
ENG 1301	Fundamentals of Speech	3
REL 1507	Health Sciences Applied to Coaching	3
REL 2104	Therapeutic Recreation	3
REL 1801	Advanced First Aid and CPR	2
REL 1509	Theory & Techniques of Coaching	3

<b>Fourth Semester</b>		<b>Credits</b>
REL 2005	Management of Event Operations	3
MHA 2511	Introduction to Developmental Disabilities	3
SCI 2050	Introduction to Biology II <b>OR</b> SCI 2152 Principles of Biology II	4
REL 1014	Summer Camp Leadership	2
Elective	Elective by advisement	3
PED	A course with PED prefix	2

# Respiratory Care AAS

Division: Health, Social and Behavioral Sciences

The Respiratory Care Associate in Applied Science (AAS) degree at SUNY Sullivan is obtained through a rigorous 2-year curriculum. The program is currently accredited by the Commission on Accreditation for Respiratory Care (CoARC) ([www.coarc.com](http://www.coarc.com)) with a provisional accreditation. Qualified students admitted to the respiratory care program will complete the profession didactic, laboratory and clinical courses intended to train students to work as a respiratory therapy technician or a respiratory therapist in a broad range of health care settings, such as doctors' offices, out-patient clinics, rehabilitation centers, diagnostics labs, patients' homes, and all specialized areas of hospital care, including intensive/critical care, neonatal and pediatric intensive care, emergency services, respiratory care, pulmonary function labs, sleep medicine and basic floor therapy.

Upon successful completion of the program, graduates are qualified to take the credentialing exam given by the National Board for Respiratory Care (NBRC) to become a Certified Respiratory Therapist (CRT) or a Registered Respiratory Therapist (RRT). CRT's are eligible for New York State licensure to practice as a Respiratory Therapy Technician. The RRT can apply for New York State (NYS) Licensure as a Respiratory Therapist.

For more information on NYS Respiratory Therapy license requirements, please visit the New York State Education Department website at: <http://www.op.nysed.gov/prof/rt/lic.htm>.

For additional information, questions or concerns regarding accreditation you may contact CoARC at:

Commission on Accreditation for Respiratory Care  
1248 Harwood Road, Bedford, TX 76021-4244  
Phone: (817) 283-2835  
Fax: (817) 354-8519

## Graduation Requirements (minimum 68 credits) Suggested Sequence of Full-time Study

<b>First Semester</b>		<b>Credits</b>
SCI 1305	Physics for Health Sciences	4
ENG 1001	Composition I	3
SCI 2124	Anatomy & Physiology I	4
PSY 1500	General Psychology	3

<b>Second Semester</b>		<b>Credits</b>
SCI 2113	Microbiology	4
PSY 2510	Developmental Psychology <b>OR</b> PSY 2502 Child Psychology	3
RES 2200	Fundamentals of Respiratory Care I	3
RES 2202	Cardiopulmonary Pharmacology	2
RES 2204	Cardiopulmonary Physiology	3

<b>Third Semester (Summer Session)</b>		<b>Credits</b>
RES 2400	Fundamentals of Respiratory Care II	3
RES 2402	Medical Ethics and Administration	2
RES 2404	Mechanical Ventilation	4

<b>Fourth Semester</b>		<b>Credits</b>
RES 2600	Clinical Rotation I **	12
RES 2602	Diseases of the Cardiopulmonary System	3

<b>Fifth Semester</b>		<b>Credits</b>
RES 2800	Clinical Rotation II **	12
RES 2802	Current Concepts of Respiratory Care	3

\*\*Clinical courses are taught on a rotational basis over the third and fourth terms. The sequence of courses will vary for each student.

**Clinical I** - Clinical Therapeutics for Respiratory Care

**Clinical II** - Pulmonary & Diagnostic Medicine



- Introduction to Critical Care
- Neonatal & Pediatric Respiratory Care
- Clinical Management of Cardiovascular Diseases

- Pulmonary Rehabilitation & Home Care
- Advanced Critical Care
- Independent Study

# Tourism Certificate

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The one-year certificate in Tourism is an option for those students who might not have interest or ability to spend two years in college. Students who have completed degrees elsewhere and who wish to make a change in career plans would also profit from this one-year program. A student could spend just one year at the College and receive a certificate in a career-oriented discipline, or elect to continue through the second year and receive an AAS degree in Business Administration with a concentration in Tourism.

Each student has an advisor who is a full-time faculty member of the Business and Social Sciences Division. These advisors assist students in making decisions based upon the student's personal interests and goals.

**After successfully completing the requirements of the Tourism Certificate Program, a student should be prepared to:**

- Identify and discuss the historic perspectives of the hospitality and tourism industry, in the United States and abroad.
- Identify and discuss the various areas of the hospitality and tourism field and understand their function in present-day industry.
- Utilize e-commerce as it applies to the hospitality and tourism industry.
- Demonstrate the basic framework for planning a meeting, convention, or exhibition.
- Demonstrate an understanding of the hospitality and tourism industry as it applies to hotel, resort, and conference center facilities.
- Demonstrate the ability to effectively communicate through oral and written techniques.

## Graduation Requirements (minimum 30 credits, 32with IAS)

### Suggested Sequence of Full-time Study

<u>First Semester</u>		<u>Credits</u>
IAS 1005	Metamorphosis	2
BUS 1125	Business Communications	3
BUS 1301	Principles of Marketing	3
ENG 1001	Composition I	3
GEO 1700	World Geography	3
BUS 1103	Introduction to Hospitality and Tourism	3
<u>Second Semester</u>		<u>Credits</u>
BUS 1302	Principles of Advertising	3
BUS 2913	Business Field Experience <b>OR</b> BUS 1650 Office Management	3
BUS 2122	Computerized Business Systems <b>OR</b> CPT Elective by Advisement	3
BUS 1934	Meeting and Event Planning	3
SOC 1725	Survey of World Cultures	3

## 2016 – 2017 SUNY SULLIVAN CATALOG

### Part 5 - COURSE DESCRIPTIONS

The course descriptions which follow are listed alphabetical order by their three-letter prefixes. Courses are not necessarily offered every semester. The College reserves the right to cancel any course if the enrollment falls below a predetermined minimum level or for other reasons at the discretion of the Vice President for Academic and Student Affairs.

#### Course Prefixes

ANT=Anthropology  
ART=Art  
BUS=Business  
COM=Communication and Media Arts  
CPT=Computing  
CRJ=Criminal Justice  
CUL=Culinary  
DEN=Developmental English  
DMA=Developmental Math  
DOR=Operation Rebound  
ECE=Early Childhood Education  
ECO=Economics  
EDU=Education  
EMG=Emergency Management  
ENG=English  
FIR=Fire Protection Technology  
FLA=Foreign Language  
GEO=Geography  
GRB=Green Building Management  
HIS=History  
HON=Honors  
HUM=Humanities  
IAS=Freshman Seminar  
MAT=Mathematics  
MED=Medical  
MHA=Mental Health  
MUS=Music  
NUR=Nursing  
PED=Physical Education  
PHO=Photography  
PLA=Legal  
POL=Political Science  
PSY=Psychology  
REL=Recreation and Leisure  
RES=Respiratory Care  
SCI=Science  
SOC=Sociology  
SUR=Surveying  
THE=Theater

**Please Note: The following courses are only offered in the spring semester:**

<b>Course #</b>	<b>Course Title</b>		
ART 1310	Advertising Design	EDU 2201	Socio & Philo Foundations Education
ART 2001	Drawing II	EDU 2300	Infants and Toddlers
ART 2610	Computer Graphics II	GRB 1300	Energy Management
ART 2630	Graphic Design	GRB 1400	Green Building Materials
ART 2720	Digital Web Media	GRB 2400	Care of Green Spaces
BUS 1341	Entrepreneurship	GRB 2500	Troubleshooting Green Bldg Systems
BUS 1650	Office Management	GRB 2600	Green HVAC
BUS 1934	Meeting and Event Planning	HUM 1110	20 <sup>th</sup> -Century Art
BUS 2460	Federal Income Tax Procedures	MED 2104	Basic Pharmacology
BUS 2502	Business Law II	MED 2120	Med Terminology II
BUS 2602	International Business	MED 2220	Medical Assisting II
BUS 2913	Business Field Experience	MED 2250	Med Assistant Externship
COM 2300	Audio Production	MHA 2110	Professional Ethics in Human Services
COM 2125	Mass Media Criticism	MHA 2511	Intro to Developmental Disabilities
COM 2600	Advanced Media Production	MHA 2906	Practicum in Direct Support
COM 2601	Media Internship I	NUR 1010	Commonalities in Nursing Care
CPT 1209	Computer Hardware and Software	NUR 2030	Health Problems in Life Cycles II
CPT 1225	Microsoft Excel	NUR 2032	Health Problems II Seminar
CPT 1303	Introduction to Simulation and Game Development	NUR 2035	Advanced Clinical Calculations
CPT 1305	Computer Applications for the Legal Office	NUR 2100	Nursing Issues and Trends
CPT 1405	Programming in Visual Basic	PED 1204	Badminton
CPT 1408	Web Design	PED 1306	Basketball
CPT 1411	Business on the Internet	PHO 2405	Photography II
CPT 2040	Mobile Applications and Programming	POL 1322	Constitutional Law
CPT 2403	Simulation and Game Development Programming II	PSY 2402	Child Development & Guidance
CPT 2607	Data Structures	PSY 2506	Abnormal Psychology
CPT 2611	Systems Analysis	PSY 2512	Forensic Psychology
CRJ 1107	Police Operations	REL 1014	Summer Camp Leadership
CRJ 1113	Criminal Investigation	REL 1016	Motor Learning
CRJ 1116	Cultural Diversity & Crim Justice	REL 2005	Management of Event Operations
CRJ 1117	Police-Community Relations	SCI 1005	Environmental Geology
CRJ 2103	Introduction to Corrections	SCI 1042	SpTp: Chemistry of Everyday Life
CRJ 2111	Juvenile Justice	SCI 1117	Introduction to Marine Biology
CRJ 2608	Introduction to Criminology	SCI 1701	Science and Civilization
CUL 1206	Principles of Baking	SCI 1703	Contemporary Health
CUL 1702	Applied Nutrition Lab	SCI 2050	Introduction to Biology II
CUL 1804	Advanced Baking Techniques	SCI 2122	A&P Human Performance II
CUL 2121	Banquet and Catering Practice	SCI 2152	Principles of Biology II
CUL 2131	International Cuisine	SCI 2202	General Chemistry II
CUL 2227	Pastry Production	SCI 2210	Organic Chemistry II
CUL 2241	The Art of Confection	SCI 2300	Non-calculus Physics II
CUL 2504	Hospitality Cost Control	SCI 2302	Calculus Physics II
EDU 1207	Observation/Participation in ECE	SCI 2826	Fundamentals of Chemistry II
		SOC 1725	Survey of World Culture

**Please Note: The following courses are only offered in the fall semester:**

<b><u>Course #</u></b>	<b><u>Course Title</u></b>	<b><u>Course #</u></b>	<b><u>Course Title</u></b>
ART 1205	Design & Color	MHA 1514	Basic Report Writing
ART 1601	Typography	MHA 1930	Human Services Skills Exploration
ART 1610	Computer Graphic I	MHA 2512	Human Behavior Social Environments
ART 2311	Graphic Design Workshop	NUR 1001	Fundamentals of Nursing
ART 2620	Digital Animation	NUR 1003	Fundamentals of Nursing Seminar
ART 2710	Computer Graphics III	NUR 1004	Clinical for NUR 1001
BUS 1103	Introduction to Hospitality and Tourism	NUR 1005	Lab for NUR 1001
BUS 2413	Intermediate Accounting	NUR 1015	Clinical Calculations
CAR 2001	Advanced Residential Carpentry I	NUR 2020	Health Problems in Life Cycles I
CAR 2003	Advanced Residential Carpentry III	NUR 2022	Health Problems I Seminar
COM 2200	Media Writing Techniques	NUR 2023	Clinical for NUR 2020
COM 2400	Video Production	NUR 2024	Lab for NUR 2020
CPT 1161	Networking Essentials	PED 1253	Racquetball
CPT 1200	Computer Information Systems	PED 1334	Softball
CPT 1301	Logic & Problem Solving	PED 1350	Soccer
CPT 1403	Simulation and Game Development Programming I	PED 1812	Project Adventure
CPT 2211	Database Management	PHO 1405	Photography I
CPT 2216	C++ & Object Oriented Programming	POL 1350	Introduction to American Law
CRJ 1115	Introduction to Criminal Justice	PSY 2502	Child Psychology
CRJ 1320	Criminal Law & Procedure	PSY 2503	Adolescent Psychology
CUL 1160	Cake Decorating	REL 1003	PE, Sport, Recreation & Leisure
CUL 1205	Bakery Management	REL 1507	Health Sciences Applied to Coaching
CUL 2114	Restaurant Operations	REL 2104	Therapeutic Recreation
CUL 2140	Garde Manger	REL 2202	Sport & Event Practicum
CUL 2225	Bakery Production	SCI 1018	Introduction to Physical Geology
CUL 2252	Bread and Roll Production	SCI 1030	Introduction to Astronomy & Lab
EDU 2100	Children's Literature	SCI 1111	General Botany
EDU 2200	Introduction to Education	SCI 1824	Fundamentals of Chemistry I
EDU 2203	Teaching Exceptional Children	SCI 2110	Field Biology
EDU 2510	Home, School & Community	SCI 2120	SpTp: A&P Human Performance I
GRB 1100	Introduction to Green Building	SCI 2208	Organic Chemistry I
GRB 1200	Intro to Renewable Energy Systems		
GRB 2100	Building Automation & Controls		
GRB 2200	Solar & Wind Systems		
GRB 2300	Commercial Electrical		
MED 1110	Medical Terminology I		
MED 1501	Health Care Law & Ethics		
MED 2210	Medical Assisting I		
MHA 1510	Introduction to Human Services		

## Course Descriptions

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### **ANT 1102 Cultural Anthropology, 3 credits, GE 3, GE 6**

This course introduces the student to the great variety in human social life and customs throughout the world. Ways of classifying societies and analyzing cultural diversity are described and applied and questions of how individual life and personality are affected by living under these diverse forms are discussed.

### **ANT 2060 Cultural Paradigms in Health Care, 3 credits**

Students examine culture through a self-assessment and experiential learning approach. An organizing framework drawn from cultural anthropology is used to understand how different groups respond to universal questions regarding human nature, time, natural environment, valued personality traits, and preferred ways of interacting. Students use this data to examine how ethnic/cultural background influences attitudes towards health and illness, the health care provider, and the health care system. Crosslisted with HUM 2060 and NUR 2060.

### **ART 1001 Drawing I, 3 credits, GE 8**

Students explore and develop basic skills in the following areas: form and proportion, light and shade, perspective, still life, and gesture drawing in various media. Students enhance and develop their ability to render objects dramatically, while developing their own personal style.

### **ART 1002 Childhood Art, 3 credits, GE 8**

Students are introduced to the creativity and aesthetics inherent in the art of children. Through hands-on experiences, students explore various forms of artistic expression and the creative processes appropriate for children. Students also have the opportunity to research and build a resource file of age-appropriate art activities for children. Crosslisted with EDU 1002, Childhood Art.

### **ART 1205 Design & Color, 3 credits, GE 8**

Students are introduced to the principles of design on the 2D surface including movement, relationships, tension, order, and rhythm. Students create visual solutions with clarity, reason, and drama through layouts and computer experimentation, the study of color and typography, and the culmination of all design principles and elements.

### **ART 1310 Advertising Design, 3 credits**

This is an intensive problem-solving class with the emphasis on conceptual thinking and development of a professional attitude. Critical thinking provides a foundation in strategy, concept, and design. The class incorporates actual advertising design projects and focuses on the design and structure of the printed page. Using computers, students study the creation and use of grids and other layout devices to explore the integration of typography and visual elements. Prerequisite: ART 2610 Computer Graphics II

### **ART 1601 Typography, 3 credits**

Students are introduced to the study of the style, arrangement, and appearance of design in typography. The course covers a wide range of technical processes and design elements with assignments that define typography's symbolic and communicative aspects. Both the visual concerns and functional principles are explored through the use of the computer. Prerequisite: ART 1610 Computer Graphics I

### **ART 1610 Computer Graphics I, 3 credits**

This course serves as an introduction to the use of the computer in the graphic arts. Students learn how to create and modify art using image editing, drawing, and publishing programs. Students also learn the relationships between software programs.

### **ART 2001 Drawing II, 3 credits**

Students explore the aspects of drawing as illustration for advertising and graphic design: pen and ink illustration, marker and color pencil renderings, as well as editorial, conceptual, layout, and line art illustration. Students also create original illustrations and tight conceptual studies in order to develop the ability to quickly and clearly relate ideas visually. Prerequisite: ART 1001 Drawing I

### **ART 2308 Creative Visualization, 3 credits, GE 8**

Most people think of creativity as something you're born with when, in reality, creativity is a gift that we all possess and need only nurture and develop. Taking chances and opening up to alternative viewpoints enhances creativity and, in turn, effectiveness in both professional and personal aspects of life. Through discussion, group brainstorming, looking at specific problems from as many viewpoints as possible and learning to produce as many ideas as possible, the application of individual creative flow are cultivated unleashed in new and relevant ways.

**ART 2311 Graphic Design Workshop, 3 credits**

This course combines studio, computer work with classroom instruction. Components of design theory are incorporated with problem definition to provide students with experience in concepts, execution and presentation of assignments. Students are expected to use creative thinking to solve communication problems. Lecture and visual media provide a broad introduction to professional possibilities. Prerequisite: ART 2610 Computer Graphics II

**ART 2610 Computer Graphics II, 3 credits**

Design projects require the in-depth use of software programs introduced in Computer Graphics I. Special emphasis is placed on the integration of software packages and the preparation of files for final output to various sources. Prerequisite: ART 1001 Drawing I

**ART 2620 Digital Animation, 3 credits**

This is an intensive course involving 3D modeling and 2D and 3D animation. The concepts of timing, keyframing, tweening and movement are explored. Students learn methods of creating efficient 3D models using different modeling and animation software packages. The process of animation from story development through storyboard and pencil sketches to final rendering and editing are included. Emphasis is placed on students developing their own creative visions. Prerequisites: ART 1001 Drawing I, ART 1205 Design and Color, ART 1610 Computer Graphics I, ART 2610 Computer Graphics II, or permission of the instructor.

**ART 2630 Graphic Design, 3 credits**

Students develop visual awareness which requires refinement of design and appropriateness of format and typography in relation to concept and specific target audiences. The student creates advertising through the study of the creative process, idea generation, understanding and evaluating information, applying research, and creating powerful communication idea-driven solutions. Students explore the computer environment as well as the traditional mediums and are encouraged to use their conceptual and analytical thinking skills. Overview, refinement and presentation of a final portfolio are a requirement of this course. Prerequisite: ART 2311 Graphic Design Workshop

**ART 2710 Computer Graphics III, 3 credits**

This course provides an introduction to industry-standard computer programs and techniques used in the production of portable (disk and other portable media) and web-based multimedia. Students learn 2-D and 3-D animation, digital video editing, digital sound editing, interactive design, interactive authoring, and world wide web design. Prerequisite: ART 2610 Computer Graphics II

**ART 2711 SpTp: Computer Graphics Marketing, 3 credits**

This course will further the student's knowledge of graphic design and marketing strategies. Local businesses looking for design work will be the core of the course work. Prerequisite: ART 2710 Computer Graphics III

**ART 2720 Digital Web Media, 3 credits**

This course is an introduction to industry-standard programs and techniques used in the production of portable and web-based media. Subject areas covered are: basic Hyper Text Markup Language (HTML), utilization of web-compatible audio and video files, computer graphics, digital photographs, animation, and electronic interactive design. Students also learn procedures to upload media to servers. Prerequisite: ART 2610 Computer Graphics II

**ART 2730 Digital Web Media II, 3 credits**

Students in this course implement an understanding of the industry-standard software programs and techniques used in the advanced creation and production of portable and web-based media. The subject areas covered will include: designing advanced level Hyper Text Markup Language (HTML), inclusion/utilization of web compatible audio and video files, preparation of web ready files for Computer Graphics and Digital Photography files, discussion of digital animation, and an understanding of interactive design and its impact on successful web-site development. Students are required to create and present a finished website featuring their complete digital portfolio. Prerequisite: ART 2720, Digital Web Media.

**BUS 1101 Business Mathematics, 3 credits**

This course covers the mathematics used in everyday business and accounting. Among the topics included are: fractions and decimals, the use of algebraic equations, percents and their applications, sales and trade discounts, markup, payroll, checking accounts, simple and compound interest, discounting of notes, present value, taxes, and business statistics. Students who place into and pass Basic Arithmetic DMA 0902 are not required to take Basic Algebra DMA 0995 before enrolling in BUS 1101. A grade of C or better in BUS 1101 will meet Math Competency.

**BUS 1103 Introduction to Hospitality and Tourism, 3 credits**

In this course, students study the growth and development of the hospitality and tourism industry. Topics include hotels, restaurants, major transportation companies, sustainable tourism, and various areas of industry specialization.

**BUS 1125 Business Communications, 3 credits**

Students use word processing software to learn how to write effective business letters, including sales letters, credit letters, collection letters, adjustment letters, letters of application and resumes, and the preparation of problem-solving business reports.

**BUS 1223 SpTp: Keyboarding Skills, 1 credit**

This course will develop touch keyboarding skills involving the input of alphabetic, numeric (10 key pad), and symbol information on a keyboard. Basic understanding of the vocabulary and concepts used in keyboarding operations for inputting and retrieving information will be developed.

**BUS 1298 Word Processing for Personal Use, 3 credits**

Students learn to use a popular word processing software package to create and edit letters, reports, and term papers while using correct keying techniques.

**BUS 1301 Principles of Marketing, 3 credit hours**

This course is an introduction to the complex marketing process, its functions, institutions and activities. Students complete a comprehensive survey of the marketing mix, consumer behavior, channels of distribution, marketing methods, policies, and organization.

**BUS 1302 Principles of Advertising, 3 credits**

This course provides an overview of the basics of advertising and its relationship to the field of marketing. Students explore advertising history, the various media, government control, research and trademarks.

**BUS 1304 Principles of Sales, 3 credits**

The basic principles of sales theory are explored in both retail and industrial applications. This course also draws heavily from the behavioral sciences, especially psychology and sociology. Areas covered include the role of selling in the American economy, consumer motivations, planning an effective sales presentation and the introduction to the field of sales management.

**BUS 1310 Principles of Management, 3 credits**

This course covers principles of managerial practice. The concepts center on an analysis of the four major functions of management: planning, organizing, leading and controlling. This course examines the integration of management principles with other business procedures. Topics include business ownership, organizational structure, human relations, marketing and finance.

**BUS 1341 Entrepreneurship, 3 credits**

Students are introduced to the processes for creating a successful business plan. Students will use entrepreneurial discovery processes, assess opportunities for venture creation, explore e-business principles, and develop presentation skills necessary to convince others of the potential success of the business venture.

**BUS 1402 Fundamentals of Accounting, 3 credits**

This course provides an introduction to accounting practice and theory using the model of the sole proprietorship. The accounting process for recording, summarizing and reporting financial data is analyzed. Topics include the preparation and use of financial statements, the accounting cycle for service and merchandising enterprises and the valuation of assets. Students explore the practical aspects of accounting.

**BUS 1416 Financial Accounting, 4 credits**

This course covers the role of accounting in the decision-making process and the application of current generally accepted accounting principles for measuring and communicating financial data about a business enterprise to external parties. Topics include preparation and use of financial statements, analysis and recording of business transactions, the accounting cycle for service and merchandising enterprises, accrued and deferred items, organization and financing of corporations, and other theoretical and practical aspects of financial accounting.

**BUS 1501 Business Law I, 3 credits**

The first part of this course concerns the legal environment within which business must function. The structure of existing US laws and court systems and the legal processes by which laws are made and applied to actual controversies are explored. The balance of the course is devoted to the subject of contract law and covers aspects



of the rights and responsibilities of the parties to a contract. Throughout the course, students survey current business law topics as they occur in the business world.

### **BUS 1600 Sustainable Campus and Business Operations, 3 credits**

In this course, students explore the frameworks, technologies, and methods for enhancing campus and business sustainability. Topics include sustainability strategies for water, energy, building design and operation, groundskeeping, purchasing, waste reduction and diversion, and community engagement and education. The college and the broader community are used as a case study and field site for the study of these topics. Crosslisted with SUS 1600.

### **BUS 1630 Transformational Leadership, 3 credits**

In this course, students explore theories and practices related to transformational leadership and social change, specifically in the context of innovation and adaptation for sustainability. Students learn strategies for fostering transformative change in individuals, communities, organizations, and schools. Topics include models of leadership and change management; behavior of individuals and groups in organizations; communicating strategic intent; institutionalizing a capacity for change; creating successful and sustainable organizational cultures; integrating organizational silos; negotiating political landscapes; and managing for contingencies. Crosslisted with SUS 1630.

### **BUS 1650 Office Management, 3 credits**

This course is an investigation into the operation, control, and management of the business office. Topics include: problem solving, communications systems, human resources, ergonomics, and records management.

### **BUS 1652 Human Resource Management, 3 credits**

This course is an introduction to the psychology, purposes, and objectives of supervising the work of others. Topics to be covered include techniques of supervision, employment interviews, testing and evaluating, classroom training, on-the-job training, labor laws affecting workers, and labor-management relations.

### **BUS 1852 New York State Real Estate I, 3 credits**

Successful completion of this course qualifies students to take the New York State Real Estate Salespersons' Examination. The course covers business and legal aspects of real estate, including study of all legal documents, the law as it applies to the sale of real estate, fair housing, zoning, financing, and development.

### **BUS 1934 Meeting and Event Planning, 3 credits**

In this course, students are introduced to the techniques of planning meetings and events within hotel, conference center, and corporate venues. Topics include: site selection, budgeting, meeting room layouts, sales and catering functions, and organizational timetables. (Formerly Meeting Planning and Conventions.)

### **BUS 2122 Computerized Business Systems, 3 credits**

Students in this capstone course focus on how communication, decision-making, and critical thinking can be facilitated by the use of Microsoft Office software. Conversion of data into information used at all levels of a business is emphasized. Students create and maintain a variety of databases, spreadsheets, desktop publishing documents, mail merge documents, electronic presentation and reports as part of a simulated business environment. This course reinforces and applies the concepts learned in other required business courses.

### **BUS 2413 Intermediate Accounting I, 4 credits**

An overview of the accounting system, financial statements and the conceptual framework of accounting is presented in this course. Topics include: a review of generally accepted accounting principles; recognition, valuation and disposition issues; cash and receivables; inventory flow procedures; plant and intangible assets; and revenue recognition. Prerequisite: BUS 1402 Fundamentals of Accounting or BUS 1416 Financial Accounting

### **BUS 2416 Managerial Accounting, 4 credits**

This course introduces students to managerial accounting as an information system that provides managers with a basis for decision-making. Topics include accounting systems, job and standard costing systems, breakeven analysis, short and long term decision-making, operating budgets and flexible budgeting. Emphasis is placed on the needs of managers to use internal accounting information to make business decisions. Prerequisite: BUS 1402 Fundamentals of Accounting or BUS 1416 Financial Accounting

### **BUS 2418 Computerized Accounting, 3 credits**

This course uses QuickBooks® accounting applications software. Topics include analyzing and recording business transactions, the trial balance, financial statements, receivables, payables, inventory and payroll. Pre-req BUS 1402 Fundamentals of Accounting, OR BUS 1416 Financial Accounting.

**BUS 2460 Federal Income Tax Procedures, 3 credits**

This course covers the basic principles of US Federal income tax procedures and a study of the law as it applies to taxation. Emphasis is placed on the preparation of individual returns. Topics include exemptions, deductions, credits, gains and losses, and other property transactions. Prerequisites: BUS 1402, Fundamentals of Accounting or BUS 1416, Financial Accounting.

**BUS 2502 Business Law II, 3 credits**

This course surveys topics governed by the Uniform Commercial Code. Topics include the law of sales and commercial paper, employer and employee relations, and bankruptcy. Throughout the course, students survey current business law topics as they occur in the business world.

**BUS 2602 International Business, 3 credits**

An introduction to the challenges and problems faced by American firms in conducting business in world markets. The course will expose the student to the concepts and principles dealing with world trade, foreign environments, global operations, and the necessary global managerial skills required for success in such activities.

**BUS 2620 Medical Administrative Procedures II, 3 credits**

In this course students continue to learn medical administrative front office skills. This course focuses on using telephone techniques; scheduling appointments; managing the patient reception area; managing patient education; processing healthcare claims, billing, and collections; accounting for the medical office, and managing the medical office. Prerequisite: BUS 1620 Medical Administrative Procedures I

**BUS 2852 New York State Real Estate II, 3 credits**

Successful completion of this course qualifies students to take the New York State Real Estate Broker's examination. This course includes the study of appraisal, investments, construction, management, taxes, and assessments. Prerequisite: BUS 1852 New York State Real Estate I

**BUS 2906 Introduction to Financial Planning, 3 credits**

This course is an introduction to investments and the financial planning process. Topics include: the asset allocation model, types of investments, risk vs. reward, time value of money, the stock market, bond market, managed money, insurance products, domestic and international securities, trading securities and strategies.

**BUS 2913 Business Field Experience, 3 credits**

This course is designed to provide the student with a supervised fieldwork experience. Students experience a cooperative work experience opportunity with a transportation company, travel agency, hotel, convention bureau, or other tourism-related firms. The major purpose is to develop a professional, occupational competence, using employment as a source of learning. The student works in a specific area of interest for a minimum of 120 hours.

**CAR 1000 Residential Carpentry NCCER Core, 4 credits**

This National Center for Construction Education and Research (NCCER) core course provides a basic introduction to students entering the construction trade. Students study six modules: Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Introduction to Blueprints, and Basic Rigging. Students are required to successfully complete this course prior to entering either the Construction Technology Certificate or AOS programs.

**CAR 1100 Introduction to Carpentry NCCER Level 1 Modules, 4 credits**

This is an introductory course for students interested in carpentry. It is offered by The National Center for Construction Education and Research (NCCER). Students study the following modules: Orientation to the Trade, Wood Building Materials, Hand and Power Tools, Floor Systems, Wall and Ceiling Framing, Roof Framing, and Exterior Doors and Windows. This course is a prerequisite to Advanced Residential Carpentry. Students are required to successfully complete this course prior to entering either the Construction Technology Certificate or AOS programs. Prerequisite: CAR 1000 Residential Carpentry NCCER Core

**CAR 2001 Advanced Residential Carpentry I, 4 credits**

Students are taught skills associated with reading and using blueprints; layout, including distance measurement and differential leveling, use of site/plot drawings and methods of on-site communication; concrete and reinforcing materials, foundation and flatwork and concrete forms.

Prerequisites: CAR 1000 Residential Carpentry NCCER Core and CAR 1100 Introduction to Carpentry NCCER Level 1 Modules

**CAR 2002 Advanced Residential Carpentry II, 4 credits**

This course focuses on the skills and materials associated with roofing applications and advanced roofing systems, exterior finishes and installation, and thermal and moisture protection. Prerequisite: CAR 2001 Advanced Residential Carpentry I

**CAR 2003 Advanced Residential Carpentry III, 4 credits**

Students learn the skills associated with the construction of stairs and advanced stair systems for residential and light commercial use; installation and finishing of drywall and interior finishing skills including door, window, floor and ceiling trim. Prerequisite: CAR 2002 Advanced Residential Carpentry II

**CAR 2004 Advanced Residential Carpentry IV, 4 credits**

This course covers the principles, equipment and methods used to perform the site layout tasks that require angular measurements. These tasks include laying out building foundation lines and determining elevations by trigonometric leveling. The use of laser instruments, transits, electronic distance measurements and total stations is covered. Advanced floor systems, an introduction to light construction equipment, metal buildings and project management skills are also covered. Prerequisite: CAR 2003 Advanced Residential Carpentry III

**CAR 2005 Advanced Residential Carpentry V, 4 credits**

Students apply skills learned in previous residential carpentry classes in an actual workplace setting and obtain additional knowledge and proficiencies in selected competency areas determined by the employer, student and faculty. A student learning contract and student competency profile is used to determine objectives and outcomes. Prerequisites: CAR 2001 Advanced Residential Carpentry I and CAR 2002 Advanced Residential Carpentry II

**CEL 2001 Advanced Residential Electrical I, 4 credits**

Students focus on the following topics: alternating-current systems and the application of Ohm's Law to AC circuits; grounding and bonding electrical systems; conduit bending; boxes and fittings; conductor terminations and splices; installation of electrical services; circuit breakers and fuses; and electrical residential lighting and fixtures. Prerequisites: Successful completion of content in NCCER CORE and Level 1 modules as documented through Mastery Tests, Performance Profiles and/or assessment of prior learning.

**CEL 2002 Advanced Residential Electrical II, 4 credits**

Students learn the industry standards for electrical work, including branch circuits, rating and derating, and various types of residential and commercial electrical trades; conductor selection and calculations; overcurrent protection; wiring devices; AC and DC motors, including main parts, circuits, and connections; and motor calculations. Prerequisite: CEL 2001 Advanced Residential Electrical I

**CEL 2003 Advanced Residential Electrical III, 4 credits**

Students learn load calculations feeder and services; lamps, ballasts, and components; practical applications of lighting; basic electronic theory, including semi-conductors, diodes, rectifiers, transistors, and solid-state digital electronics including counter and register circuits; and distribution equipment. Prerequisite: CEL 2002 Advanced Residential Electrical II

**CEL 2004 Advanced Residential Electrical IV, 4 credits**

Students learn examines simple cord and motor controllers, conventional controllers, and electronic controllers. Other topics include the basic principles of refrigeration and air-conditioning and compressors; NEC requirements; and HVAC control wiring, troubleshooting, and solid-state circuitry. Prerequisite: CEL 2003 Advanced Residential Electrical III

**CEL 2005 Advanced Residential Electrical V, 4 credits**

Students will apply skills learned in previous residential electrical classes in an actual workplace setting and obtain additional knowledge and proficiencies in selected competency areas, determined by the employer, student, and faculty. A student learning contract and student competency profile will be used to determine objectives and outcomes. Prerequisites: CEL 2001 Advanced Residential Electrical I and CEL 2002 Advanced Residential Electrical II

**CHS 1010 Corporate and Homeland Security, 3 credits**

Students examine the structure, organization, and key principles associated with federal, state and private organization security functions as they relate to the concept of homeland security.

**CHS 1020 Critical Infrastructure Protection, 3 credits**

The critical infrastructure of a nation is the system of highly complex and interdependent physical and cyber-based assets essential to the minimum operations of a nation's economy and government. Students study and learn the various elements comprising this infrastructure including but not limited to, communications, energy, banking and finance, transportation, water supply, and emergency services in both the public and private sectors. Students learn about the various new vulnerabilities to equipment failure, human error, weather and other natural causes, and physical and cyber attacks. Flexible and evolutionary approaches are used to address these issues to provide both domestic and international security.

**COM 1305 Intercultural Communication, 3 credits, GE 10**

Students analyze and utilize the theoretical and practical tools necessary to understand and attribute meaning to communicative behaviors during the process of intercultural communication. Analysis focuses on how culture influences the communication process and how cultural variations play a role in the process of communication.

**COM 1500 Introduction to Broadcasting, 3 credits**

Through lecture, discussion, and laboratory experience, students study the problems and practices of radio and television broadcasting, including basic technical aspects, staff organization, equipment and programming. Crosslisted with HUM 1500.

**COM 2100 Mass Media, 3 credits, GE 7**

Students are introduced to mass media-print sound, and visual. Mass media is presented as industries which shape and are shaped by, significant issues. Crosslisted with ENG 1100.

**COM 2110 Intro to Media Communication, 4 credits**

In this foundation course, students learn how to take control of the visual story and use sound to convey meaning by examining and critically analyzing the visual, auditory, and narrative components of audio-visual digital media. Students become literate viewers and, thus, active interpreters of media by judging production values and content.

**COM 2125 Mass Media Criticism, 3 credits**

Students in this course develop a critical basis for judging the quality of mediated information. Emphasis is placed on judging both production values and content. The relationship between society and technology forms the background for understanding how media affects values, life choices and perceptions of both individuals and groups. Crosslisted with HUM 2125.

**COM 2200 Media Writing Techniques, 3 credits**

Students examine the techniques used in writing for radio and television. Emphasis is placed on the ability to apply skills in a variety of writing assignments, including commercials, newscasts, and drama. Crosslisted with ENG 2200.

**COM 2250 Introduction to Media Writing, 4 credits**

Students in this course practice writing and revising for print, electronic, and digital media. The class focuses on aesthetic, ethical, and legal issues as they pertain to genres that may include news, features, advocacy writing, advertising, public relations, and documentaries.

**COM 2300 Audio Production, 3 credits**

Students examine audio design and production techniques, emphasizing audio aesthetics and design, editing, single and multi-track production, mixing, and remote production.

**COM 2301 Audio Production with Workshop, 5 credits**

Students examine audio design and production techniques, emphasizing audio aesthetics and design, editing, single and multi-track production, mixing, and remote production. Students take part in a workshop where they apply techniques derived from the lectures. Instructors act as mentors helping to guide students through their major and their college experience.

**COM 2400 Video Production, 3 credits**

Students examine design and production techniques for the video medium. Emphasis is placed on program production for commercial, industrial, and institutional use, along with new applications of video.

**COM 2401 Video Production with Workshop, 5 credits**

Students examine design and production techniques for the video medium. Class projects place an emphasis on program production for commercial, industrial, and institutional use, along with new applications of video. Students take part in a workshop where they apply techniques derived from the lectures. Instructors act as mentors helping

to guide students through their major and their college experience.

**COM 2501 Digital Storytelling with Workshop, 5 credits**

Students focus on the powerful communication tool of delivering narrative through online media. Students create a capstone digital documentary, using new media to communicate in quick, interactive, informative and informal settings while continuing to uphold journalistic standards. Students increase their studio production skills with an emphasis on expanded use of lighting, special effects, audio reinforcement, and the use of electronic graphics. Students take part in a workshop where they work on projects derived from lectures and internship opportunities. Instructors act as mentors helping students transition from SUNY Sullivan into either a transfer school or employment opportunities.

**COM 2600 Advanced Media Production, 3 credits**

Students increase their studio production skills. Emphasis is placed on expanded use of lighting, special effects, audio reinforcement, and on the use of electronic graphics.

**COM 2601 Media Internship I, 3 credits**

Students participate in a supervised practical experience in the field of communications providing the opportunity to work in a professional setting. This course is for Communications and Media Arts students only.

**COM 2602 Media Internship II, 3 credits**

Students participate in a supervised practical experience in the field of communications providing the opportunity to work in a professional setting. This course is for Communications and Media Arts students only.

**COM 2605 Media Studio, 4 credits**

Students create digital work using basic non-linear editing techniques, culminating in an online portfolio to showcase their work. Students also participate in a supervised practical experience in the field of communications providing the opportunity to work in a professional setting. This course is for Communications and Media Arts students only.

**CPT 1120 Computer Hardware and Software, 4 credits**

This course involves classroom lectures and hands-on exposure to advanced microcomputer software and hardware. Topics include: current hardware technology, microcomputer operating systems, fixed disk management, communications, and local area networks. Prerequisites: MAT 1001, College Math I or higher.

**CPT 1160 Networking I, 4 credits**

This course will introduce students to the organization and design of networks. It contains the background information students would need to take the first part of the CCNA certification, however, certification preparation is not included in this course. Topics include networking media, networking topologies, the OSI reference model, TCP/IP protocol suite, subnets, routers, switches, and basic networking concepts. Students will learn industry standards and terminology. Prerequisite: CPT 1209, Computer Hardware and Software.

**CPT 1161 Networking Essentials, 3 credits**

Students study current network technologies for local area networks (LANs), wide area networks (WANs), and the Internet. The course provides an introduction to the hardware, software, terminology, components, design, and connections of a network, as well as the topologies and protocols for LANs. Lastly, LAN-user concepts and the basic functions of system administration and operational procedures as related to computer support are also covered. Students take the LabSim Network Pro certification exam which prepares them to take the CompTIA Network+ certification exam. Pre-requisite: CPT 1300 Introduction to Computer Science.

**CPT 1180 Operating Systems, 4 credits**

This course is an overview of microcomputer operating systems, which includes installation, configuration, maintenance, and efficiency. Installation and management of peripheral devices such as hard disk, USB flash drives, floppy drives, printers, and monitors will be covered. Customizing the operating system environments, troubleshooting, evaluating system performance, and system utilities of operating systems are also covered. Both client and server operating systems will be discussed including but not limited to Microsoft Windows (Server, XP, and Vista), Linux, and DOS. Students will learn industry standards and terminology. Prerequisite: CPT 1300 Introduction to Computer Science.

**CPT 1200 Computer Information Systems, 3 credits**

Students study and participate in extensive hands-on experiences in the fundamental principles of computerized

information systems and computer processing. These include studies of computer hardware, programming, communications, and commonly used computer applications. New trends and developments in the industry are discussed.

### **CPT 1203 HTML, 3 credits**

Students participate in an in-depth study of Hypertext Markup Language (HTML). Topics include the creation of an HTML document, controlling HTML text, adding graphics and multimedia, an introduction to forms, tables, frames, links and anchors, scripting for HTML and working with Dynamic HTML. Hands-on instruction and tutorials for the creation of sample pages and sites are emphasized.

### **CPT 1205 Web Graphics, 3 credits**

Students are introduced to image editing and illustration software, such as PhotoShop®, Illustrator® and ImageReady® as related to the creation of web pages and sites. Topics covered include creating images which are user friendly and aesthetically pleasing, using hardware for input, image optimization for web output, creating navigation aids, and creating templates. Students create web pages and sites for their portfolios.

### **CPT 1207 Computer Applications, 3 credits**

Students learn to use productivity software application packages in the Windows operating environment. The applications covered include word processing, spreadsheets, presentation and database software. Prerequisite: Windows Literate.

### **CPT 1209 Computer Hardware and Software, 3 credits**

Students study a broad range of computer hardware and system software concepts, including classical von Neumann machine, major functional units, primary memory, representation of numerical (integer and floating point) and non-numerical data, CPU architecture, instruction encoding, fetch-decode-execute cycle, instruction formats, addressing modes, symbolic assembler, assembly language programming, handling of subprogram calls at assembly level, mapping between high level language patterns and assembly/machine language, interrupts and I/O operations, virtual memory management, and data access from a magnetic disk. Students will take the LabSim PC Pro certification exam at the end of this course which will prepare them to take the CompTIA A+ certification exam. Prerequisite: CPT 1300 Introduction to Computer Science, or CPT 1210 Computer Literacy, or permission of instructor.

### **CPT 1210 Computer Literacy, 3 credits**

This course is designed to give students an overview of computer technology, terminology, and the role of computers in society. The theoretical concepts that relate to computers and the Internet are discussed. This course provides students with research and critical thinking skills using current technology. Students use word processing, spreadsheet, database, and presentation software to present their theoretical findings.

### **CPT 1225 Microsoft Excel, 3 credits**

This course is a hands-on, in-depth study of the Microsoft Excel spreadsheet component of the Microsoft Office Suite. It covers the commands, features and skill sets of Excel from the basic through advanced levels. Topics include building spreadsheets, simple and complex formulas and functions, creating charts, and the creation of useful forms. It prepares the student to be an accomplished user with the option of testing for the Microsoft "Proficient" level of certification.

### **CPT 1300 Introduction to Computer Science, 3 credits**

Students gain a breadth of knowledge in topics pertaining to the area of computer science and information systems technology. Topics include, but are not limited to: computer history, basic computer concepts, data storage and manipulation, and an introduction to basic logic and computer programming. After completing the course, the student will possess the foundation needed to progress further in the area of computer science or a variety of other disciplines. Students from both computing and non-computing majors are encouraged to take this course.

### **CPT 1301 Logic and Problem Solving, 3 credits**

Students learn how to create, propose, and test algorithms in order to arrive at possible solutions to real-world problems. Using an efficient combination of a sequence of steps, conditional statements to make decisions, and loops for performing repetitive tasks, students will document and be able to defend their proposed solutions using logical arguments. This course is highly recommended for all students who plan to take a programming language course.

### **CPT 1303 Introduction to Simulation and Game Development, 3 credits**

This course provides students with an introduction to simulation and game development. Topics include setting,

storytelling, narrative, character design, interface design, game play, internal economy, core mechanics, game genres, artificial intelligence (AI), the psychology of game design and professionalism. Upon completion, students should be able to demonstrate knowledge of the major theoretical aspects of simulation and game design and development.

#### **CPT 1305 Computer Applications for the Legal Office, 3 credits**

This course is a hands-on, in-depth study of specialized legal software applications used in today's law office. Topics include calendar monitoring, document management, time and billing, computer-assisted legal research, and managing the automated law office environment.

#### **CPT 1315 Multimedia Graphics, 3 credits**

Students learn to use vector-based graphics and multimedia authoring software such as Maya and 3ds Max. Topics include integrating audio and video streaming, creating animations and interactivity for web pages and sites, creating interactive movies, creating vector-based sites, and optimizing material for rapid downloading. Students create multimedia-rich pages and sites to add to their portfolios. Prerequisite: CPT 1303 Introduction to Simulation and Game Development or permission of instructor.

#### **CPT 1403 Simulation and Game Development Programming I, 3 credits**

This course introduces the fundamentals of the programming languages and tools employed in simulation and game development. Emphasis is placed on specific programming concepts and frameworks used to create simulations and games. Upon completion, students should be able to program simple object-oriented 2-D games and/or simulations.

Prerequisite(s): CPT 1303 Introduction to Simulation and Game Programming Development or permission of the instructor

#### **CPT 1405 Programming in Microsoft Visual Basic, 4 credits**

This course is an introduction to Microsoft Visual Basic. The course has four main objectives a) to teach the fundamentals of Microsoft Visual Basic for Windows, b) to acquaint the student with the three-step approach to building Windows applications, c) to use practical problems to illustrate application-building techniques, and d) to take advantage of the many new capabilities of building applications in a graphical environment. Prerequisites: CPT 1301 Logic and Problem Solving with a C or better or permission of instructor.

#### **CPT 1408 Web Design, 3 credits**

Students learn to create basic, effective and attractive web pages and sites using current software. The course is intended for those who need a general background in web production for businesses, organizations or as a supplement to their careers. To be successful students must be Windows literate with an understanding of word processing.

#### **CPT 1411 Business on the Internet, 3 credits**

This course covers the basic principles of business as they relate to the Internet. Topics include funding, creating a business plan, setting up books, policies and procedures, payroll, controlling inventory marketing and sales, achieving top search engine placement, and using list exchanges, web rings, email and list serves. Students create a basic business plan as a final project.

#### **CPT 2030 Networking II, 4 credits**

This course builds on the foundation developed in CPT 1160, Networking 1 and extends the students' capability to understand and manage data networks. It contains the background information students would need to take the second part of the CCNA certification; however, certification preparation is not included in this course. Topics include LAN and WAN design, VLANs, Frame Relay, ISDN, and network administration. Students will learn industry standards and terminology. Prerequisite: CPT 1160, Networking I.

#### **CPT 2040 Mobile Application Programming, 4 credits**

In this course, students are introduced to software application programming for mobile devices. Topics include: graphical user interface design, hardware interaction and optimization, data storage, web service integration, application lifecycle events and trends related to device convergence and form factor. Students develop and test various types of data-driven mobile applications. Upon completion, students should be able to demonstrate applied knowledge of various software and related platform architecture frameworks used to develop mobile applications. Prerequisites: CPT 2216 C++ and Object-Oriented Programming or permission of instructor.

#### **CPT 2170 Unix/Linux, 3 credits**

This is a computer-based course that will introduce the student to the UNIX and LINUX operating system.

Assignments will include installation, basic operation, file management, administration, and configuration of LINUX. Various editions of UNIX/LINUX will be discussed. Students may wish to use this course to prepare for the CompTIA Linux+ certification. Prerequisites: Management Information Systems (not currently offered at SUNY Sullivan) or permission of the instructor. MAT 1001, College Math I or higher.

### **CPT 2200 Network Forensics, 3 credits**

This course will introduce the student to the accepted methods of properly conducting a forensics investigation over a network. Students should have a working knowledge of networks, hardware, and operating systems (OSs) to maximize their success on projects and exercises throughout the text. Specific topics covered include: network forensics investigation overview, the Microsoft network structure, processing crime and incident scenes, digital evidence controls, data acquisition, forensic analysis, recovering image files, the registry structure, registry evidence, presenting the results. Prerequisites: CPT 2030 Networking II, CPT 2213 Computer Forensics.

### **CPT 2207 Advanced Computer Applications, 3 credits**

Students learn to use advanced-level productivity software application packages in the Windows operating environment. The applications covered include word processing, spreadsheets, presentation and database software. Prerequisite: CPT 1207 Computer Applications

### **CPT 2211 Database Management, 4 credits**

Students analyze data and solve real-life business problems using current relational database management system and structured query language (SQL). Students learn how to create a normalized database schema using data definition language (DDL) and how to manage and query the data using data manipulation language (DML). Students use critical thinking and analysis in hands-on learning applications and create effective solutions to applied real-life business situations. Prerequisites: CPT 1300 Introduction to Computer Science.

### **CPT 2213 Computer Forensics, 3 credits**

This course introduces the student to the accepted methods of properly conducting a computer forensics investigation, beginning with a discussion of ethics while mapping to the objectives of the International Association of Computer Investigative Specialists (IACIS) certification. Students should have a working knowledge of hardware and operating systems (OSs) to maximize their success on projects and exercises throughout the text. Specific topics covered include: computer forensics and investigations as a profession, understanding computer investigations, the investigator's office and laboratory, current computer forensics tools, processing crime and incident scenes, digital evidence controls, working with windows and DOS systems, Macintosh and Linux boot processes and disk structures, data acquisition, computer forensic analysis, recovering image files, network forensics, email investigations. Prerequisites: CPT 1120, Computer Hardware and Software and CPT 1180, Operating Systems

### **CPT 2216 C++ and Object Oriented Programming, 4 credits**

This course covers Object Oriented Programming (OOP) design methodology in the C++ environment. The fundamentals of C++ are presented. These include the concept and use of objects, control constructs, functions, libraries, parameter passing, classes, arrays, pointers; dynamic data types, and inheritance. Students are expected to have completed previous programming coursework. Prerequisite: CPT 1405, Programming in MS Visual Basic

### **CPT 2219 Real World Computer Applications, 3 credits**

This course is an exploration of the advanced features of productivity software as applied to typical business activities. Students integrate the skills learned in the Computer Applications I and II to complete a career-oriented portfolio useful for job hunting or transfer applications. Prerequisites: CPT 1207 Computer Applications and CPT 2207 Advanced Computer Applications

### **CPT 2240 Network Perimeter Security, 3 credits**

This course introduces firewalls and the network security components that can work together to provide an in-depth defensive perimeter around a local area network. Accordingly, this course examines firewalls in context with the other elements needed for effective perimeter security as well as security within a network. These include packet filtering, authentication, proxy servers, encryption, bastion hosts, virtual private networks, log file maintenance, and intrusion detection systems. Different firewall configurations will also be examined. Prerequisite: CPT 2030, Networking II.

### **CPT 2260 Cyber Crime Investigations, 3 credits**

This course is designed to provide the student with foundational knowledge of common techniques used by most cyber crime investigators. Procedural approaches and documentation will be covered. These procedures identify the accepted approaches to protect a digital crime scene/incident, process the collected data/information, ensure



and document the integrity of the entire process. The cyber crime investigative procedures will be scrutinized to identify potential problems. The student will be instructed in how the procedures and outcomes of those procedures create supporting documentation for a legal case. Prerequisite: CPT 2200 Network Forensics.

### **CPT 2301 Internship in Computing, 3 credits**

Students participate in supervised practical experience within the field of computing. Students must complete a minimum of 120 hours in a professional work setting. A specific proposal by the student must be approved by the faculty member. This course is for Computer Information Systems students only. Prerequisite: CPT 1301, Logic and Problem Solving with a C or better or permission of instructor.

### **CPT 2330 Information Security, 3 credits**

This course is designed to familiarize the student with the foundation utilized by most organizations in developing a management framework that will implement a secure, predictable and dependable system throughout the organization. In addition, it will help students preparing to take the Certified Information Systems Security Professional Exam (CISSP). This is a first course in the introduction and study of Information security. A broad view of the field is provided along with enough detail to facilitate an understanding of the topic as a whole. All pertinent terminology is covered, along with the field's history and an overview of how to implement and manage an information security plan. Readings and cases are provided to further enable a student to master the text material while bringing realistic security issues to the forefront. Readings from current periodicals in the information security will also be reviewed. Prerequisite: CPT 1160, Networking I.

### **CPT 2403 Simulation and Game Development Programming II, 3 credits**

The course covers advanced programming concepts used to create object-oriented 3-D simulations and games. Emphasis is placed on acquiring advanced programming skills for use in creating advanced object-oriented 3-D simulations and games. Upon completion, students should be able to program an advanced object-oriented 3-D simulation or game.

Prerequisite(s): CPT 1403 Simulation and Game Development Programming I or permission of the instructor

### **CPT 2607 Data Structures, 4 credits**

This course focuses on object-oriented software development from a hierarchical data organization and storage perspective. Students will engage in hands-on development of algorithms, class hierarchy, and linear data structure creation including lists, and stacks and queues. Prerequisite: CPT 2216 C++ and Object Oriented Programming

### **CPT 2608 SpTp: Information Storage Management, 3 credits**

This course is a study of the architectures, features, and benefits of intelligent storage systems; networked storage technologies such as FC-SAN, NAS, and IP-SAN; and long-term archiving solutions such as CAS Business Continuity and information management infrastructure. This course also focuses on the increasingly critical area of information security and the emerging field of storage virtualization technologies. Experience working with databases and permission of instructor is required.

### **CPT 2609 IT Certifications, 3 credits**

This course prepares students for one of the currently available IT certification options: Microsoft Office Specialist (MOS) certification, which emphasizes skills in using the 2007 or 2010 Microsoft Office System; CompTIA's Network+ which emphasizes the managing, maintaining, troubleshooting, installing and configuring of basic network infrastructures; or CompTIA's Security+ which emphasizes system security, network infrastructure, access control and organizational security. Students should elect to prepare for either one MOS exam OR one CompTIA exam.

### **CPT 2611 Systems Analysis, 4 credits**

This course presents a study of systems analysis, design, development, and implementation of computer information systems. The class covers all phases of the computer information system life cycle: analysis techniques, design techniques, resource acquisition, application development, system implementation, and on-going maintenance procedures. Student learning experiences are heightened by project examples and assignments. Working as a member of a small team, students create a near-complete, modest information system for a small enterprise. Oral and written communication skills are employed throughout the course. Prerequisites: CPT 1300 Introduction to Computer Science, CPT 1301 Logic and Problem Solving with a grade of C or better, CPT 1405 Programming in Microsoft Visual Basic, and CPT 2211 Database Management or permission of instructor.

### **CRJ 1107 Police Operations, 3 credits**

Students examine the organizational structure and operation of local, state and federal police departments. This

course includes a discussion of the philosophy and laws guiding police policies and procedures and identifies major divisional units and operational components of most police departments. Prerequisite: CRJ 1115 Introduction to Criminal Justice

**CRJ 1108 Introduction to Organizational Security, 3 credit hours**

This course offers an overview of protective services, presenting the historical, philosophical and legal bases for the security field. It focuses on the various facets of modern security operations in a variety of settings: hospital, campus, corporate, industrial, retail and resort. The role of security organizations, awareness of security issues and methods and techniques of loss prevention are covered. Case analyses of specific security scenarios, problems, and solutions are incorporated.

**CRJ 1113 Criminal Investigation, 3 credits**

Students study techniques and procedures utilized in criminal investigation. The course includes a wide range of activities associated with criminal investigation, such as interviewing, report writing, and collecting and preserving evidence. Prerequisite: CRJ 1115 Introduction to Criminal Justice

**CRJ 1114 SpTp: Examining Homicide, 3 credits**

This course provides a general foundation for the study of homicide. Students will learn to define definitions, data sources, and theories of homicide as well as specific types of homicides. The course will focus on solving homicides, the personnel and technology involved, and a realistic picture of how often homicides are easily solved.

**CRJ 1115 Introduction to Criminal Justice, 3 credits**

This course examines the three segments of the criminal justice system: law enforcement, courts, and corrections. Topics include the extent, measurement, and classification of crime; identification of key personnel and procedures within the criminal justice process; and differences between adult and juvenile justice handling.

**CRJ 1116 Cultural Diversity & Criminal Justice, 3 credits**

This is a practical information guidelines course for students seeking cross-cultural knowledge and sensitivity. The course content stresses that those who are charged with the responsibility of public protection and service will demonstrate greater professionalism through cultural awareness, both within the multicultural workforce and in the community in which they serve.

**CRJ 1117 Police-Community Relations, 3 credits**

This course provides students with an introduction to and analysis of theories, techniques, programs, and philosophies involving police image, public response, and community policing. Special attention is given to social problems through problem-solving policing techniques, crime prevention, and the police-community partnership needed for effective public safety.

**CRJ 1320 Criminal Law & Procedure, 3 credits**

Students examine basic principles of criminal liability and procedural protections provided for defendants by the US Constitution. It explores the purposes of criminal law in America and the methods by which the criminal law is implemented within our society. It includes elements of general criminal liability and defenses, as well as elements of specific major offenses. The application of criminal law to the criminal justice process from investigation through post-conviction remedies is covered. Distinctions between the philosophy and practice of substantive and procedural criminal law for juveniles and for adults are considered. Prerequisite: CRJ 1115 Introduction to Criminal Justice.

**CRJ 1322 Constitutional Law, 3 credits, GE 3**

This course is an examination of the historical development of the relationship of the states to the Bill of Rights. Also examined are the due process clause of the Fourteenth Amendment and the scope and limits on criminal justice agencies. Crosslisted with POL 1322.

**CRJ 1324 SpTp: Constitutional Law for Corrections, 3 credits**

This course is a study of legal problems from conviction to release, pre-sentence investigation, sentencing, probation and parole, loss and restoration of civil rights, inmate constitutional rights and grievance procedures, legal assistance and alternatives to litigation.

**CRJ 1350 Introduction to American Law, 3 credits**

This course provides a survey of the American legal system. Students examine the structure of the system and the roles of participants, including legislators, judges, attorneys, and paralegals. Students are introduced to the sources of law and such substantive areas of law as contracts, torts, crimes, and property. Crosslisted with POL 1350.

**CRJ 2103 Introduction to Corrections, 3 credits**

Students examine institutional treatment of the inmate in the various correctional settings: jails, correctional facilities, juvenile detention facilities, work release programs, halfway houses, and narcotic addition control centers. Current administrative organization and practices in correctional institutions are studied. (*Formerly Inmate Treatment/Correctional Administration*) Prerequisite: CRJ 1115 Introduction to Criminal Justice

**CRJ 2104 Probation and Parole, 3 credits**

An introduction to the process of probation and parole with an emphasis on the legal procedures accompanying community-based corrections. The rehabilitative prospects of incarceration are considered, along with alternatives to incarceration. Prerequisite: CRJ 1115 Introduction to Criminal Justice or permission of instructor

**CRJ 2111 Juvenile Justice, 3 credits**

Students examine the history, philosophy and practice of juvenile justice in the United States. The course includes a discussion of theories of delinquency causation, prevention and control. Students survey practices and procedures used by police, courts and corrections to prevent and control youth crime and delinquency. The role of the school, the family, the community, and the culture in defining, causing, and controlling juvenile misconduct are discussed. Special emphasis is placed on a comparison of juvenile and adult handling at all levels of criminal justice intervention and treatment. Prerequisite: CRJ 1115 Introduction to Criminal Justice

**CRJ 2200 CRJ Field Work and Seminar, 5 credits**

This course is a supervised field experience for the student in a criminal justice setting. Each student spends 120 hours as a supervised intern in the setting and participates in a two hour weekly seminar on campus. Seminar sessions cover topics shared by all criminal justice agencies: legal, ethical, political, economic, and organizational issues affecting criminal justice administration. Students entering this course are expected to have completed the first three semesters of CRJ courses or their equivalent. **Approval of the CRJ Coordinator is required for registration. Students must provide their own transportation to the intern site.**

**CRJ 2512 Forensic Psychology, 3 credits**

This course considers the application of psychology to law and the legal system. It focuses on uses of psychology in civil commitment proceedings and various aspects of the criminal justice system. Applications of psychology to law enforcement, to the courts and to corrections are discussed. Subjects covered include topics such as determining criminal responsibility, employment testing, jury selection and decision making, witness credibility and competency, crime-related issues, family law issues, explaining criminal behavior, and correctional psychology. Prerequisite: PSY 1500 General Psychology

**CRJ 2608 Introduction to Criminology, 3 credits**

Students discuss the nature and extent of crime, past and present theories of crime causation, criminal behavior in American society and its relation to personal and cultural conditions. Prerequisite: SOC 1600 Introduction to Sociology

**CUL1001 Hospitality Seminar, 3 credits**

The course serves as an introduction and overview of the hospitality industry and its many varied career opportunities. The course includes job classifications, job selection procedures and career ladder steps. Personal aptitudes and self-evaluation for success are stressed.

**CUL 1104 Introduction to Food and Baking, 3 credits**

Students are introduced to the fundamental concepts, skills and techniques of basic food preparation and baking. Students learn about ingredients, cooking methods, terminology, equipment, and procedures. The class includes lecture, demonstration and participation in basic food production (including the preparation of eggs, batters, vegetables, starches, thickening agents, stocks, soups, breads, rolls, pies and cakes). The student must achieve a final grade of C or better to progress to a higher-level CUL course.

**CUL 1121 Hospitality and Food Service Operations, 3 credits**

This course will introduce students to the hospitality and food service industry, its growth and development, past and present status, and future trends. The topics to be covered are culinary terminology, primary cooking and baking methods, basic knife skills, cooking techniques, menu development, techniques of table arrangements, and various types of dining room service. Practical work will include French, Russian, English, American, Banquet and Buffet preparation and procedures.

**CUL 1150 Culinary Sculptures, 2 credits**

This course provides an introduction to understanding the tools and techniques involved in the production of culinary sculptures. Various mediums (ice, tallow, salt dough, etc.) are used in the production of sculptures.

**CUL 1160 Cake Decorating, 3 credits**

Students in this course learn the skills required to prepare cakes in both traditional and contemporary styles are taught. Instruction is provided in making decorative icing, sugar molds, lattice designs and flowers as well as in making orders, use of decorative writing, color blending and designs. Decorative techniques in the making of cakes for special occasions such as birthdays, weddings, and anniversaries are demonstrated. Students are provided with an introduction to rolled fondant, chocolate fondant, chocolate dough and gum paste flowers. Corequisite: CUL 1104 Introduction to Food and Baking

**CUL 1205 Bakery Management, 3 credits**

The retail and wholesale aspects of the baking industry are explored. Bake-off systems, scheduling, production control, distribution, sales and marketing, display techniques, layout and design as used in a bakery are practiced. Regulatory requirements are discussed. Prerequisite: CUL 1104 Introduction to Food and Baking with a final grade of C or better, or permission of the Director of Culinary Arts.

**CUL 1206 Principles of Baking, 2 credits**

This course covers the fundamentals and theoretical aspects of baking. Topics include: nomenclature, ingredients, techniques, equipment and portion control; the history of baking; an introduction to the equipment used and composition of ingredients; production procedures, service, weights and measures; and basic recipes for bread, rolls, and cakes. Students do practical work on rolls, breads, pastries, pie dough, Danish, Choux paste, puff paste, doughs and prepared mixes. Prerequisite: CUL 1104 Introduction to Food and Baking with a final grade of C or better, or permission of the Director of Culinary Arts.

**CUL 1312 Hospitality Purchasing, 3 credits**

This course focuses on purchasing policies and procedures in procuring foods, beverage, equipment, supplies and services for the hospitality industry.

**CUL 1340 Beverage Service, 2 credits**

This course offers students the theory and practice skills needed to prepare and serve various hot and cold beverages in the hospitality industry. This course is also designed to familiarize the student with wines, beers, spirits, coffees, teas and other beverages from a manufacturing, legal service and sales viewpoint.

**CUL 1500 Sustainable Food and Farming, 3 credits**

In this course, students explore the theories and practices related to sustainable agro-food systems. The emphasis is on the relationship between agriculturally productive environments, natural ecosystems, and sustainable communities. Topics include organic and biodynamic farming, agroecology, permaculture, community-based food systems, and community gardens. This course will include fieldtrips to regional sites that exemplify sustainable food and farming practices. Crosslisted with SUS 1500.

**CUL 1702 Applied Nutrition Lab, 1 credit**

Students who take this course examine the basic principles of nutrition, including the application to food preparation and menu planning. Attention is given to providing nutritionally balanced and attractive meals. Menu planning using sound nutritional guidelines is stressed. Selection of lower calorie, low fat, low salt food items and their application to special diets are introduced. Low fat preparation techniques are explored. Prerequisite: CUL 1104 Introduction to Food and Baking with a final grade of C or better, or permission of the Director of Culinary Arts.

**CUL 1804 Advanced Baking Techniques, 3 credits**

This course provides an introduction to the quality aspect of baking as related to the hospitality industry. Included are: decorating with royal icing, chocolate, butter cream, coco painting, chiffon pies, chiffon cake mixes, foam cake mixing, meringues, quakenbush, tarts and torte of fruits, petit fours, breads, ice creams, cookies and soufflés. Bakery organization and sanitation is stressed. Prerequisite: CUL 1206 Principles of Baking

**CUL 1907 Sanitation and Safety, 2 credits**

Students examine the proper use of sanitation and safety methods in the hospitality industry. Emphasis is placed on the problems and procedures, techniques and practices in sanitation and safety. This course includes an examination of the sanitary handling of foods in purchasing and storage, preparation and serving.

**CUL 2104 Culinary Arts Theory & Development, 3 credits**

Students explore the fundamentals of basic hotel, restaurant and industrial catering through lecture, demonstration

and participation in basic food production, including the preparation of eggs, batters, potatoes, vegetables, shellfish, fish, salads and dressings. Theory and practice of cooking methods such as frying, roasting, broiling, griddle work, poaching, and sautéing, with a basic understanding of use and care of kitchen equipment are practiced. Emphasis is placed on the preparation of stocks, broth, consommés, and various soups. Students prepare various basic and compound sauces, stews, seafood dishes, hors d'oeuvres and canapés. Lectures and demonstrations on primal meat cuts and basic butchering are conducted. The student must achieve a final grade of C or better to progress to a higher-level CUL course. Prerequisite: CUL 1104 Introduction to Food and Baking with a final grade of C or better, or permission of the Director of Culinary Arts.

#### **CUL 2114 Restaurant Operations, 3 credits**

This course covers the fundamentals and theoretical aspects of baking. Topics include: nomenclature, ingredients, techniques, equipment and portion control; the history of baking; an introduction to the equipment used and composition of ingredients; production procedures, service, weights and measures; and basic recipes for bread, rolls, and cakes. Students do practical work on rolls, breads, pastries, pie dough, Danish, Choux paste, puff paste, doughs and prepared mixes. Prerequisite: CUL 2104 Culinary Arts Theory and Development with a final grade of C or better, or permission of the Director of Culinary Arts. Co-requisite: CUL 1340 Beverage Service, or permission of the Director of Culinary Arts.

#### **CUL 2121 Banquet and Catering Practices, 3 credits**

This course elaborates on the techniques of food preparation and service while relating these activities to the catering and banquet business. The course is designed for those students who have successfully completed the introductory food courses. The functions of the catering or banquet operation are explained and taught through the use of actual functions. Prerequisites: CUL 1312 Hospitality Purchasing, CUL 1340 Beverage Service, CUL 1907 Sanitation and Safety, CUL 2104 Culinary Arts Theory and Development with a final grade of C or better, CUL 2114 Restaurant Operations and 2504 Hospitality Cost Control or permission of the Director of Culinary Arts.

#### **CUL 2131 International Cuisines, 2 credits**

This course is designed to introduce students to cuisines of other countries. Emphasis is placed on student's production and presentation of complete menus and techniques as they apply to European and Asian Cuisines. Prerequisite: CUL 2104 Culinary Arts Theory and Development with a final grade of C or better, or permission of the Director of Culinary Arts.

#### **CUL 2134 American Cuisine, 2 credits**

This course is designed to introduce students to the development of American Cuisine through the study of traditional American dishes and multi-cultural influences. Students cook and bake a variety of dishes based on regional culture and products. Trends in modern American cooking are explored. The emphasis is on authenticity and product presentation. Prerequisite: CUL 2104 Culinary Arts Theory and Development with a final grade of C or better, or permission of the Director of Culinary Arts.

#### **CUL 2140 Garde Manger, 2 credits**

This course is designed as an introduction to cold foods produced in the kitchen. Garde Manger techniques such as appetizers, aspics, pates, chaud-froids, terrines, galantines, cold sauces, relishes, and garnishes are demonstrated and produced. Students learn the proper care and use of tools and correct preparations of products. Prerequisite: CUL 2104 Culinary Arts Theory and Development with a final grade of C or better, or permission of the Director of Culinary Arts.

#### **CUL 2160 Culinary Demonstration, 3 credits**

Students create live demonstrations before audiences using various types of food products and showmanship. Students have the opportunity to organize, plan, layout, develop and cost out a presentation.

#### **CUL 2225 Bakery Production, 3 credits**

This course is designed for students as an introduction to quality and quantity baking for the hospitality industry. Students create sweet doughs, assorted breads, cakes, pies, petit fours sec and various types of glazed Danish as well as assorted French pastries. Bakery sanitation and organization are stressed. Full student participation is required as students are assigned to duties on a rotating basis. Prerequisite: CUL 1206 Principles of Baking

#### **CUL 2227 Pastry Production, 3 credits**

Students learn to produce classic and contemporary pastry items for dessert menus or retail bakeries. Included are tortes and tarts, meringue items, fillings, puddings and custards, strudels, choux past items, frangipan, glazes, shortbreads, and assorted french pastries. Bakery organization and sanitation are stressed. Students practice bakery duties and work assignments. Prerequisite: CUL 1206 Principles of Baking

**CUL 2241 The Art of Confection, 3 credits**

This course provides an introduction to candy making, almond paste modeling, coco painting on pastillage, blown and pulled sugar, fudge and candy, roasting nuts to make nougats, melting and tempering chocolate, and the preparation of culinary art display pieces in the areas of confections, pastry and baking. Food preparation for garde manger items is also included. Prerequisites: CUL 1104 Introduction to Food and Baking with a final grade of C or better, or permission of the Director of Culinary Arts.

**CUL 2252 Bread and Roll Production, 3 credits**

Students in this course learn the skill of making quick breads, yeast raised, sourdough and international breads. Scientific principles such as dough fermentation and formulation as well as various current operational processes in both wholesale and retail establishments are explored. Prerequisite: CUL 1104 Introduction to Food and Baking with a final grade of C or better, or permission of the Director of Culinary Arts.

**CUL 2504 Hospitality Cost Control, 3 credits**

This course covers techniques used in the hospitality industry that show the relationship of food, beverage and labor costs to selling prices and profit. Cost control procedures for purchasing, receiving, storing, issuing, production and revenue controls are examined. Menu and portion costings, preparation of daily reports to management and the use of percentages in the hospitality industry are studied. The practical application of these systems for various types of feeding operations are studied and practiced. Preparation of yield test, pre-costing, forecasting and sale history, beverage and bar control, inventory control with analysis of operation ratios, and potential profits are included. Prerequisite: BUS 1101 Business Mathematics

**CUL 2913 Hospitality Field Experience, 3 credits**

A cooperative work experience opportunity with a transportation company, travel agency, hotel, convention bureau, or other tourism-related firms. Minimum: 120 hours

**DEN 1000 Basic English, 3 equivalent credits**

This course is designed for students who need work in the basic reading and writing skills. Students review writing skills such as grammar, mechanics, spelling, sentence structure, paragraph development and outlining, and reading skills such as comprehension and vocabulary. This course is required of students who do not demonstrate the minimum proficiency established for entrance into ENG 1001. This course may not be used to satisfy the English requirement at this College. Students must complete DEN 1000 with a grade of C or better to progress to ENG 1001 Composition I.

**DEN 1001 Writing Workshop, 1 equivalent credit**

Writing Workshop (1 equivalency credit) is a co-requisite of a typical Developmental English DEN 1000 course (3 equivalency credits); the two parts create one connected class. Students may not take a Writing Workshop section without taking the connected Developmental English section. In Writing Workshop, students work with two instructors to improve critical thinking, reading, study, writing, revision, and time management skills designed, primarily, to prepare them to enroll in a Composition I course. Students also work closely with instructors, who act as mentors to guide them successfully through their first semester of College, including the potential to enhance writing assignments for other classes. The grade students earn for the typical Developmental English portion constitutes the grade for the Developmental English class and the Writing Workshop course; however, poor attendance and poor performance in the Writing Workshop can lead to failure and withdrawal from both courses. Students who are withdrawn from Developmental English will be withdrawn from Writing Workshop and vice versa.

**DEN 1003 Writing Studio, 3 equivalent credits**

Composition I with Writing Studio students meet in a typical Composition I course (3 credits) and also meet separately in a Writing Studio (3 equivalency credits); the two parts create one class and are listed as having the same meeting times and meeting locations on a student's schedule. In Writing Studio, students learn critical thinking, reading, study, writing, revision, and time management skills designed, primarily, to help them produce college-level writing and pass their Composition I course. Students also work closely with instructors, who act as mentors helping to guide them successfully through their first semester of College. The grade students earn for the typical Composition I portion constitutes the grade for the Composition I with Writing Studio course and the Writing Studio course; however, poor attendance and poor performance in the Writing Studio can lead to failure and withdrawal from both courses. Students who are withdrawn from Composition I with Studio will be withdrawn from Writing Studio and vice versa. Students who fail or withdraw from Composition I with Writing Studio or Writing Studio must take Developmental English DEN 1000 or retake the English Placement exam to determine placement. Corequisite: ENG 1003, SpTp: Composition I with Writing Studio.

**DMA 0902 Basic Arithmetic and Introductory Algebra, 3 equivalent credits**

This course is designed for students who need to improve their arithmetic skills primarily involving fractions, decimals, and percents. Students concentrate on these topics as well as estimation, problem solving, and interpretation of statistical data and graphs. An introduction to elementary algebra is included. Satisfactory completion of this course (C- or better) or the basic arithmetic competency exam is required for all students for entrance into BUS 1101 or DMA 0995. This course does not apply toward the mathematics requirement for any degree at this institution. Corequisite: DMA 0903 Basic Arithmetic Workshop.

**DMA 0903 Basic Arithmetic Workshop, 1 equivalent credit**

This course is required for any student enrolled in DMA 0902. Students will review all topics covered in DMA 0902. Corequisite: DMA 0902 Basic Arithmetic and Introductory Algebra.

**DMA 0904 Review of Basic Arithmetic, 1 equivalent credit**

Students review fractions, decimals, percents, and beginning algebra. Students earning 48-68% on the basic arithmetic competency exam are eligible for this course. Corequisite: DMA 0995 Basic Algebra.

**DMA 0995 Basic Algebra, 3 equivalent credits**

This is a course in working with real numbers, solving linear equations and inequalities, graphing linear equations, working with polynomials and rational expressions, solving quadratic equations by factoring and the square root property, and applying algebraic techniques to solving situation problems. Students who take DMA 0902 must earn a C- or better to register for DMA 0995. **Students who take DMA 0995 must earn a C- or better to satisfy math competency and register for a course with a MAT prefix.** This course is not open to students who have passed MAT 0990, except with permission of the Math Program Facilitator. This course does not apply toward the mathematics requirement for any degree at this institution.

**DOR 1000 Operation Rebound, 1 equivalent credit**

This is a personalized course designed to assist students who have been placed on academic probation at the completion of their first semester. This course combines an academic contract which mandates class attendance, tutoring, and weekly interactive sessions. Operation Rebound is only open to second semester students who meet specific academic criteria as defined in this catalog. Corequisite: DOR 1001

**DOR 1001 Operation Rebound Study Lab, 0 equivalent credit**

This course is designed to allow students structured group time with a tutor to complete assignments, while improving study skills. Corequisite: DOR 1000 Operation Rebound

**DSC 0950 Literacy in the Science Classroom, 1 equivalent credit**

This course pairs Introduction to Biology I with a developmental reading course. It is designed for students who need to improve their scientific reading comprehension skills. Students will learn reading and study strategies designed to improve their understanding of biological concepts and to increase their chances for success in Introduction to Biology I. Students will work with a science and an English instructor to complete assignments that parallel material covered in the biology course. Skills emphasized will include: science vocabulary and high utility vocabulary development, summarizing, reading for meaning, understanding questions, interpreting visual displays (i.e., graphs), and note-taking. This course is required for all Introduction to Biology I students who are also enrolled in DEN, but is open to any students taking Introduction to Biology I. It is strongly advised that all students enrolled in Introduction to Biology I take the Writing and Reading Comprehension test to assess their preparedness for the Introduction to biology I course. This course would greatly benefit any student who scores less than 70% on the Writing and Reading Comprehension test. This course may not be used to satisfy the English or science requirement at this college.

**ECO 1401 Macroeconomics, 3 credits, GE 3**

Students study macroeconomics with the main emphasis on solving the problems of economic growth and stability. The course includes the study of such topics as monetary policy, fiscal policy, employment, inflation, international trade, and current economic problems.

**ECO 1402 Microeconomics, 3 credits, GE 3**

Students study microeconomics with the main emphasis on the economic problems of allocation, distribution, and efficiency in the American economy. The course includes a study of the market system, supply and demand, the price system, the firm, and comparative economic systems. Emphasis is placed on specific segments of the American economy such as consumers, business, labor and agriculture. Environmental topics will include externalities, cap and trade, public goods and common resources.

**ECO 2001 Environmental Economics, 3 credits, GE 3**

This course examines the economy and its interaction with the environment. Students examine the use of economic tools in developing new environmental approaches and policies. Prerequisite: ECO 1402, Microeconomics.

**EDU 1002 Childhood Art, 3 credits, GE 8**

Students are introduced to the creativity and aesthetics inherent in the art of children. Through hands-on experiences, students explore various forms of artistic expression and the creative processes appropriate for children. Students also have the opportunity to research and build a resource file of age-appropriate art activities for children. Crosslisted with ART 1002, Childhood Art.

**EDU 1102 Creative Learning Activities, 3 credits**

This course introduces students to creative activities suitable for preschool children: art, music and movement, math, science, sensory, social studies, and dramatic play within the context of creativity. Instruction is provided in locating, planning, implementing and evaluating creative learning activities. Emphasis is placed on stimulating learning, creativity and imagination through the use of a variety of methods and materials. Lectures and demonstrations are combined with laboratory hands-on experiences.

**EDU 1106 Nutrition, Health and Safety, 3 credits**

This course is designed to provide an overview of the interrelation of health, safety, and nutrition for the young child. Students explore the development of eating habits in young children, as well as basic nutrients, their major sources and their effect on growth and development. Nutrition education and menu planning are stressed. The topics of common childhood diseases, health appraisals, universal precautions, poison control, child abuse, and classroom safety are also discussed. Students receive training in the American Red Cross programs of Infant/Child First Aid and CPR. Course completion may lead to certification in same.

**EDU 1207 Observation/Participation in Early Childhood Education, 3 credits**

This course serves as an introduction to the application of child development techniques through observation and participation experiences with young children in the on-campus laboratory school. Weekly seminars address the use of objective techniques for observing and recording behaviors as well as communication skills, guidance techniques, developmentally appropriate practices, and the role of the teacher in early childhood education. As a laboratory course, each hour of class is matched with an hour of observation or participation scheduled separately. Students must pass with a "C" or better to continue in the program. No student may participate in the Center without completing all required clearances for work with children.

**EDU 1400 Methods in Elementary Theater Education, 3 credits, GE 8 pending**

Develop the teaching artist through understanding and applying the techniques of theater! Students explore an introductory curriculum in theater arts and apply theater arts to classroom management, lesson planning, and classroom evaluation techniques. Acquired knowledge and skills will be valuable to anyone who hopes to work with children in a vibrant, imaginative, and meaningful way, particularly within K-6 public educational settings.

**EDU 2100 Children's Literature, 3 credits, GE 7**

This course is concerned with literature as an art form and the ways that literature supports children's language. Students study the various types of literature for children, and gain familiarity with different authors, of both fiction and nonfiction, American and cross-cultural children's books. The creative usage of these forms of literature is applied for both individual and group teaching of young children (preschool, primary and early elementary school-age groups). Prerequisite: ENG 1001, Composition I.

**EDU 2200 Introduction to Education, 3 credits**

This course provides an overview of schools and schooling for students in grades Pre K-6. It is organized around the principle themes of school, teacher, and curriculum. Topics include preschool, primary and intermediate grade cultures, staff roles, special population needs, issues related to student diversity and multiculturalism, teaching skills, classroom management, and introduction to instructional strategies, state curricula, and current reforms. This course is a gateway course designed to allow students to determine if becoming an early childhood or elementary school educator is an appropriate career choice. Students are asked to view early childhood and elementary education through the lens of a professional teacher, perhaps for the first time. Prerequisites: PSY 1500 General Psychology and PSY 2402 Child Development and Guidance

**EDU 2201 Sociological and Philosophical Foundations of Education, 3 credits**

This course provides a comprehensive introduction to the historical, sociological, and philosophical foundations of



education. Students are required to examine the social purposes of education in historical and contemporary contexts. Students engage in the study of education through the academic disciplines of sociology, history, and philosophy; examine the significance of social differences (class, culture, race/ethnicity, gender, sexual orientation, religion) for education; develop and express a personal philosophy of education; and examine the relationship of schooling to democratic practices and principles. This course includes 30 hours of field work. Prerequisite: PSY 1500 General Psychology

### **EDU 2202 Early Child/Nursery Ed Practicum I, 5 credits**

Practicum experience provides the student with supervised experience in the education, guidance and care of young children. Students have the opportunity to observe appropriate curriculum, then plan and carry out age-appropriate activities. All activities are under the careful supervision of trained staff members in the on-campus Child Development Center. Students receive both written and verbal feedback on their activities and skills. Entry is limited to Early Childhood Education majors. Students must earn a "C" or better to continue in this program. Prerequisites: EDU 1102 Creative Learning Activities and EDU 1207 Observation/Participation in Early Childhood Education

### **EDU 2203 Teaching Exceptional Children, 3 credits**

This course defines categories of exceptional children likely to be encountered in the field of education and human services. The effects of the special needs in the behavior of the individual, the family, and the larger society will be considered. Current approaches of mainstreaming, intervention, and remediation are studied, compared, and when possible, demonstrated or observed. Legal aspects and value issues involving persons with special needs will be explored. Resources available to work effectively with persons from minority cultures, homes where English is not spoken, persons with handicapping conditions, and those who are gifted and talented will be identified. Prerequisite: PSY 1500

### **EDU 2206 Early Child/Nursery Ed Field Exp, 5 credits**

Supervised Field Experience is an educational partnership with the community, whereby a college student receives career-related, on-the-job training and experience under the supervision of the College and the employer. The student receives credit and a grade for their work. The objective is to provide work experience that gives meaning and direction to the student's total education experience as well as an opportunity to apply the theories and practices presented in the program. Students must pass with a "C" or better to graduate from this program. Prerequisite: EDU 2202 Early Child/Nursery Ed Practicum I

### **EDU 2300 Infants and Toddlers, 3 credits**

The course is designed to examine the growth and development of infants and toddlers in family or group settings. Care techniques related to dressing, diapering, feeding and sleeping as well as the modification of the environment for optimal development and safety is studied. Observation of infants and toddlers as well as lectures, text, guest lecturers and discussion offer a varied treatment of the topic. Prerequisites: PSY 1500 General Psychology, and PSY 2402 Child Development and Guidance

### **EDU 2502 Early Childhood Admin & Supervision, 3 credits**

This professional course in early childhood education provides an overview of administration and operation of child care centers, site location and development, regulatory agencies and license requirements, policy formation and development, and planning space and equipment. Topics in supervision include staff selection and management, boards and advisory committees, funding sources and legal responsibilities. Prerequisite: EDU 2202 Early Childhood/Nursery Ed Practicum I

### **EDU 2510 Home, School and Community, 3 credits**

This course begins by addressing issues of communication, problem-solving, active listening, and perspective-taking. Parenting styles, skills, and training programs are outlined. The impact of the community, its resources and its referral systems is discussed. Throughout the course, awareness of familial diversity and multicultural issues are stressed. Prerequisites: PSY 1500 General Psychology, and PSY 2402 Child Development and Guidance

### **EMG 1010 - Introduction to Emergency Management, 3 credits**

At no time in our recent history has the need for an understanding of emergency management been more evident. In this course students gain an historical perspective of emergency management and an overview of how the various components of emergency management integrate across the four phases of emergency management - mitigation, preparedness, response and recovery.

### **EMG 1020 Emergency Response Planning, 3 credits**

In order for a community to be truly prepared to respond to any type of emergency, it must develop effective

emergency planning. Students learn effective emergency planning related to surviving natural and man-made disasters and study the foundation for the emergency planning process, including the rationale behind planning. They also delve into the patterns of human disaster behavior, social psychology, and communication as well as the basics of generic protective actions, planning concepts, implementation, and action. Pre-requisite: Intro to Emergency Management.

**EMG 1030 Emergency Management Leadership, 3 credits**

In emergency management, the ability to lead and motivate others is essential. Students learn the contemporary approach to a variety of management theories and explore the best practices for making ethical, compassionate and competent leadership decisions under emergency conditions. Pre-requisite: Intro to Emergency Management.

**EMG 1040 Domestic/International Terrorism, 3 credits**

Students explore the phenomenon of terrorism through historical perspectives that affect the U.S. and its domestic and foreign policies. Students learn how the United States is combating terrorism internationally and domestically, using strategies that will shape America in the future.

**EMG 1500 Principles of Emergency Management, 2 credits**

This course is intended to provide information that will enable persons just entering the profession or expanding their roles to have the ability to work with emergency management issues. It will provide an overview of the characteristics, functions, and resources of an integrated system and of how various emergency management services work together in an integration of resources and capabilities. Emphasis will be placed on how this system is applied to all hazards for all government levels, across the four phases, and all functions of emergency management.

**EMG 1520 Pub Safety Critical Incident Mgmt, 1 credit**

This course provides students with information relevant to public safety forces (fire, police, and emergency medical services) roles and responsibilities when responding to an emergency. Additionally, the course provides information dealing with support service agencies and the concerns and roles of private business and local government in supporting public safety forces in emergency situations. It also provides information to encourage cooperation of all groups and agencies at the scene of an emergency, with a key component focusing on the goals and critical tasks of each public safety agency operating at a given scene.

**EMG 1600 Developing Volunteer Resources, 1 credit**

This course allows students to learn the necessary skills to be able to make appropriate volunteer assignments, structure programs to maintain or increase the skill levels of volunteers, and motivate them to both maintain readiness and operate effectively during emergency situations.

**EMG 1620 Resources & Donations Management, 2 credits**

This course is designed to provide Resource Management Coordinators with the knowledge and skills they need to perform resource management functions within the overall framework of the emergency operations center (EON). This performance-based course is intended to introduce local officials (i.e., representatives of local governments and leaders of local voluntary organizations) to the concept of donations management and their roles and responsibilities in the donations management process.

**EMG 1700 Public Information Officer Basic Course, 3 credits**

This course provides students with the skills needed to perform public information duties as they relate to emergency management. It focuses on the definition of the job of the public information officer. The course assists participants with building the skills needed for this position, such as oral and written communications, understanding and working with the media, and the basic tools and techniques PIOs need to do the job.

**EMG 1820 Basic Incident Command System, 1 credit**

The Basic Incident Command System course is designed to increase participants' knowledge and understanding of the Incident Command System. Utilizing lectures and small group activities, participants will acquire the ability to organize and manage an incident through implementing the ICS. The material covered during the course includes an introduction to the principles and features of ICS, organizational overview, incident facilities, incident resources, and common responsibilities of key ICS positions.

**EMG 1840 Emergency Response to Terrorism, 1 credit**

The Emergency Response to Terrorism course provides the knowledge and skills needed by public safety forces that respond to terrorist acts. The course provides public safety and related support personnel the information to understand terrorism and its root causes and motivations. The course also provides methods to enable students to

recognize circumstances indicating a potential terrorist attack and to protect themselves from a variety of potential dangers.

### **EMG 2010 Emergency Response – All Hazards, 3 credits**

Students acquire a well-rounded understanding of disaster response. They explore various types of disasters and examine the myriad components that are involved in emergency incidents, the typical challenges encountered and the tools and techniques that will enhance the ability to protect lives, reduce property damage, and minimize disruption. Pre-requisite: Intro to Emergency Management.

### **EMG 2020 Incident Command Systems, 3 credits**

Incident Command Systems encompass the management practices used by responders during emergency situations and pre-planned events. Students study and learn Incident Command System structure and responsibilities; including planning, organizing, staffing and incident resource management during these incidents.

### **EMG 2030 Emergency Exercise and Design, 3 credits**

A key component of emergency planning and preparedness is the designing and evaluation of emergency exercises. Students study exercise design issues in depth and learn how to design and evaluate emergency exercises in order to identify and address gaps between plans and capabilities.

### **EMG 2040 Weapons of Mass Destruction, 3 credits**

The post-9/11 fear of a terrorist using a weapon of mass destruction has never been more real. Students participate in an in-depth examination of the history, characteristics, availability, dangers and defenses against chemical, biological, radiological, nuclear and explosive weapons.

### **EMG 2050 From Radicalization to Terrorism, 3 credits, GE 3**

Students examine the process of radicalization and its phases as it pertains to terrorism in the West, especially in the United States and the United Kingdom. Through studying specific case studies, as well as religious, sociological, and political motivators, students explore how radicalization in the West can produce both global and homegrown terrorism. Crosslisted with PSY 1400 and SOC 1400.

### **EMG 2051 Building Community Resiliency, 3 credits**

Students explore a diverse theoretical framework from which post-disasters activities may be approached through mobilizing civilians. Recent lessons learned from catastrophes such as Hurricane Katrina, Earthquake in Haiti, Parking Lot collapse in Miami, and the West Texas industrial explosion are used to contextualize course content. Students address typical challenges that arise during response efforts and discover the tools and techniques to enhance the ability to save lives, reduce property damage and minimize destruction.

### **EMG 2520 Disaster Response & Recovery Operations, 2 credits**

The purpose of this course is to introduce students to the basic concepts and operations applicable in a disaster environment (particularly for major disasters) and enhance understanding of the proper roles and responsibilities of various local and state emergency management officials, why they matter, and how these roles and responsibilities relate to those carried out by the Federal government. To foster multi-level partnership, the course emphasizes the problem-solving aspects of disaster operation as well as associated coordination requirements. Prerequisite: EMG 1500 Principles of Emergency Management

### **EMG 2560 Mitigation for Emergency Managers, 1.5 credits**

This course addresses the important roles of the emergency program manager or other local government representative in mitigation. It provides the emergency manager direction on how to implement into a locality recognized and accepted national mitigation strategies. The course provides students information helpful in the coordination of public safety agencies, local businesses, and professional organizations. Also provided in the course is information on funding mitigation efforts through public and private sources. Prerequisite: EMG 1500 Principles of Emergency Management

### **EMG 2620 Intermediate Incident Command System, 1.5 credit**

The Intermediate Incident Command System course is designed to increase the participants' knowledge and understanding of the Incident Command System. Utilizing lectures and small group activities, participants will acquire the ability to organize and manage staffing. The material covered during the course includes organization and staffing, organizing incidents and events, incident resource management, air operations, and incident and event planning. Prerequisite: EMG 1820 Basic Incident Command System

### **EMG 2700 Emergency Response Planning for Schools, 1 credit**

This course will provide participants with the basic information and tools needed to develop effective plans for the wide array of potential emergencies that schools may face. Participants completing the course will be able to explain the importance of effective planning to others and lead individuals in their schools and community through the process of developing an effective multi-hazard program. Prerequisite: EMG 1780 Emergency Response Planning

**EMG 2780 Emergency Operations Center Management, 1.5 credits**

The EOC Management course provides students with the knowledge and skills they need to design, initiate, build, and operate an Emergency Operations Center. The curriculum is designed using a performance-based approach, which emphasizes learning activities that are easily transferable to the job.

**EMG 2800 Emergency Exercise Program Management, 3 credits**

The Emergency Exercise Program Management course is intended to provide participants with the knowledge and skills to develop and conduct disaster exercises that will test a community's emergency operations plan and operational response capability.

**EMG 2820 Advanced Incident Command System, 1.5 credits**

The Advanced Incident Command System course is designed to increase the participants' knowledge and understanding of the inherent flexibility of the Incident Command System to manage major or complex incidents. Utilizing lectures and small group activities, participants will acquire the ability to organize and manage major or complex incidents. The material covered during the course includes command and general staff duties and responsibilities, unified command, major incident management, and area command structures.

**EMG 2840 Terrorism Response Planning, 2 credits**

This course will help emergency planners, first responders, and others at all levels to review their preparedness efforts and response capabilities to a terrorist incident. It will also assist participants in the ongoing re-evaluations of their threats, current emergency operations plan, and the implications of a terrorist incident on continuity of critical services and long-term recovery.

**ENG 1001 Composition I, 3 credits, GE 10 (in conjunction with ENG 1301 Fundamentals of Speech)**

This is a writing-intensive course in which students draft and revise college-level essays. Students study the conventions of academic prose, examine various methods of organization and development, and learn research skills.

**ENG 1003 Composition I with Writing Studio, 3 credits, GE 10**

Composition I with Writing Studio students meet in a typical Composition I course (3 credits) and also meet separately in a Writing Studio (3 equivalency credits); the two parts create one class and are listed as having the same meeting times and meeting locations on a student's schedule. In Writing Studio, students learn critical thinking, reading, study, writing, revision, and time management skills designed, primarily, to help them produce college-level writing and pass their Composition I course. Students also work closely with instructors, who act as mentors helping to guide them successfully through their first semester of College. The grade students earn for the typical Composition I portion constitutes the grade for the Composition I with Writing Studio course and the Writing Studio course; however, poor attendance and poor performance in the Writing Studio can lead to failure and withdrawal from both courses. Students who are withdrawn from Composition I with Studio will be withdrawn from Writing Studio and vice versa. Students who fail or withdraw from Composition I with Writing Studio or Writing Studio must take Developmental English DEN 1000 or retake the English Placement exam to determine placement.

Composition I with Writing Studio is a substitute for Composition I for all degree and pre-requisite requirements. Like Composition I, this is a writing-intensive course in which students draft and revise college-level essays. Students study the conventions of academic prose, examine various methods of organization and development, and learn research skills. Composition I with Writing Studio meets the writing component requirement for Gen Ed 10. Corequisite: DEN 1003, SpTp: Writing Studio.

**ENG 1040 Critical Reading I, 3 credits**

Students are introduced to the critical approach of reading, emphasizing strategies to improve reading comprehension and vocabulary. Students examine both the structure of the written word—rhythm, context, connotation, tone, and other areas which affect meaning—and the skills necessary to progress in college level study. Extra hours in the writing lab are required. Students are assigned to take this course based on assessment criteria.

**ENG 1100 Mass Media, 3 credits GE 7**

Students are introduced to mass media-print sound and visual. Mass media is presented as industries which shape, and are shaped by, significant issues. Crosslisted with COM 2100

**ENG 1301 Fundamentals of Speech, 3 credits, GE 10 (in conjunction with ENG 1001 Composition I)**

This course provides public speaking training and practice.

**ENG 1502 SpTp: Close Encounters with Film, 3 credits, GE 7**

Students examine the techniques of filmic expression through a focused, detailed analysis of film form and ideology in celebrated cinematic works from around the world. Course content is organized around the establishment or subversion of narrative, generic, and stylistic conventions through the works of one director, a particular genre, or a film movement. Prerequisite: ENG 1001 Composition I. Crosslisted with HUM 1502.

**ENG 2001 Introduction to Literature, 3 credits, GE 7**

This course offers a variety of readings in fiction, poetry and drama. Prerequisite: ENG 1001 Composition I.

**ENG 2004 Creative Writing I, 3 credits, GE 8**

This course provides directed practice in the creative process of writing. Prerequisite: ENG 1001 Composition I.

**ENG 2005 Composition II, 3 credits**

This course emphasizes analytical skills in both writing and reading. Students write analytical and argumentative essays and a research paper. Prerequisite: ENG 1001 Composition I.

**ENG 2007 South African Literature, 3 credits, GE 6, GE 7**

Students examine the prose, drama, and film created by the multi-ethnic voices of the country, from the oral traditions of the indigenous people to the works of modern South African writers and film makers. This course is inter-disciplinary, examining the relationship of history and culture. Prerequisite: ENG 1001 Composition I.

**ENG 2008 Creative Nonfiction, 3 credits, GE 8**

Students will write and revise a variety of creative nonfiction essays, paying particular attention to the relationships between form and content, audience and purpose. Students also will workshop papers and discuss the work of published authors. Note: For the purpose of transfer, this course is not a substitute for Composition II. Prerequisite: ENG 1001 Composition I.

**ENG 2009 SpTp: Performance Poetry, 3 credits, GE 8**

Through in-class writing assignments, performances of their own and other poets' works, theater exercises, critiquing poetry performance videos, and discussions of student work, students produce and perform poetry of increasing quality. Prerequisite: ENG 1001 Composition I.

**ENG 2030 The Comic Vision, 3 credits**

Students study the nature of comedy in poetry, fiction and drama. Prerequisite: ENG 1001 Composition I.

**ENG 2032 SpTp: Shakespeare's Romantic Comedies, 3 credits**

Students examine and analyze Shakespeare's romantic comedies, placing the plays within the context of English Renaissance culture, aesthetics, and the genre of comedy. Prerequisite: ENG 1001 Composition I.

**ENG 2100 Masterpieces of Literature, 3 credits, GE 7**

Selected great works of literature are examined in English through a variety of approaches. Prerequisite: ENG 1001 Composition I.

**ENG 2107 SpTp: The Graphic Novel, 3 credits, GE 7**

Students will analyze the graphic novel in the context of literary studies, especially the way that narrative fiction using sequential art functions in popular culture both in a contemporary and historical context. Prerequisite: ENG 1001 Composition I.

**ENG 2117 American Literature I, 3 credits, GE 7**

Students study the development of American thought through the study of representative American authors from colonial times through the romantic period. Prerequisite: ENG 1001 Composition I.

**ENG 2118 American Literature II, 3 credits, GE 7**

Students study representative American authors from the romantic period until the present.

Prerequisite: ENG 1001 Composition I.

**ENG 2122 The Modern Novel, 3 credits, GE 7**

This course acquaints the student with the historical growth and aesthetic directions of contemporary fiction and develops the student's critical and interpretive faculties.

Prerequisite: ENG 1001 Composition I.

**ENG 2123 20<sup>th</sup> Century Literature, 3 credits, GE 7**

Students focus on some of the significant works of the twentieth century. The novels, plays and poetry of several American, British and European authors are read and discussed.

Prerequisite: ENG 1001 Composition I.

**ENG 2127 SpTp: Young Adult Literature, 3 credits, GE 7**

Students study literature for young adults, with an emphasis on works for readers in high school or within a high school curriculum. Texts will include both traditional and graphic novels employing a variety of issues that move beyond the traditional "coming of age" texts, including sexuality, psychology, race, gender, ethnicity, and child development. Students examine works from a variety of genres, which may include realism, fantasy and science fiction, and poetry. Prerequisite: ENG 1001 Composition I.

**ENG 2128 SpTp: Film Directors, 3 credits, GE 7**

In this course, students analyze the multiple aspects of feature filmmaking, as well as film's social and ideological impacts, through the study and discussion of a single director's film oeuvre. The choice of directors may vary.

Prerequisite: ENG 1001 Composition I. Crosslisted with HUM 2128.

**ENG 2130 Modern Poetry, 3 credits, GE 7**

Students examine major poets of the modern period in both England and America.

Prerequisite: ENG 1001 Composition I.

**ENG 2132 Introduction to Poetry, 3 credits, GE 7**

This course is designed to acquaint the student with the essentials necessary for a more thorough understanding and appreciation of poetry. Some topics of study will be denotation, connotation, figurative language, imagery, and tone. Prerequisite: English 1001 Composition I.

**ENG 2142 Modern Drama, 3 credits, GE 7**

Students examine contemporary playwrights, beginning with Ibsen. Prerequisite: ENG 1001 Composition I

**ENG 2146 Shakespeare, 3 credits, GE 7**

Students examine and analyze representative examples of Shakespearean tragedies, comedies and historical plays. Prerequisite: ENG 1001 Composition I

**ENG 2150 The Short Story, 3 credits, GE 7**

Students examine the short story as a tradition and as a mode of contemporary fiction. Prerequisite: ENG 1001 Composition I

**ENG 2170 Gothic Lit: Seduction, Sex, Blood, 3 credits, GE 7**

Students analyze the historical inception and evolution of Gothic fiction and themes, including sexuality and the supernatural, from the eighteenth century to the present. Particular attention is paid to the political and cultural forces that led to the creation and continued success of the genre, as well as the literary elements and techniques that make Gothic fiction a unique category of artistic expression. Prerequisite: ENG 1001 Composition I.

**ENG 2176 English Literature I, 3 credits, GE 7**

This course provides an introduction to significant works of English literature from the Middle Ages (before 1485) to the Restoration and early eighteenth century (early 1700s), with particular attention paid to literary trends and traditions, forms, and history. Prerequisite: ENG 1001 Composition I.

**ENG 2177 English Literature II, 3 credits, GE 7**

This course provides an introduction to significant works of English literature from the Neoclassical and Romantic Periods (mid-to-late 1700s) to the Modern Period (early 1900s), with particular attention paid to literary trends and traditions, forms, and history. Prerequisite: ENG 1001 Composition I.

**ENG 2200 Media Writing Techniques, 3 credits**

Students examine the techniques used in writing for radio and television. Emphasis is placed on the ability to apply skills in a variety of writing assignments, including commercials, newscasts, and drama. Crosslisted with COM 2200.

**ENG 2285 Introduction to Film, 3 credits, GE 7**

This course introduces students to aesthetic, formal, rhetorical, and social conventions of film. Students examine the multiple ways that cinema produces meaning and consider what distinguishes film from the other arts. Crosslisted with HUM 2285. Prerequisite: ENG 1001 Composition I

**ENG 2286 Literature to Film Adaptation, 3 credits, GE 7**

This course offers a comparative look at the aesthetic, formal, rhetorical, and social conventions of literature and film. Students examine the complex relationship that has evolved between word and image through the multiple ways literature and film have modified one another since film's invention. Prerequisite: ENG 1001 Composition I

**ENG 2288 SpTp: American Popular Culture, 3 credits, GE 7**

In this course students study the wide variety of literary manifestations of American popular culture as reflections and symptoms of the concerns of modern American society. Prerequisite: ENG 1001 Composition I. Crosslisted with HUM 2288.

**ENG 2301 Advanced Speech, 3 credits**

This course is designed for students who have demonstrated the speaking ability to successfully prepare, interpret and deliver a wide range of advanced material utilizing a variety of techniques. Prerequisite: ENG 1301 Fundamentals of Speech

**ENG 2516 SpTp: Cane & Able: Culture and Disability, 3 credits, GE 7**

Historically, people with disabilities have been killed, isolated, and exempted from citizenship by the allegedly able-bodied. To better understand disability's pervasive role in our knowledge, values, and perceptions of others, students take a multi-media and interdisciplinary approach to examining disability in its multiple forms—the visible and invisible, physical and cognitive, psychological and social. Prerequisites: PSY 1500 General Psychology; ENG 1001 Composition I. Crosslisted with PSY 2516.

**ENG 2701 Journalism I, 3 credits, GE 7**

This course is an introduction to basic concepts and procedures in journalism. Students are exposed to an overview of the history of journalism and the ethical practice of it. Through ongoing analysis of professional and student news and by examining topics of interest to the campus community, students work as a team to write and edit articles for the digital student news site. Prerequisites: ENG 1001 Composition I.

**ENG 2702 Journalism II, 3 credits, GE 7**

This course is a continuation of Journalism I. Students enhance their journalistic skills and take leadership roles in the production of the digital student news site. Prerequisites: ENG 2701 Journalism I

**ENG 2926 African-American Literature, 3 credits, GE 7**

This course focuses on some of the most important works of African-American literature from colonial times to present. The novels, plays, and poetry of African-Americans are read and discussed. Prerequisite: ENG 1001 Composition I.

**ENG 2933 Women in Literature, 3 credits, GE 7**

This course introduces students to representations of women in literature. It will consider issues of gender in relation to sexuality and culture and encourage students to consider their own perceptions of women in literature within their cultural, historical, and political relationships. Prerequisite: ENG 1001 Composition I.

**ENG 2960 Creative Writing II, 3 credits**

This is an intensive workshop-based class for students who have completed ENG 2004: Introduction to Creative Writing. Students will have the opportunity to workshop their own poetry and fiction. We will also analyze published poems and stories in order to better understand how great writers construct their work.

**FIR 1010 Introduction to Fire Technology, 3 credits**

This course is an essential component within the Fire Protection Technology core group. The student is introduced to the field of fire protection technology through a review of tragic fires of yesterday to provide a historical perspective on the development of fire safety practices in place today. Students are introduced to the chemistry and behavior of fire in order to develop an understanding of how technology is applied to detect, control and suppress

fire today.

### **FIR 1020 Introduction to Fire and Emergency Services Administration, 3 credits**

The premise of the course is to provide an introductory understanding of the administrative, management and leadership skills that are required in today's fire and emergency services. To accomplish this goal, the history and past practices of the Fire Service will be examined. An overview of the administration, financial management, human resources, customer service, training, educational requirements, and health and safety issues of the Fire and Emergency service will be explored.

### **FIR 1030 Principles of Building Construction, 3 credits**

This course is part of the Fire Protection Technology core group. It is designed to introduce the student to methods and techniques of building construction and how building construction impacts both fire behavior and the life safety of building occupants. Students are also introduced to the causes of building failures (structural collapse) and the role of interior finish in fire spread and toxic gas production.

### **FIR 1110 - Fire Hazard Properties of Materials, 3 credits**

This course will introduce the student to various chemical and physical properties of solid, liquid, and gaseous materials that contribute to their potential for fire and explosion. Reactivity and health hazards will also be examined. The student will review basic combustion chemistry and chemical terminology. The student will be introduced to identification systems for hazardous materials, transportation practices, storage practices, and fire control strategies for a wide range of flammable and combustible substances.

### **FIR 2010 - Fire Service Hydraulic Theory and Application, 3 credits**

This course of study is designed to provide the student with a thorough understanding of the scientific laws of hydraulics and a working knowledge of pumps at all levels befitting today's professional fire fighter. Students will examine theories of hydrostatics and hydrokinetics, velocity and discharge, and water distribution systems; including mains, hydrants, standpipe and sprinkler systems, and fire hose. Design, testing and use of fire pumps, fire appliances, fire fighting foams and foam systems are also discussed. For the student to be successful in the study of hydraulics, a basic comprehension of math and chemistry is required. Prerequisites: FIR 1010 Introduction to Fire Technology.

### **FIR 2020 - Strategic and Tactical Consideration on the Fireground , 3 credits**

The purpose of this course is to address the uncontrolled environment of the fire service professional. The many uncertain factors that influence the fireground are learned through experience however; pre-incident factors such as training, planning and the experience of the fire officer professional have a tremendous influence on the outcome of the fire scene. The student learns about the influence of the building construction, incident site management and their role in a successful outcome of a fireground incident. Prerequisites: FIR 1010 Introduction to Fire Technology.

### **FIR 2030 - Fire Protection and Detection Systems, 3 credits**

A study of the various types of fire detection and extinguishing systems. Portable fire extinguishers, sprinkler systems and special agent systems are discussed. The operation of municipal and private alarm systems, automatic fire detection systems and guard services are also examined.

### **FIR 2040 Fire Safety and Building Codes, 3 credits**

This course examines the importance of building codes promoting the life safety of building occupants. The student is introduced to the nature of human physiological and psychological responses to fire and its by-products. Topics include: combustion pharmacology, adaptive and non-adaptive behavior, life safety assessment in buildings, concepts of egress design, the history and origins of NFPA 101 Life Safety Code (a model code), contrasting performance codes and specification codes, fire modeling, and the "defend in place" concept. Historic multiple death fires are also examined for the lessons they offer. Prerequisites: FIR 1030 Principles of Building Construction.

### **FIR 2070 - Legal Aspects of the Fire and Emergency Services, 3 credits**

The focus of this course is the exploration of the many legal issues associated with fire and emergency services. Issues confronting today's fire and emergency services include legal and civil liability, Occupational Safety and Health Administration (OSHA) compliance, workers compensation, physical abilities testing, negligence, discrimination and sexual harassment. These are but a few of the pivotal issues confronting today's fire and emergency services. Prerequisites: FIR 1010 Introduction to Fire Technology.

### **FIR 2110 - Investigation and Detection of Fire Incidents, 3 credits**

This course examines the causes of incendiary and accidental fires. In the study of intentional fires and explosions



the scientific method is the analytic process now used that leads to accurate and defensible conclusions in fire investigation. The course will focus on the application of this process and create a sound basis for the student to use when evaluating fire scenes, preparing reports, gather evidence and offer testimony in an arson investigation case. Topics discussed include: investigation techniques, interrogation, reports, court procedures, testimony, legal opinions and processing of criminal evidence. State and local statutes related to the crime of arson are examined.

### **FIR 2730 - Fire and Emergency Service Field Experience / Internship, 3 credits**

A fire science technology internship will allow students to develop new skills in this demanding field of study. The opportunity of learning outside of the traditional classroom is an important component to a student's overall education. The students will enhance their understanding and expand their knowledge of the complexities of today's fire science and emergency services first responder and the many other support areas that are needed in this field. This course enables the student to experience and evaluate many areas of fire science and emergency services, providing an opportunity to expand their understanding of the goals and philosophy of these specific agencies through a hands-on work experience. Prerequisites: FIR 1010 Introduction to Fire Technology, FIR 1020 Introduction to Fire and Emergency Services Administration, FIR 1030 Principles of Building Construction.

### **FLA 1410 Japanese Language I, 3 credits, GE 9**

This is an introductory course to provide students with a fundamental knowledge of Japanese grammar, form, structure and the sociolinguistic contexts in which the language is used. Also, considerable time will be spent studying Japanese cultural values, and how an understanding of human relationships in Japan can greatly enhance the individual student's mastery of Japanese language skills.

### **FLA 1445 Spanish Language and Culture I, 3 credits, GE 9**

This course provides students with exposure to Spanish culture through the study of language, utilizing popular media and a culture-oriented text. The course covers language structure essential for basic communication in Spanish.

### **FLA 1455 French Language and Culture I, 3 credits, GE 9**

This course provides an exposure to French culture through the study of language, utilizing popular media and a culture-oriented text. The course covers the language structure essential for basic communication in French.

### **FLA 1458 SpTp: German Language and Culture I, 3 credits, GE 9**

This course will cover language structure essential for basic communication in German. The course provides students with exposure to German culture through the study of language, utilizing popular media and a culture-oriented text.

### **FLA 1809 American Sign Language I, 3 credits, GE 9\***

This course introduces students to the language and culture of persons in the Deaf community. Students demonstrate a basic competence in the structural elements of American Sign Language, including non-verbal communication techniques, grammar principles, basic vocabulary, and conversational skills. Students examine the role of American Sign Language within the context of the culture of the Deaf community.

*\* American Sign Language may be used to satisfy this category only by students in the following programs:*

- *programs leading to certification in elementary and secondary education;*
- *programs leading to careers where there is likely to be significant contact with the hearing-impaired.*

### **FLA 1921 Latin I, 3 credits, GE 9**

This course introduces students to the basics of ancient Latin. Students learn the grammar and vocabulary necessary to read Roman literature.

### **FLA 1922 Latin II, 3 credits, GE 9**

Continuing where Latin I left off, this course introduces students to the basics of ancient Latin. Students learn the grammar and vocabulary necessary to read Roman literature. Prerequisite: FLA 1921 Latin I.

### **FLA 2410 Japanese Language II, 3 credits, GE 9**

This course is a continuation of FLA 1410 with greater emphasis on elementary oral and aural skills. Prerequisite: FLA 1410 Japanese Language and Culture I.

### **FLA 2411 Japanese Language III, 3 credits, GE 9**

A continuation of Japanese II, this course further enables students to develop intermediate listening, speaking, reading, and writing skills in the Japanese language. Students will gain a solid understanding of culture in Japan and linguistic structures for everyday use, as well mastery of several hundred Kanji.

**FLA 2412 Japanese Language IV, 3 credits, GE 9 pending**

This course is designed to develop intermediate listening, speaking, reading, and writing skills in Japanese language. The class introduces the student to a solid understanding of culture in Japan and linguistic structures for everyday use, as well as mastery of several hundred Kanji beyond what is required in Japanese Language and Culture III. Prerequisite: FLA 2411 Japanese Language III.

**FLA 2445 Spanish Language and Culture II, 3 credits, GE 9**

This course is a continuation of FLA 1445 with greater emphasis on elementary oral and aural skills. Prerequisite: FLA 1445 Spanish Language and Culture I.

**FLA 2446 Spanish Language and Culture III, 3 credits, GE 9**

This course is a continuation of FLA 2445 together with an introduction to Spanish literature and more detailed language study. This is an intermediate level course. Prerequisite: FLA 2445 Spanish Language and Culture II.

**FLA 2447 Spanish Language and Culture IV, 3 credits, GE 9**

This course is a continuation of FLA 2446. This is an intermediate level course. Prerequisite: FLA 2446 Spanish Language and Culture III.

**FLA 2448 Conversational Spanish, 3 credits**

Using various media, such as TV, cinema, music, web sites, YouTube, Vine, etc. as both focus and springboard, students engage in context-driven discussions to gain greater facility in everyday, conversational Spanish. Particular emphasis is placed on informal speaking, vocabulary building, idiom acquisition and appreciation for cultural differences. Prerequisites: FLA 2445 Spanish Language and Culture II, or permission of instructor.

**FLA 2455 French Language and Culture II, 3 credits, GE 9**

This course is a continuation of FLA 1455 with greater emphasis on oral and aural skills. This is an elementary level course. Prerequisite: FLA 1455 French Language and Culture I.

**FLA 2456 French Language and Culture III, 3 credits, GE 9**

This course is a continuation of FLA 2455 together with an introduction to French literature and more detailed language study. This is an intermediate level course. Prerequisite: FLA 2455 French Language and Culture II.

**FLA 2457 French Language and Culture IV, 3 credits, GE 9**

This course is a continuation of FLA 2456. This is an intermediate level course. Prerequisite: FLA 2456 French Language and Culture III.

**FLA 2458 SpTp: German Language and Culture II, 3 credits, GE 9**

This course is designed to develop listening, reading, speaking, and writing skills in German. This course also gives the student a solid understanding of culture in the German speaking realms. Linguistic structures for everyday conversation will be introduced as well as a high priority of the class is to assist students in obtaining a high level of oral proficiency. Prerequisite: FLA 1458 German Language and Culture I or equivalent knowledge of German language and culture.

**FLA 2809 American Sign Language II, 3 credits, GE 9\***

This course is an expansion of American Sign Language I with emphasis on increasing receptive and expressive conversational skills through vocabulary growth, use of idioms and creativity. Students further investigate the Deaf community as it defines its own culture and how it relates to that of the Hearing world. Prerequisite: FLA 1809 or equivalent based upon the assessment of the instructor.

\* *American Sign Language may be used to satisfy this category only by students in the following programs:*

- *programs leading to certification in elementary and secondary education;*
- *programs leading to careers where there is likely to be significant contact with the hearing-impaired.*

**GEO 1700 World Geography, 3 credits, GE 3, GE 6**

The purpose of this course is to provide an introduction to the geographic analysis of various regions of the world. Emphasis is placed upon each region's major natural environmental features (terrain, climate, natural vegetation, and natural resources) and how these features relate to and influence man's occupation and culture of the region.

**GIS 1102 Intro Geographic Information Tech, 3 credits**

This course provides introductory experience in various aspects of Geographic Information Technologies (GIT). Basic theories and applications of GIT are discussed and students gain hands-on training for collecting, editing,

manipulating, processing, and integrating spatial or geographic data from diverse sources. Students use a variety of software in completing assignments and projects.

**GRB 1001 Sustainability Seminar, 1 credit**

This course is designed for first time, full time students who are pursuing careers related to green technologies. The course will provide an overview of key environmental challenges and issues related to sustainability, and key components of a green-collar economy.

**GRB 1100 Introduction to Green Buildings, 3 credits**

In this course, students study the principles, methods, and equipment associated with sustainable building systems and design. Topics include ecological design, energy efficiency, passive and renewable energy, water conservation and treatment, sustainable site selection, green building materials, indoor and outdoor environmental quality, and building assessment tools.

**GRB 1200 Intro to Renewable Energy Systems, 3 credits**

In this course, students study the principles, methods, and equipment associated with renewable energy systems. Topics include solar, wind, biomass and biofuels, fuel cells, hydropower, oceanic energy, geothermal, and energy storage. Nonrenewable energy sources, climate change, and the economics and politics of energy are also discussed.

**GRB 1300 Energy Management, 3 credits**

In this course, students learn how to calculate, measure, and manage the energy consumption of buildings. Students learn to navigate the growing list of energy efficiency strategies and technologies. Topics include energy auditing, accounting, monitoring, targeting, and reporting; energy management opportunities; and project and financial management.

**GRB 1400 Green Building Materials, 3 credits**

In this course, students learn how to take longevity, cost, performance, and environmental factors into account when making decisions about various building materials and products. This course covers both the selection and specification processes for green building materials. Environmentally preferable purchasing guidelines related to cleaning, maintenance, and other materials and supplies are also covered.

**GRB 1501 SpTp: Straw Bale Construction, 1 credit**

This course offers students hands-on experience in straw bale construction and earthen plasters. Students will work together to build a small straw bale structure in its entirety. Topics include basic techniques for straw bale construction, handling and cutting of bales, construction of bale walls, and preparation and application of plasters. Additional topics may include straw bale design, site selection and preparation, framing, and finishing work.

**GRB 1502 SpTp: Straw Bale Construction II, 1 credit**

This course offers hands-on experience in straw bale construction. The focus will be on the preparation and application of gypsum, lime, and earth plasters. Other finishing work will also be included in this course

**GRB 2100 Building Automation & Controls, 3 credits**

In this course, students learn the basic principles of building automation and controls for energy management. Topics include control devices, signals, logic, and applications for various systems, such as electrical, lighting, HVAC, plumbing, fire protection, security, access control, voice-data-video, and elevator systems.

**GRB 2200 Solar & Wind Systems, 3 credits**

In this course, students learn the basic principles of photovoltaic and wind generated power, with an emphasis on how to maintain and manage these technologies, as well as the buildings with which they are associated. The key components and principles, site issues, and economic considerations of solar and wind systems are covered.

**GRB 2300 Commercial Electrical, 3 credits**

In this course, students learn about the essential components of the electrical systems of commercial buildings. Topics include reading commercial building plans and specifications, computing electrical loads, branch circuits and components, and electronic service equipment. Electrical considerations specific to renewable energy systems are also covered.

**GRB 2400 Care of Green Spaces, 3 credits**

In this course, students learn to make decisions about the design and maintenance of the green spaces incorporated in and around green buildings. Topics include site protection and restoration, materials and plant

selection, sustainable water strategies, noise and light abatement, and maintenance of green spaces.

**GRB 2500 Troubleshooting Green Building Systems, 3 credits**

In this course, students apply their knowledge of sustainable building systems, energy management, renewable energy, green building materials, and other green building principles to analyze and solve specific problems related to building maintenance and management. Building assessment tools related to sustainable design, construction, operations, and maintenance are utilized.

**GRB 2600 Green HVAC, 3 credits**

In this course, students learn the basic principles of heating, ventilation, and air conditioning (HVAC) systems in commercial buildings, with an emphasis on energy efficiency and renewable energy. Topics include heat loss calculations, fuels and combustion, waste heat recovery, and maintenance considerations for these systems.

**GRB 2700 Practical Seminar in Green Technologies, 3 credits**

Students explore special topics in Green Technologies in a hands-on environment. Work is supplemental to courses currently offered in the program, and allows students to learn and experience both industry standard and cutting edge innovations that occur as the field advances. Lessons may be held at field sites and topics may include renewable energy, energy efficiency, sustainable landscaping, green building materials, and the software and tools used to engage in the industry. This is a project-based course and success will be measured in terms of real-time collaboration and products.

**HIS 1016 World War II, 3 credits, GE 4, GE 6**

This course examines the world at war, 1939-45. Particular attention is given to the causes of the war, the principle battles fought in Europe and in Asia, and the resulting aftermath. Documentary films are incorporated, where appropriate.

**HIS 1023 The Vietnam Experience, 3 credits, GE 6**

Students examine the Vietnam War and its profound effect on the people and society of both Vietnam and the United States. Students learn the background on events leading up to the war and explore its lasting effects on post-war society.

**HIS 1204 Western Civilization Before 843, 3 credits, GE 5**

This course is an introductory study of the political, economic, social, and cultural development of Western society and its institutions. The period covered will extend from the origin of civilization in the ancient Near East and the Mediterranean world to the rise of Islam and the beginnings of Carolingian Europe.

**HIS 1205 Western Civilization from 843 to 1648, 3 credits, GE 5**

This course is an introductory study of the social, political and cultural development of western civilization from the Treaty of Verdun that divided the Carolingian Empire in 843, through the end of the Thirty Years' War in 1648.

**HIS 1206 Western Civilization Since 1648, 3 credits, GE 5**

This course is an introductory study of the political, economic, social and cultural development of Western Civilization and its institutions. It covers the material, from the Enlightenment to the present. Particular attention is given to the major revolutions, the rise of modern nation states, and the causes and effects of twentieth century conflicts.

**HIS 1207 SpTp: Cultural History of Italy, 3 credits, GE 5**

Students in this course analyze the historical, political, and cultural development of Italy. This involves consideration of the area's rich regional diversity, including the autonomous South Tyrol in the Alps, the Republic of Italy, the island of Sicily, and the Vatican.

**HIS 1208 SpTp: Cultural History of Japan, 3 credits, GE 6**

Students in this course analyze the historical, political, and cultural development of Japan. This involves consideration of the area's rich regional diversity and heritage.

**HIS 1215 SpTp: American History Through Film, 3 credits, GE 4**

This course examines twentieth-century American history through film. Students explore key periods in recent American history and then watch popular films from each era, whereupon they critically analyze how American cultural and social conflicts are portrayed and resolved in popular films and how motion pictures create a window into American culture and society. Students examine also the history of the American film industry. Crosslisted with HUM 1215.

**HIS 1223 History of Africa, 3 credits, GE 6**

This course examines the history of the continent of Africa from the emergence of early humans to the present. Topics include: Pre-history, Nations and Empires of the Classical Age, Encounters with Europe, the Colonial Period, Independence, and the New Nations Coming of Age on a Global Stage. Emphasis is placed on sub-Saharan Africa.

**HIS 1224 The History of the African-American, 3 credits, GE 4**

Students study the role played by the African-American in the history of the United States from the introduction of slavery to the present time. Emphasis is placed on the influence of slavery, political, social and economic developments, as well as on the growth of the African-American protest groups in the twentieth century.

**HIS 1225 SpTp: History of Slavery, 3 credits, GE 6**

In this course students analyze important dates, facts, persons, and places related to the history of slavery. Slavery is discussed as a phenomenon of political, economic, social, and cultural import, utilizing detailed archaeological and historical accounts. Though the course is not limited to one region or people, there is an emphasis on the institution of slavery as it was practiced in the Atlantic World, largely between Africa and the Americas.

**HIS 1226 History of Women in America, 3 credits, GE 4**

This course examines the chronology of American history from colonial times through the 1980s with an emphasis on women's perspectives and experiences. The course also explores general experiences of women in America including their political, social, and familial relationships.

**HIS 1227 U.S. History Until 1860, 3 credits, GE 4**

This course is a study of the development of the United States from the pre-Columbian era to 1860. Students will analyze the European arrival in the Americas, expansion of colonial settlements, the American Revolution, the creation of the U.S. Constitution, Jacksonian democracy, westward expansion, and slavery.

**HIS 1228 U.S. History 1860 to 1940, 3 credits, GE 4**

This course provides a survey of the development of the United States from the Civil War period to 1940. Students will analyze the Civil War, post-Civil War agricultural and industrial revolutions, urbanization, immigration, the emergence of the United States as a world power, World War I, and the Great Depression.

**HIS 1229 U.S. History Since 1940, 3 credits, GE 4**

This course surveys and examines selected problems and opportunities facing the United States in the 20<sup>th</sup> century and early 21<sup>st</sup> century. Students will analyze significant social, economic, and political changes in contemporary American life since 1940.

**HIS 1252 Modern History of Latin America, 3 credits**

This course is designed to broaden student's knowledge of the modern history of Latin America. The class covers the major Latin American countries from the colonial period to the present day. Central themes include European-New World interaction, racial identity, military takeovers, and US involvement in the region. The class also looks at current events concerning Latin America, including NAFTA, the increasing trend toward democratic politics, and the large-scale immigration of Latin Americans into the United States.

**HIS 1261 History of the Holocaust, 3 credits, GE 5**

This course is designed to broaden students' knowledge of the Holocaust. The class examines the formation and growth of the Nazi movement, the mass deportations, the concentration camps, and the experience during and after the war of the survivors of those camps.

**HIS 1270 Development of Modern Middle East, 3 credits, GE 6**

This course explores the development of the modern Middle East by examining, first, the religious, cultural, and historical background that has shaped the modern era and second by looking at the present political, economic, and social composition of the region. Particular attention is paid to the influential ideologies of the region, the diverse political and ethnic conflicts, the differing leadership styles of political figures, the interests and roles of the superpowers, and most of all, to the way the complex interaction of all of the above creates the modern Middle East.

**HIS 1287 Introduction to East Asia, 3 credits, GE 6**

This course provides a survey of the major political, social, and economic features of East Asia, with emphasis given to China, Japan, and Korea. Students examine the ideas and ideals that shaped modern East Asia, from

Confucianism to Communism, as well as explore the current trends and future directions of this vast region.

**HIS 1290 History of Sullivan County, 3 credits**

Students learn the history of Sullivan County from its glacial formation through the Indian and early settlement period to the present. Some of the special subjects to be covered include: rafting, the tanning industry, the Delaware & Hudson (D&H) Canal, railroads, resorts, and current trends in Sullivan County.

**HIS 1300 History of the US Environmental Movement, 3 credits, GE 4**

In this course, students study the history of the U.S. environmental movement. Students examine different approaches to environmental protection and restoration in view of the movement's historical roots, as well as contemporary debates. Crosslisted with SUS 1300.

**HIS 1301 SpTp: US History and the Paranormal, 3 credits, GE 4**

Students study the connection between United States History and a wide range of beliefs -- commonly referred to as paranormal -- that do not fit within accepted scientific, cultural, or social boundaries. Students analyze how these phenomena can be understood within the context of changes in American society. Examples may include: the Salem Witch Trials and demographic changes in the Colonies; Spiritualism and gender roles in Antebellum society; séances, scientific advances, and the industrial revolution; and UFOs, xenophobia, and the Cold War.

**HIS 1907 History of World Religions, 3 credits, GE 6**

This course explores the development of the world's religious and wisdom traditions within the cultural and historical contexts from which they have emerged. It addresses their origins, institutions and ideas as well as examines how their values and world views have influenced contemporary life in various world cultures.

**HIS 2100 SpTp: The Cold War, 3 credits, GE 5, GE 6**

In this course students analyze the history of the Cold War from its beginnings at the end of World War II to the fall of Communism in Europe in 1989. This includes an in depth consideration of how our present world has been shaped by the post World War II international organizations, the rivalries and policies of the great powers in the context of emerging third world nations, and the seminal crises and events of the Cold War to include among others: the Korean War, the Suez Crises, the Vietnam War, the Cuban Missile Crisis, the Arms Race, the Space Race and Détante. PREREQUISITE: A Western Civilization course (HIS 1204, HIS 1205, HIS 1206), or a US History Course HIS 1227, HIS 1228, HIS 1229), or permission of the instructor

**HON 1010 Honors Forum I: Freshman Experience, 1 credit**

This class serves as an orientation to collegiate life and the Honors Program. Students work with Honors instructors and second-year Honors mentors to develop skills for academic success. This course is "pass/fail."

**HON 1011 Honors Forum: Service Learning I, 1 credit**

Students co-create a culture of excellence through their individual performance and by completing class service projects, which fit into an over-arching service learning program as determined by the Honors Coordinator and Honors students on a yearly basis. In Service Learning I students focus on taking part in the implementation of the service learning projects. This class is pass/fail. Service Learning I and Service Learning III meet at the same time in the Fall only.

**HON 1012 Honors Forum: Service Learning II, 1 credit**

Students co-create a culture of excellence through their individual performance and by completing class service projects, which fit into an over-arching service learning program as determined by the Honors Coordinator and Honors students on a yearly basis. In Service Learning II students focus on taking part in the implementation of the service learning projects and on planning the projects and program for the next year. This class is pass/fail. Service Learning II and Service Learning IV meet at the same time in the Spring only.

**HON 1020 Honors Forum II: Academic Research, 1 credit**

Students study forms of academic research in various disciplines. Each student chooses a research topic and develops an extensive annotated bibliography and research essay. This course is "pass/fail."

**HON 1021 Honors Research I, 1 credit**

Honors Research: Students work with the Honors Coordinator, who acts as their mentor, on the transition into college in the first semester and onto a capstone research project, which culminates in the fourth semester. In Honors Research I students collaborate with a mentor to acclimate to the College and the Honors Program. This is a hybrid course, combining online work with individual conferences, and full-class sessions as needed. These courses are available only to students in the Honors Program.

**HON 1022 Honors Research II, 1 credit**

Honors Research: Students work with the Honors Coordinator, who acts as their mentor, on the transition into college in the first semester and onto a capstone research project, which culminates in the fourth semester. In Honors Research II students analyze research methods. This is a hybrid course, combining online work with individual conferences, and full-class sessions as needed. These courses are available only to students in the Honors Program.

**HON 1901 Legacy of Western Society I, 3 credits, GE 5**

This course offers a broad survey of seminal works and ideas from Greek civilization up through the Middle Ages. Students focus on connections between these works and modern experience.

**HON 1902 Legacy of Western Society II, 3 credits, GE 5**

This course is a continuation of HON 1901 and surveys works from the Middle Ages up through contemporary times. Students focus on exploring ways these works have shaped modern consciousness.

**HON 2010 Honors Forum III: Service Learning, 1 credit**

Students mentor incoming freshman Honors students and participate in the development and completion of a service learning project. This course is "pass/fail."

**HON 2013 Honors Forum: Service Learning III, 1 credit**

Students co-create a culture of excellence through their individual performance and by completing class service projects, which fit into an over-arching service learning program as determined by the Honors Coordinator and Honors students on a yearly basis. In Service Learning III second year students focus on taking part in the implementation of the service learning projects and mentoring first year students through Service Learning I. This class is pass/fail. Service Learning I and Service Learning III meet at the same time.

**HON 2014 Honors Forum: Service Learning IV, 1 credit**

Students co-create a culture of excellence through their individual performance and by completing class service projects, which fit into an over-arching service learning program as determined by the Honors Coordinator and Honors students on a yearly basis. In Service Learning IV students focus on taking part in the implementation of the service learning project and on assessing the projects and program of the past year. This class is pass/fail. Service Learning II and Service Learning IV meet at the same time in the Spring only.

**HON 2020 Honors Forum IV: Leadership, 1 credit**

Students select a topic of significance in contemporary society and develop a presentation on that topic that they deliver in a public forum. This course serves as a discussion opportunity for students and as a forum for special projects and activities. This course is "pass/fail."

**HON 2023 Honors Research III, 1 credit**

Honors Research: Students work with the Honors Coordinator, who acts as their mentor, on the transition into college in the first semester and onto a capstone research project, which culminates in the fourth semester. In Honors Research III students formulate and plan a capstone project. This is a hybrid course, combining online work with individual conferences, and full-class sessions as needed. These courses are available only to students in the Honors Program.

**HON 2024 Honors Research IV, 1 Credit**

Students work with the Honors Coordinator, who acts as their mentor, on the transition into college in the first semester and onto a capstone research project, which culminates in the fourth semester. In Honors Research IV students complete a capstone research project in their chosen area. This is a hybrid course, combining online work with individual conferences, and full-class sessions as needed. These courses are available only to students in the Honors Program.

**HUM 1002 Theory and History of Design and Color, 4 credits, GE 8**

Students analyze the principles of design and their historical relationship to society, including fashion, industry, architecture, and advertising. This analysis requires the application of historical and theoretical concepts in order to examine and present examples of movement, relationships, tension, order, and rhythm. Students furthermore create visual solutions demonstrating clarity, reason, and drama through conceptual layouts, computer experimentation, and the study of integrated color and typography.

**HUM 1110 20<sup>th</sup>-Century Art, 3 credits, GE 7, GE 8**

Students study Western art, architecture, decorative arts, photography, advertising art, and graphic design. The "Arts and Crafts Movement" through "Deconstruction" is analyzed.

**HUM 1200 Music Appreciation, 3 credits, GE 7, GE 8**

This is a general course to develop discriminating understanding and enjoyment of music through the study of its various elements, forms and styles.

**HUM 1204 Introduction to Jazz, 3 credits, GE 7, GE 8**

Students study jazz as an American art form, tracing its African and European beginnings to the present time, with emphasis on the contributions made to Jazz by Black Americans.

**HUM 1214 History of American Popular Music, 3 credits, GE 7**

Students analyze the development of popular music in America in the context of its role in popular culture and cultural studies. Musical styles from the early 20th century to the present may be covered.

**HUM 1215 SpTp: American History Through Film, 3 credits, GE 4**

This course examines twentieth-century American history through film. Students explore key periods in recent American history and then watch popular films from each era, whereupon they critically analyze how American cultural and social conflicts are portrayed and resolved in popular films and how motion pictures create a window into American culture and society. Students examine also the history of the American film industry. Crosslisted with HIS 1215.

**HUM 1216 SpTp: The History of Ideas, 3 credits, GE 7**

In this interdisciplinary class, students explore concepts of "identity" and "knowledge" as they have been historically, socially, scientifically, and culturally constructed. Though "identity" and "knowledge" are fairly modern constructions, the practice of questioning "who am I?" and "how do I know what I know" remain timeless. In this class we attempt to understand how and why humanity has climbed the often shifting mountain of knowledge, all the while pushing, pulling, or carrying the evolving rock of identity with them. Approaches in the class may include, but are not limited to some of the following texts and authors: *The Hebrew Bible*, *The Odyssey*, Shakespeare, Galileo, Jefferson, Darwin, Marx, etc. Prerequisites: 3.25 GPA or higher, or Honor Program students.

**HUM 1300 Introduction to Philosophy, 3 credits, GE 7**

This course provides an introduction to the concepts and views of ancient and modern philosophies, and the basic problems of philosophy.

**HUM 1301 Environmental Ethics, 3 credits, GE 7**

Students in this course apply ethical concepts to current environmental problems, especially to question if non-human entities can have rights and how we justify those claims. Issues may include relations between humans and their natural environment including the role of animal rights, technology, science, law, politics, beauty, and religion. When appropriate the course will emphasize issues of local concern. Crosslisted with SUS 1301.

**HUM 1304 Ethics, 3 credits, GE 7**

This course is a study of various historical and contemporary value systems with emphasis on alternative criteria for making decisions in the contemporary conflict of moral values. It is designed to help students develop their own value system and basis for ethical decision.

**HUM 1307 SpTp: Food Ethics, 3 credits, GE 7**

Increasingly, food is becoming the central battlefield in the war between those committed to consumerism and economic growth at any cost and those advocating a more modest, organic, and localized lifestyle. Students explore the ethical implications of fast food, factory farming, globalization of the food supply, genetically-engineered food, food subsidies, regulation of slaughterhouses, community gardens, among other topics. In light of the impact of current food practices on animals, on people, on soil, and on water, students will consider whether our current system is environmentally sustainable and morally justifiable. Students also consider what actions that knowledge obliges us to take, if any.

Class activities will combine lecture (including guest lecturers), discussion, videos, and a field trip to the Woodstock Farm Animal Sanctuary. In addition, students will participate in the final harvest in SCCC's community garden.

**HUM 1310 Philosophical Foundations of Social and Behavioral Thinking, 3 credits, GE 7**

This course provides an examination of the philosophical thinking from which various contemporary theories of the "individual" and "society" arise.



**HUM 1320 Introduction to General Semantics, 3 credits, GE 7**

This course introduces the student to the study of words as language and symbol: how words persuade and control, transmit information, foster social cohesion and provide artistic expression.

**HUM 1330 SpTp: Memorial, Tattoos, and US Culture, 3 credits, GE 7**

Students analyze the development, importance, and aesthetics of memorialization in American and other cultures. Topics may include the following: memorial and funerary practice, tattooing, national traumas and catastrophes, Native American practices. Special emphasis is placed on contemporary memorial practice by government and private citizens and visual culture in a post-9/11 era. Students visit formal and spontaneous memorials.

**HUM 1400 Nature, Culture, and Sustainability, 3 credits**

In this course, students learn how environmental thought has affected the way different societies have viewed nature, their place with respect to the natural world, and in turn, their interactions with it. By exploring that theme, students learn to see connections between ideas, writers, and thinkers of the past and the current global environmental crisis. Students are encouraged to explore their own connections with the past, develop principles and values that have personal meaning, and contemplate their place in nature and society. Crosslisted with SUS 1400.

**HUM 1500 Introduction to Broadcasting, 3 credits**

Through lecture, discussion and laboratory experience, students study the problems and practices of radio and television broadcasting, including basic technical aspects, staff organization, equipment and programming. Crosslisted with COM 1500.

**HUM 1502 SpTp: Close Encounters with Film, 3 credits, GE 7**

Students examine the techniques of filmic expression through a focused, detailed analysis of film form and ideology in celebrated cinematic works from around the world. Course content is organized around the establishment or subversion of narrative, generic, and stylistic conventions through the works of one director, a particular genre, or a film movement. Prerequisite: ENG 1001 Composition I. Crosslisted with ENG 1502.

**HUM 1702 Acting I, 3 credits, GE 8**

Students analyze method acting as a movement within the history of the modern theatre. Students demonstrate the techniques of method acting, especially those of Constantin Stanislavski, and apply these theories to the craft of acting. This application uses acting as a vehicle for learning self expression, focus, discipline, and confidence when performing for an audience. Students learn to overcome the fear of being in front of people by focusing on purpose rather than on one's self. These objectives are demonstrated by the acting student through pantomime, voice, improvisation, monologues and scene study.

**HUM 2060 Cultural Paradigms in Health Care, 3 credits**

Students examine culture through a self-assessment and experiential learning approach. An organizing framework drawn from cultural anthropology is used to understand how different groups respond to universal questions regarding human nature, time, natural environment, valued personality traits, and preferred ways of interacting. Students use this data to examine how ethnic/cultural background influences attitudes towards health and illness, the health care provider, and the health care system. Crosslisted with ANT 2060 and NUR 2060.

**HUM 2110 Intro to Media Communication, 4 credits**

In this foundation course, students learn how to take control of the visual story and use sound to convey meaning by examining and critically analyzing the visual, auditory, and narrative components of audio-visual digital media. Students become literate viewers and, thus, active interpreters of media by judging production values and content.

**HUM 2125 Mass Media Criticism, 3 credits**

Students in this course develop a critical basis for judging the quality of mediated information. Emphasis is placed on judging both production values and content. The relationship between society and technology forms the background for understanding how media affects values, life choices, and perceptions of both individuals and groups. Crosslisted with COM 2125.

**HUM 2128 SpTp: Film Directors, 3 credits, GE 7**

In this course, students analyze the multiple aspects of feature filmmaking, as well as film's social and ideological impacts, through the study and discussion of a single director's film oeuvre. The choice of directors may vary. Prerequisite: ENG 1001 Composition I. Crosslisted with ENG 2128.

**HUM 2285 Introduction to Film, 3 credits, GE 7**

This course introduces students to aesthetic, formal, rhetorical, and social conventions of film. Students examine the multiple ways that cinema produces meaning and consider what distinguishes film from the other arts. Crosslisted with ENG 2285. Prerequisite: ENG 1001 Composition I

**HUM 2286 Literature to Film Adaptation, 3 credits, GE 7 pending System Administration Approval**

This course offers a comparative look at the aesthetic, formal, rhetorical, and social conventions of literature and film. Students examine the complex relationship that has evolved between word and image through the multiple ways literature and film have modified one another since film's invention. Prerequisite: ENG 1001 Composition I

**HUM 2288 SpTp: American Popular Culture, 3 credits, GE 7**

In this course students study the wide variety of literary manifestations of American popular culture as reflections and symptoms of the concerns of modern American society. Prerequisite: ENG 1001 Composition I. Crosslisted with ENG 2288.

**HUM 2702 Acting II, 3 credits, GE 8**

Acting II builds on the theories introduced in Acting I by enhancing knowledge of character development through techniques by one or more of the following acting influences: Constantin Stanislavski, Michael Chekhov, Uta Hagen and/or The Actor's Studio. Students analyze the use of acting techniques and theories developed by the aforementioned acting teachers and the development of modern acting in America. Students demonstrate an understanding of these techniques and theories through script analysis, audition practice, and performance production. Prerequisite: HUM 1702 Acting I

**HUM 2705 Classical Acting, 3 credits, GE 8 pending**

Students hone the individual technical craft of the actor to release their collaborative and imaginative creativity within an ensemble. Classical Acting is a creatively, physically and intellectually demanding course designed primarily for students with previous experience and/or training.

The course combines intensive training in acting, movement, voice, period dance, and stage combat with occasional seminar-style classes in performance history and theory. Students work with various approaches including the Stanislavski System, improvisation, clown, text and character analysis and Method-based work. This course has a particular focus on the works of the Greek classics and Shakespeare and his contemporaries. Prerequisite: HUM 1702 Acting I. Crosslisted with THE 2705.

**IAS 1001 Freshman Seminar, 1 credit**

This course is designed for first time, full time students. It is designed to assist the student in making a successful transition to college life by focusing on the behaviors and study skills that lead to taking responsibility for one's own academic success. A computer component provides an introduction to word processing and e-mail. Orientation to services and activities on campus enhance the students' ability to access support services and participate in the social and cultural events that are part of the college experience.

**IAS 1004 Freshman Enhancement Seminar, 3 credits**

Freshman Enhancement Seminar is designed to assist students whose placement testing indicates a need for enhanced support and attention to achieve success in college. The course provides expanded workshops and coaching in study skills, test taking strategies, time management, interpersonal skills, information management, and wellness. Students in this course focus on developing and exhibiting the positive behaviors that contribute to personal and career success in college and in life. The course is required of all first semester students who test into two developmental courses. It satisfies the college requirement for Freshman Seminar.

Corequisites: DEN 1000 or DEN 1003 AND DMA 0902 or DMA 0904

**IAS 1005 Metamorphosis, 2 credits**

In this course, students actively create the conditions and environment to be successful in college and more specifically at SUNY Sullivan. Students utilize a range of resources on campus to improve both academic and personal success. They co-create a culture of excellence through their individual performance and by completing a sustainability-oriented class service project. Students work closely with instructors, who act as mentors to guide them successfully through their first semester of college.

**IAS 2001 SpTp: Educational Leadership Seminar, 1 credit**

This is an elective leadership course in which students gain critical knowledge pertaining to effective leadership actions, analyze processes, and learn about student development theory and practice. To enroll in this course, students must receive a recommendation from their Freshman Seminar instructor and apply to the Coordinator for First Year Experience. Prerequisite: IAS 1001 Freshman Seminar

**MAT 0991 Concepts of Algebra, 3 credits**

Students will solve linear equations and inequalities, write and graph linear equations, solve systems of equations through graphing, perform operations with polynomials, rational expressions and radical expressions, solve quadratic equations using several methods (factoring, the square root property, and the quadratic formula), solve variation problems, and solve word problems.

**MAT 1002 Applied Contemporary Mathematics, 3 credits**

This course is a survey of mathematics for students in programs that require one MAT elective, but do not require a mathematics sequence in algebra. Students learn critical thinking and problem solving, set theory, logic, geometry, probability, statistics, personal finance, math in the arts, and sports statistics. Pre-requisite: Students need to have met math competency before taking this course. (This course does NOT meet any MAT requirement in AA and AS transfer programs.)

**MAT 1004 Elementary Statistics, 3 credits, GE 1**

Students learn about probability, frequency distributions, mean and standard deviation, the binomial distribution, the normal distribution, hypothesis testing, samples from a finite population, regression and correlation, confidence intervals, and chi-square tests. Prerequisite: DMA 0995 Basic Algebra with a C- or better, or at least one year of NYS high school Regents level mathematics with a 75% or higher on at least one Regents math exam.

**MAT 1005 Intermediate Algebra, 3 credits, GE 1**

Students review basic algebra and learn about polynomials, radicals, and linear inequalities. They learn to graph and work with linear, quadratic, polynomial, rational, radical, and exponential functions. Prerequisite: DMA 0995 Basic Algebra with a C- or better, or at least one year of NYS high school Regents level mathematics with a 75% or higher on at least one Regents math exam.

**MAT 1105 Elementary Math Logic & Set Theory, 3 credits, GE 1**

This is a course in discrete mathematics intended to teach the student basic skills in logic, set theory and proofs. These skills are necessary for students advancing in mathematics, GIS and science. Prerequisite: MAT 1005 Intermediate Algebra or MAT 1205 College Algebra and Trigonometry

**MAT 1205 College Algebra and Trigonometry, 4 credits, GE 1**

Students learn about polynomials, radicals, trigonometry of right triangles, Laws of Sine and Cosine, and the following types of functions: linear, quadratic, polynomial, rational, radical, exponential and logarithmic. Prerequisite: MAT 1005 Intermediate Algebra, or two years of NYS high school Regents level mathematics

**MAT 1206 Precalculus, 4 credits, GE 1**

This course is intended to form a bridge between the static concepts of algebra and geometry and the dynamic concepts of the calculus. Students study basic algebraic, trigonometric, exponential, and logarithmic functions; functional inverses; graphs; complex numbers; systems of equations; introductory matrix algebra; the binomial theorem; and proof by mathematical induction. Prerequisite: MAT 1205 College Algebra and Trigonometry, or three years of NYS Regents level mathematics

**MAT 1210 Math for Elementary School Teachers, 3 credits, GE 1**

This course is designed for students intending to be elementary school teachers. Students gain theoretical understanding of the kinds of mathematics taught in the elementary grades. Students learn basic operations with rational and real numbers, problem-solving, measuring, set theory, numeration systems, statistics, probability, and use of calculators and computers. Prerequisite: MAT 1005 Intermediate Algebra or higher with a grade of C or higher, or two years of NYS Regents level mathematics with an average of C or higher.

**MAT 1301 Analytical Geometry & Calculus I, 4 credits, GE 1**

Students learn about geometry of the line, limits, differentiation of algebraic and trigonometric functions, differentials, and indefinite and definite integrals. Prerequisite: MAT 1206 Precalculus or a high school precalculus class.

**MAT 2203 Linear Algebra, 3 credits**

Linear algebra includes the study of geometrical vectors, matrices and simultaneous linear equations, vector spaces, linear transformations, determinants, and inner product spaces with particular emphasis on applications to the social, management and physical sciences. Prerequisite: MAT 1301 Analytical Geometry & Calculus I

**MAT 2301 Analytical Geometry & Calculus II, 4 credits, GE 1**

Students learn about differentiation and integration of logarithmic, exponential, inverse trigonometric, and hyperbolic functions, polar coordinates, infinite series, Taylor and Maclaurin polynomials, techniques of integration, and conic sections and their equations. Prerequisite: MAT 1301 Analytical Geometry & Calculus I.

**MAT 2302 Analytical Geometry & Calculus III, 4 credits, GE 1**

Topics include vectors, solid analytical geometry, partial derivatives, and multiple integrals. Prerequisite: MAT 2301 Analytical Geometry & Calculus II

**MAT 2401 Differential Equations, 4 credits, GE 1**

Students learn about equations of the first order and higher order, and systems of linear first order equations, with applications. Students also study initial value and boundary value problems and Laplace Transforms. Prerequisite: MAT 2302 Analytical Geometry & Calculus III.

**MED 1110 Medical Terminology I, 3 credits**

In this course students learn the medical vocabulary used in the health care professions. This course focuses on the root words, prefixes, and suffixes commonly used in medical terminology. Other topics include the vocabulary associated with health and disease and the following anatomical systems: skeletal, muscular, cardiovascular, lymphatic, respiratory and digestive systems.

**MED 1501 Health Care Law and Ethics, 3 credits**

This is an introductory course in the legal and ethical aspects of healthcare, standard ethical and legal principles, and their application to various issues that arise in the healthcare context, such as duty to treat, confidentiality and privacy, withholding and withdrawing treatment, euthanasia, and informed and uninformed consent.

**MED 1620 Medical Administrative Procedures, 3 credits**

In this course students learn medical administrative front office skills. This course focuses on communicating, using and maintaining office equipment, using computers in the office, managing correspondence, managing office supplies, and managing office medical records.

**MED 1824 Medical Insurance and Billing, 3 credits**

This course is an introduction to medical insurance, billing, and the coding process. Students will learn how to bill patients and companies using the universal medical coding system which includes CPT and ICD codes. This course will also cover manual and electronic billing systems, claims submission, reimbursement protocols, and working with different payers. Prerequisites: MED 2120 Medical Terminology I and BUS 1620 Medical Administrative Procedures

**MED 2104 Basic Pharmacology, 3 credits**

In this course students learn about drugs and their origin, nature, properties, and effects on living organisms used in health care and their classifications, characteristics, purposes, side effects, cautions, and interactions. Students also learn administrative procedures related to the dissemination of drugs. Prerequisite: SCI 2128 Human Biology

**MED 2105 Basic Phlebotomy and EKG for Medical Assistants, 3 credits**

This course provides an introduction to the basic concepts of phlebotomy and electrocardiography by outlining the role of the Medical Assistant in the physician's office. Students will acquire a comprehensive knowledge of the theory, principles and practice of phlebotomy, including selection and use of instrumentation, asepsis and safety issues, laboratory information and systems, legal issues, diagnostic tests and proper labeling, documentation and transport of specimens. Students will also be introduced to the concepts of electrocardiography, including an understanding of cardiac electrophysiology and electrode placement and lead systems; both rhythm strip and 12-lead EKG interpretation will be emphasized.

Students will work with phlebotomy practice arms and traditional, as well as PC-based interpretative EKG equipment in a classroom setting only. Prerequisite: SCI 2128 Human Biology.

**MED 2120 Medical Terminology II, 3 credits**

This course is a continuation of the study of the medical vocabulary used in the health care professions. This course focuses on the vocabulary associated with the following anatomical systems: urinary, nervous, integumentary, endocrine, respiratory, and reproductive systems; the eyes and ears; diagnostic procedures; and pharmacology. Prerequisite: MED 1110 Medical Terminology I

**MED 2210 Medical Assisting I, 4 credits**

Students learn the basic administrative procedures of medical assisting in the physician's office. Topics include the use and management of medical office procedures, records, and equipment; related patient care; and professional

ethics. Prerequisite: MED 2120 Medical Terminology II or consent of instructor.

**MED 2211 Medical Assisting I Lab, 2 lab hours**

Students practice the application of basic administrative procedures for assisting in the physician's office. Skills include the use and management of medical office procedures, records, and equipment. Corequisite: MED 2210 Medical Assisting I

**MED 2220 Medical Assisting II, 4 credits**

This course introduces the clinical skills required for assisting in a medical office. Students will learn to identify and assist in use of surgical instruments and procedures including lab tests, asepsis, specimen collection, physical exams, and emergency procedures. Prerequisite: MED 2120 Medical Terminology II

**MED 2221 Medical Assisting II Lab, 2 lab hours**

Lab activities will include application of clinical skills required for assisting in a medical office. These skills include identification and use of surgical instruments and procedures such as lab tests, asepsis, specimen collection, physical exams, and emergency procedures. Corequisite: MED 2220 Medical Assisting II

**MED 2250 Medical Assistant Externship, 3 credits**

This course provides the student with first-hand experience in the medical setting, and requires application of the skills learned in the Medical Assistant program. Students will complete 135 hours of unpaid time performing administrative and clinical duties in a physician's office, clinic, or hospital. Supervision and evaluation will be conducted by the office staff, and monitored by the instructor. Prerequisites: MED 2210 Medical Assisting I, MED 1501 Health Care Law and Ethics, and SCI 2128 Human Biology.

**MHA 1502 Introduction to Creative Arts Therapy, 3 credits**

This course is an overview of how to use the creative arts as therapeutic tools to supplement verbal counseling with persons with developmental and other disabilities. This course explores the use of music, art, movement, and drama as therapeutic vehicles through a lecture and experiential format.

**MHA 1510 Introduction to Human Services, 3 credits**

The student is exposed to the parameters and historical framework of human services, discussion of the roles of client and worker, social problems of concern within the field, and problem-solving methods, including the professionalization of the human service worker with special emphasis on exploration and values. Students must earn a grade of "C" or better to progress to MHA 1930, Human Skills Exploration.

**MHA 1512 Psychodrama and Drama Therapy, 3 credits**

Students learn how therapists use drama and theater to achieve therapeutic goals. Students explore how clients tell their stories, discover inner conflicts and issues, set goals, and learn how to solve problems, express feelings, and role play. Students use such methods as puppet play, masks, sand play and storytelling.

**MHA 1513 Introduction to Expressive Arts Therapy, 3 credits**

Students are exposed to the therapeutic uses and techniques of expressive arts such as dance, drama, psychodrama, music and visual arts. Students learn about the history and theory of expressive arts with an eye to their uses in therapy, along with the scientific basis for the use of expressive arts as therapy.

**MHA 1514 Basic Report Writing, 1 credit**

This course is designed to increase the professional report-writing skills of students in Human Services and Direct Support. Students will develop familiarity with and skill in completing forms, records, and documents typically employed in these professions.

**MHA 1515 Report Writing in Direct Support, 3 credits**

This course is designed to increase the writing ability of human service and direct support professionals, and focuses on various forms, reports and documents typically faced by direct support professionals. Students learn techniques for transferring observed behavior and other information into written communication to be shared with other professionals.

**MHA 1930 Human Services Skills Exploration, 3 credits**

Students explore human experiences through values theory and communications theory in order to learn initial social-work skills required to provide direct services. The specific content of the course includes evaluations from an experiential stance applied to social, developmental, perceptual and clinical phenomena. Prerequisite: MHA 1510 with a grade of "C" or better.

**MHA 2110 Professional Ethics in Human Services, 3 credits**

Students focus on ethics in the field of human services. Students explore the historical evolution of ethics as ethics relate to current values, ideas and standards of the profession. Issues addressed include legal issues, confidentiality, assessment of personal values and their potential impact, professional responsibilities, and competencies. Codes of ethics for various human service professionals are examined and discussed, with an emphasis on codes relative to the MR/DD population.

**MHA 2502 Introduction to Counseling, 3 credits**

This course provides an introduction to clinical interviewing and counseling. Students practice the essential dimensions of interviewing and are exposed to theoretical, practical and ethical issues of counseling. This course includes the development of observational skills and the exploration of determinants that influence the interview and increase the characteristics of empathy, genuineness, and non-possessive warmth. The twelve core functions of a counselor are addressed. The course also focuses on substance abuse. Prerequisite/Corequisite: PSY 1500 General Psychology.

**MHA 2511 Introduction to Developmental Disabilities, 3 credits**

This course examines the etiology, prevention, intervention, and treatment for the major disabilities of learning and development. Disabilities are examined within the framework of current educational, psychological, and social service practices. Research related effectiveness of service practices and specific rehabilitation practices will be discussed. Prerequisite: PSY 1500 General Psychology

**MHA 2512 Human Behavior in Social Environments, 3 credits**

Students examine human development as a basis for social work practice. Human problems are viewed within their environmental context: individuals, families, organizations, and communities, as well as larger social and historical forces which are interactively transformative. Assessments of human problems and intervention strategies are examined in view of this reciprocal impact across environmental systems. Theories related to biological, psychological, spiritual, and cultural processes across the lifespan are studied as expressed through ethnicity, class, cohort, gender, race, sexual orientation, religion, and other differences. Particular attention is given to factors that contribute to persons being at risk. Prerequisite: PSY 1500 General Psychology

**MUS 1101 Guitar Class I, 2 credits**

This course is designed for students with little or no previous background and permits students to gain the skills necessary for future study of the guitar. The course emphasizes reading music, chords, technique, and performance skills. Students explore a variety of musical styles and cover various aspects of performing on their instrument. To register for this course, a student must have access to a guitar.

**MUS 1102 Guitar Class II, 2 credits**

This course is designed for students to augment their technical and artistic skills so they can become more proficient musicians. The course emphasizes more advanced reading music, chord technique, and performance skills. We also consider arpeggios, improvisation, modes, ensemble skills, and guitar solos. Students explore a variety of musical styles and cover aspects of performing. To register for this course, a student must have access to a guitar. Prerequisite: MUS 1101 Guitar Class I or permission of instructor.

**MUS 1103 SpTp: Jazz Ensemble, 2 credits**

This course teaches students to develop ensemble skills. This ensemble emphasizes improvisation, the role of each instrument, and the development of musical interaction. Prerequisite: NYSSMA Level 4 (New York State Music Association) Recommendation from high school band director. Must have one of the following instruments: saxophone, trumpet, trombone, keyboard, electric or acoustic bass, drums or guitar.

**MUS 1201 SpTp: Vocal Music, 2 credits**

This course is an introductory, non auditioned class covering basic singing technique, music reading, and part independence in a variety of musical styles. The course stresses rehearsal and performance skills and techniques of singing to help students develop musical and vocal skills.

**NUR 1001 Fundamentals of Nursing, 8 credits**

This course provides the student with content basic to nursing practice. The nursing process is presented as the foundation for nursing practice. The first part of the course emphasizes the assessment phase of the nursing process using the functional health pattern format. The later part of the course focuses on the remaining steps of the nursing process and established protocols directed primarily toward the aged in the chronic care setting. Concepts of growth and development as it relates to the nursing process are presented with emphasis on the older

adult. The role of the associate degree nurse, as a provider of care and as a member within the discipline of nursing, is also introduced. Basic nursing skills are taught in the campus laboratory. Clinical laboratory experience is provided in long-term health care agencies. Corequisites: PSY 1500 General Psychology and SCI 2124 Human Anatomy & Physiology I

### **NUR 1010 Commonalities in Nursing Care, 8 credits**

This provides the student with content needed to assess the individual's and family's ability to adapt to the stressors of surgery, childbearing and parenting. The nursing process provides the framework for nursing care of the client and family. The concepts of the teaching/learning process are presented to provide the student with a more comprehensive view of the nursing process and the ability to better promote adaptation by the individual and family. The role of the associate degree nurse as a provider of care is discussed as client-centered and is reflected through a collaborative approach involving the client, the family, significant others, and members of the health care team. Teaching needs of these groups are addressed. Students must have earned a grade of "C" or better in NUR 1001. Prerequisites: NUR 1001 Fundamentals of Nursing, PSY 1500 General Psychology, and SCI 2124 Human Anatomy & Physiology I. Corequisites: PSY 2510 Developmental Psychology, and SCI 2126 Human Anatomy & Physiology II

### **NUR 1015 Clinical Calculations, 1 credit**

This course prepares students to safely perform the preparation and administration of medications in complex and diverse clinical situations using dimensional analysis. Students learn abbreviations and terms used for drug preparation and administration of oral, parenteral and intravenous medications. Students also learn to calculate medication dosages based on weight.

### **NUR 2020 Health Problems Throughout the Life Cycle I, 8 credits**

This course provides the student with content needed to assess the individual for health illness alterations throughout the life cycle. The concept of nurse as teacher is further developed. The nursing process provides the framework for practice and the ability to promote client's adaptation within a therapeutic environment. The role of the associate degree nurse, as a provider of care and member within the discipline of nursing, is further developed. Students must have earned a grade of "C" or better in NUR 1010. Prerequisites: NUR 1010 Commonalities in Nursing Care, PSY 2510 Developmental Psychology, and SCI 2126 Human Anatomy & Physiology II; Corequisites: SOC 1600 Introduction to Sociology, and SCI 2113 Microbiology

### **NUR 2030 Health Problems Throughout the Life Cycle II, 8 credits**

This course provides the student with content needed to assess the individual for health illness alterations throughout the life cycle. The nursing process provides the framework for identifying stressors and promotion of adaptation within the therapeutic environment. The three interrelated roles of the associate degree nurse as provider of care, manager of care and teacher manager within the discipline of nursing are further developed. Emphasis is placed on the role of manager, utilizing the nursing process to establish priorities of care for a group of clients. Students must have earned a grade of "C" or better in NUR 2020. **NOTE:** A grade of "C" or better in NUR 2030 is required to graduate with an AAS degree in nursing and for certification to take the National Council Licensure Examination (NCLEX) for Registered Professional Nurse (RN). Prerequisites: NUR 2020 Health Problems I Seminar, SOC 1600 Introduction to Sociology, and SCI 2113 Microbiology; Corequisite: NUR 2100 Nursing Issues and Trends

### **NUR 2050 Pharmacology and the Human Body, 3 credits**

Students study medications to maintain health and/or treat disorders in all stages of human development. Origins of medications and commonly used medications are examined as well as how they are changed, produce effects in the body and their compounds excreted. Students examine toxic side effects and adverse reactions to commonly used medications. Students also learn to calculate medication dosages that are titrated to maintain blood pressure, heart rate, and other specific parameters. Prerequisites: SCI 1204/5 Chemistry for the Health Sciences and Lab, SCI 2126/7 Anatomy and Physiology II and Lab or permission of instructor.

### **NUR 2060 Cultural Paradigms in Health Care, 3 credits**

Students examine culture through a self-assessment and experiential learning approach. An organizing framework drawn from cultural anthropology is used to understand how different groups respond to universal questions regarding human nature, time, natural environment, valued personality traits, and preferred ways of interacting. Students use this data to examine how ethnic/cultural background influences attitudes towards health and illness, the health care provider, and the health care system. Crosslisted with ANT 2060 and HUM 2060.

### **NUR 2100 Nursing Issues and Trends, 2 credits**

The role of the technical nurse in beginning staff positions is discussed along with the historical, cultural and

socioeconomic forces which influence nursing practice. Employment opportunities, transition from student to graduate nurse, and legal, ethical and contemporary health care issues are explored. Prerequisite: NUR 2020 Health Problems I Seminar; Corequisite: NUR 2030 Health Problems Throughout the Life Cycle II

**PED 1006 SpTp: Pilates, 1 credit**

Students learn the basic terms and movements of Pilates through studio and classroom experiences. Pilates strengthens muscles, improves posture and balance, provides flexibility, and focuses on training the mind and body to work together toward the goal of overall health/fitness.

**PED 1010 Bowling, 1 credit**

This is an introductory course involving basic skills, scoring, bowling etiquette and actual lane experience.

**PED 1022 Golf, 1 credit**

This is an introductory course. Students are introduced to basic skills, club selection, rules, etiquette, and scoring. Once the student learns these basic skills, the bulk of the material is presented on the golf course under actual playing conditions.

**PED 1052 Tai Chi Chuan I, 1 credit**

T'ai Chi Ch'uan is an ancient (800 year old) Chinese system of exercise for health, relaxation, and self-defense. Students are introduced to all of the aspects of this Art. This balanced system, with dual aspects of mental and physical components, is based on principles of physics and human physiology. The system is composed of 37 postures which are connected together by smooth transitions. This results in a series of fluid, rounded movements which are then referred to as the Form. T'ai Chi training is also known as an "internal system" because of its beneficial effects upon the Central and Autonomic Nervous Systems and the Skeletal and Muscular Systems.

**PED 1103 Fundamentals of the Golf Swing, 2 credits**

This course is designed to give students the basic skills needed to improve their own game, the laws, principles and preferences in the golf swing, full swing basics, short game basics, physical conditioning, and the mental side of the game. Crosslisted with GMP 1103.

**PED 1105 Aerobic Dance, 1 credit**

This is an introductory course combining dance and aerobic fitness. The techniques taught are those necessary to combine dancing and exercise for fun, while garnering increased fitness, flexibility, and coordination.

**PED 1115 Fitness I, 1 credit**

This is an introductory exercise course involving concepts of physical fitness, principles of muscular and aerobic conditioning, a cursory knowledge of anatomy, and of factors which affect performance, such as stress, tension and relaxation.

**PED 1126 Hiking, 1 credit**

In this course, students learn basic techniques of hiking, map and compass reading. Further cursory knowledge concerning the geography of the area and indigenous plants and animals is presented. This class will meet each week at a pre-determined hiking location. It is the responsibility of each student to have transportation to and from each location, and to arrive on time. Locations may include Neversink River Gorge, Walnut Mountain, Fire Tower, Tusten trails, Basha Kill trail, among others. Any student entering this course with any sort of medical problem should seek the approval of a medical doctor before undertaking participation in the rigorous exercise program which is required for this course.

**PED 1150 Beginning Weight Training, 1 credit**

This is an introductory course to physical fitness designed to give students practice in planning and executing a program of exercise to fit their individual capacity and needs. Emphasis is placed on weight lifting, use of weight machines, and cardiovascular activities.

**PED 1204 Badminton, 1 credit**

This is an introductory course involving skills, skill analysis, strategies, rules, and etiquette involved in the sport of badminton. Singles and doubles games are played with a focus on strategy.

**PED 1240 Tennis I, 1 credit**

A course designed to introduce to novices the basic skills, rules, playing strategy, and etiquette involved in the sport of tennis. Singles and doubles are played.



**PED 1253 Racquetball, 1 credit**

This is an introductory course developing basic skills, rules, playing strategy and etiquette involved in the game of racquetball. Emphasis is on doubles.

**PED 1306 Basketball, 1 credit**

This course concerns the basic concepts and skills of the sport as delineated by the National Junior College Athletic Association: Men's Division.

**PED 1334 Softball, 1 credit**

This is course concerning the skills necessary to the game of softball and the rules and strategy.

**PED 1342 Volleyball, 1 credit**

This course is designed to provide the novice player with basic information concerning the skills and game rules and strategies.

**PED 1350 Soccer, 1 credit**

Soccer is an introductory course involving basic soccer concepts, strategies, and rules. Students practice soccer skills of dribbling, ball control, heading, shooting, tackling, and passing. Principles of attack and defense are examined and drilled.

**PED 1435 Basic Swimming, 1 credit**

A course designed for non-swimmers, beginners, and intermediates: water safety and swimming skills combine for aquatic ability and enjoyment.

**PED 1500 SpTp: Alternative Sports, 1 credit**

This is a survey course in which students will be introduced to a variety of alternative team sports. Students will develop cursory knowledge in rules of the game, skills of the game, history of the sport and all other pertinent criteria. Sports will be selected by the instructor and may include Frisbee, Frisbee Golf, Floor Hockey or others not currently offered as Phys Ed courses.

**PED 1502 Walking, 1 credit**

This is an introductory exercise course involving the concept of walking and the importance of it in an individual's daily routine. A typical week consists of a ten minute discussion on a relevant walking topic such as cardiovascular health, frequency, intensity, and type of walking, followed by application of the knowledge. Venues include wooded and open trails around campus and an indoor track.

**PED 1601 Physical Fitness & Wellness, 2 credits**

This is a course based on learning and practicing personal responsibility for one's own physical fitness and wellness. Students are guided and motivated to make positive behavior decisions related to cardiovascular exercise, weight control, and stress management. Emphasis is on reducing or eliminating high risk lifestyle behaviors such as smoking, stress, obesity, negative nutrition, and alcohol and drug abuse. Crosslisted with REL 1601.

**PED 1610 Selected Lifetime Sports, 2 credits**

This is a survey course in which students are introduced to a variety of individual sports selected based on their applicability within a lifelong fitness regimen. Activities in this course include bowling, tennis, golf, and racquetball.

**PED 1812 Project Adventure, 1 credit**

This is an introductory physical education course which involves innovative warm-up and conditioning exercises, exotic games, group cooperation, personal and group initiative problems and basic skills. Spotting and trusting activities are used throughout "Project Adventure." Outcomes are: an increase in the participant's sense of personal confidence, increased joy in one's physical self in being with others, increased familiarity and identification with the natural world.

**PED 1830 SpTp: Performing Dance, 2 credits, GE 8**

Students in this course are exposed to dance, the most fundamental of the arts, and to its relationship to therapy. Dance involves direct expression through the body and can be used as an intimate and powerful medium for therapy. Based on the assumption that body and mind are interrelated, students explore the psychotherapeutic use of movement as a process that furthers the emotional, cognitive, and physical integration of the individual.

**PED 2042 Hatha Yoga, 1 credit**

This course is the study of the philosophy and practice of yoga with the development of flexibility, strength, and balance through the postures (asanas) and deep breathing. Included are relaxation techniques and the application of yoga to other physical disciplines for managing stress and enhancing overall body/mind health and well-being. This is a physically challenging course and may not be suitable for students with certain limitations, such as heart conditions, shunts, severely impaired knees, hips, or shoulders. There is no requirement for previous yoga experience; however, there will be a physical screening to participate.

### **PED 2115, Fitness II, 1 credit**

Students learn to analyze anatomy and the factors that affect performance, i.e. stress, tension and relaxation, to diagnose fitness levels and design personal fitness programs. In addition, students learn to organize dietary programs promoting weight control, disease prevention, and overall wellness.

### **PBH 1001, Introduction to Public Health, 3 credits**

A general introduction to what public health is, its importance for everybody's health, and how it functions as a combination of science and politics. The role of the public health system will be illustrated by describing issues confronting New York State and what is being done about them. (This course may be repeated only once).

### **PBH 1002, Promoting Healthy People and Communities, 3 credits**

This course focuses on how health promotion strategies influence healthy behaviors, healthy people, and healthy communities. Current public health issues will guide us in examining key health promotion concepts, health concerns at different ages, and the causes of different health behaviors. Health inequalities and mass media's role will also be highlighted.

### **PBH 1003, Concepts of Epidemiology, 3 credits**

This course is designed to introduce students to the science of epidemiology. Specific subject will include casual thinking, the epidemiologic framework, and study designs used in epidemiologic studies and the role of epidemiology in public health. Examples of famous studies will be discussed, including outbreak investigations and major studies that have identified risk factors for the more common diseases in the country and world today.

### **PBH 1004, Global Environmental Issues and Their Effect on Human Health, 3 credits**

The environment affects our health, economics, and quality of life. Globalization has made the earth a much smaller place so that we can no longer focus merely on issues in the United States. This course will address global environmental concerns and their impact on human health. Students will discuss various affecting factors (e.g. urbanization, population pressure, climate change, atmospheric pollution, sanitation, etc.) within the context of their impacts on population throughout the world.

### **PBH 1005, U.S. Health Care: Myths and Realities, 3 credits**

This course will introduce the students to important issues underlying the US Health Care System – including issues of contemporary importance such as health care cost, health care quality, access to care, increasing number of uninsured, patient safety, prescription drugs policies, physician-patient interaction, adoption and use of health care technologies, and end-of-life care. The course is intended to provide students with an understanding of the various actors, stakeholder interactions, and functions of the US health care system, through a case-based approach interweaving real world events, practice experience, and research on the above issues.

### **PHO 1405 Photography I, 3 credits, GE 8**

This course provides a "hands-on" approach to the use of light, film, and paper to make photographs. The processes of developing negatives, printing, and enlarging in black and white are explored through the 35mm format.

### **PHO 1406 Digital Photography I, 3 credits, GE 8**

Students practice a "hands-on" approach to the use of light, digital media and equipment to make photographs. The software environment and workflow are explored and utilized to produce end products as prints, web, and print publication. Prerequisite: none.

### **PHO 2406 Digital Photography II, 3 credits, GE 8**

Students study advanced digital photography with an emphasis on craftsmanship, creativity, and visual communication. The use of special effects, controlled lighting, and theory are included for a better understanding of photographic problem-solving. The course also includes advanced shooting and processing techniques. Web assets and resources are explored and utilized. Prerequisite: PHO 1406 Digital Photo I

### **PHO 2407 SpTp: Digital Photography III, 3 credits**

Students produce a cohesive portfolio, with approximately 20-25 images, ready to submit to a graduate/transfer program or employer. In building the portfolio, students show experience with a variety of techniques, concepts, and approaches to display/demonstrate ability as an artist and analyze their own expression and style of photography. Prerequisite: PHO 1406 Digital Photography I and PHO 2406 Digital Photography II.

**PLA 1104 Legal Research, 3 credits**

Students are introduced to the various sources of law and are guided through legal research using primary and secondary sources of law: statutes, case reports, digests, encyclopedias and citators. Students practice accessing, analyzing and citing legal sources. Students must have earned a grade of "C" or better in POL 1350 American Law. Prerequisite: POL 1350 Introduction to American Law

**PLA 2201 Civil Litigation, 3 credits**

This course deals with the various stages of civil litigation, from commencement of an action to appeal. Students learn how to prepare documents used in civil litigation, to maintain litigation files, and to otherwise assist lawyers in the trial and appeal of civil cases.

Prerequisites: ENG 1001 Composition I and CRJ 1320 Criminal Law & Procedure

**PLA 2301 Domestic Relations, 3 credits**

This course is designed to acquaint the student with the legal procedures and processes in the sections of the law addressing marriage and divorce, separation and support, children, property and equitable distribution, family court, domestic violence, and other areas of increasing legal concern.

**PLA 2310 Legal Writing, 4 credits**

Legal writing is a 4-hour, writing-intensive course in which students learn the basic elements of legal prose. They gain further experience in legal research which is then applied to preparing basic legal documents in a variety of substantive areas of the law: letters, pleadings, motions, case briefs, trial and appellate briefs, and internal and external memoranda of law. Students must have earned a grade of "B" or higher in ENG 1001, and a grade of "C" or better in POL 1350. Prerequisites: ENG 1001 Composition I, ENG 2005 Composition II, PLA 1104 Legal Research, and POL 1350 Introduction to American Law

**PLA 2901 Paralegal Fieldwork & Seminar, 5 credits**

This course is a supervised field experience for the student in a law-related agency. Students spend 120 hours for the semester as a supervised paralegal intern in a legal setting and participate in a two-hour weekly seminar on campus. Seminar session topics are shared by all paralegal interns: legal rules, ethical guidelines, law office skills, professional development, and organizational and communication skills necessary for successful paralegal employment. Students must have earned a grade of "C" or better in PLA 1104 and in PLA 2310. Prerequisites: PLA 1104 Legal Research, and PLA 2310 Legal Writing

**POL 1100 Environmental Policy and Politics, 3 credits, GE 3**

In this course, students explore the political processes by which environmental problems are recognized and addressed by public institutions domestically. A major objective is to gain an understanding of the factors that shape policies that seek to protect the environment. Students will examine factors that have influenced policy development in the past, as well as factors that should be considered in predicting policy developments in the future. Crosslisted with SUS 1100.

**POL 1301 Introduction to Political Science, 3 credits, GE 3**

This course is devoted to a study of political ideals, practices and institutions. It includes analysis of major political issues and principles, democratic and totalitarian ideologies and processes, and political behavior. Implications for American government and politics are considered throughout the course.

**POL 1322 Constitutional Law, 3 credits, GE 3**

This course is an examination of the historical development of the relationship of the states to the Bill of Rights. Also examined are the due process clause of the Fourteenth Amendment and the scope and limits on criminal justice agencies. Crosslisted with CRJ 1322.

**POL 1341 American Government, 3 credits, GE 3**

Students develop an understanding of how the American political system works. The primary focus is on the structures, functions, and manipulations of the national government.

**POL 1350 Introduction to American Law, 3 credits**

This course provides a survey of the American legal system. Students examine the structure of the system and the

roles of participants, including legislators, judges, attorneys, and paralegals. Students are introduced to the sources of law and such substantive areas of law as contracts, torts, crimes, and property. Crosslisted with CRJ 1350.

**POL 1382 SpTp: International Relations, GE 6**

Students analyze key theoretical concepts and terms of international politics from both an historical and current affairs perspective; examples may include the following: models and perspectives on international relations, theory and theory building, important actors in the international arena, and the world systems and relations between states.

**PSY 1001 Ecopsychology and Sustainability Education, 3 credits**

In this course, students study the interconnected principles of ecopsychology and sustainability education. Students trace the history of and connections between these fields, and explore relationships between human and social development and planetary wellbeing. Topics include ecotherapy, deep ecology, outdoor and adventure education, experiential learning, and education as sustainability. Crosslisted with SUS 1001.

**PSY 1400 From Radicalization to Terrorism, 3 credits, GE 3**

Students examine the process of radicalization and its phases as it pertains to terrorism in the West, especially in the United States and the United Kingdom. Through studying specific case studies, as well as religious, sociological, and political motivators, students explore how radicalization in the West can produce both global and homegrown terrorism. Crosslisted with EMG 2050 and SOC 1400.

**PSY 1500 General Psychology, 3 credits, GE 3**

This course serves as a general introduction to the scientific study of psychology. General principles of human behavior and mental processes, as revealed through various psychological scientific methods of inquiry, are explored. This basic introduction to psychological research allows students to critically evaluate the topics found within the broad discipline of psychology. Topics in this introductory survey include biological foundations of behavior, sensation and perception, learning, motivation, cognition, human development, abnormal behavior, personality theory, and social and health issues as studied by psychologists.

**PSY 1504 Sport Psychology, 3 credits, GE 3**

This course is an introduction to the field of sport and exercise with an emphasis on basic research methods and theories in the parent discipline of psychology upon which sport specific theories are based. Students learn about implications of theory for recreational athletes, elite athletes, team dynamics, fans, and coaches. Topics of inquiry include the scientific method, motivation, arousal, competition, team dynamics, leadership, communication, imagery, goal setting, self-confidence, concentration, intervention, exercise and well-being, and psychological growth and development.

**PSY 1506 SpTp: The Great Psychologists: Freud, 3 credits**

*The Great Psychologists* is a history of psychology course that introduces students to the lives, times, and ideas of individuals who have made significant and long-standing contributions to the field of psychology. Using both original writings and evaluative texts, students critically explore the works of a selected individual (e.g., William James, Sigmund Freud, Carl Rogers, among others) who has influenced the field of psychology. This course addresses the psychologist's ideas, and the social, economic, political, and institutional contexts in which this individual lived to examine how and why his or her ideas have had a lasting impact on psychology.

**PSY 1600 Statistics for the Social Sciences, 3 credits, GE 1,**

Students study the processes and applications of statistics in the context of social science research. Topics include the study of fractions, decimals, percentages, proportions, probabilities, and conversions among the preceding functions. Students also study the visual representation of data using various graphing techniques, symbolic variables, working with algebraic equations, solving for unknowns, exponents and square roots, correlations, linear regression, analysis of variance, and chi square analysis. This course is only open to students who have previously demonstrated Math competency.

**PSY 2402 Child Development and Guidance, 3 credits**

This course presents the foundations of guidance, including history of the approach and theoretical considerations that empower the paradigm shift from conventional discipline to guidance. Using a stage approach, students examine the social-emotional and intellectual development of the child from birth through elementary school age. Emphasis is placed on the importance of having a three-way partnership between teachers, children, and family members in the guidance process. Students examine the dynamics of building an encouraging classroom in which all children are accepted as worthwhile, contributing members and learn intervention methods which empower the teacher to respond to conflicts in ways that teach rather than punish. Prerequisite: PSY 1500 General Psychology.

**PSY 2407 Learning, 3 credits**

Students learn principles of operant and classical conditioning and applications of these principles in order to help students change behavior in themselves and others. In addition, cognitive-behavioral approaches to emotional and behavioral change in both normal and abnormal behaviors are addressed. Prerequisite: PSY 1500 General Psychology.

**PSY 2501 Social Psychology, 3 credits**

Social Psychology is the scientific study of how we influence and are influenced by our social environment, which consists of individuals, groups, organizations, and culture. Students acquire an understanding of classic and contemporary work in this field, and explore such topics as aggression, attitude formation and change, social thinking, interpersonal conflict and cooperation, prejudice, friendships and romantic relationships, leadership, social influence, altruism, and conformity. Course topics may also include applications of social psychology to the legal system, health-related behavior, and environmental sustainability. Prerequisite: PSY 1500 General Psychology

**PSY 2502 Child Psychology, 3 credits GE 3**

This course includes study of the mental, emotional and social development of the child through adolescence. The course stresses new modes of understanding and communication between adult and child, and explores gender differences in children's social interactions and approach to the world. Prerequisite: PSY 1500 General Psychology

**PSY 2503 Adolescent Psychology, 3 credits**

Adolescent Psychology focuses on theories concerning the social, cognitive, and biological development of adolescents. This course follows the development of youth from pre-adolescence to late adolescence through young adulthood. The influence of heredity, family, culture, school, and peers will be considered as contexts within which adolescents develop. Prerequisite: PSY 1500 General Psychology

**PSY 2504 Personality Psychology, 3 credits**

This course provides an examination of major perspectives in personality psychology, including psychodynamic, phenomenological, biological and trait, behavioral, social-cognitive, and interpersonal-sociocultural. Each perspective includes a review of the structure, processes, and development of personality, the methods of inquiry and evidence used in that perspective, and a critical analysis of that perspective. Prerequisite: PSY 1500 General Psychology.

**PSY 2506 Abnormal Psychology, 3 credits GE 3**

This course emphasizes the scientific inquiry into abnormal psychology while stressing both the depth of human suffering and the social costs associated with this subject. Abnormal psychological conditions are explored through a combination of biological, surface-level and depth-level theoretical perspectives on important facets of the field of abnormal psychology. Issues of assessment, labeling, and how to intervene into the problems associated with abnormal psychological conditions are explored from the same biological, surface and depth perspectives on abnormal functioning and ways of living. Prerequisite: PSY 1500 General Psychology

**PSY 2508 SpTp: Animal Intelligence, 3 credits**

Do animals think? Do they feel? Do they play? Do they remember? Is your dog smarter than a crow, and do elephants love their calves? When a deer crosses the street does it know to look both ways? Does your cat understand you? And just how smart are dolphins, anyway? These are some of the questions students explore in Animal Intelligence. This course is based upon a clear foundation of what we mean by "Intelligence" for both the human animal and our other breathing counterparts on the planet. Students discover and evaluate research methods in animal cognition as they assess and respond to current, peer-reviewed research in the field. Course topics cover domestic pets, birds, aquatic mammals, primates, and animal intelligence in natural versus man-made habitats. Through these topics students learn how different species perceive the world, learn, communicate, remember, and make decisions.

**PSY 2510 Developmental Psychology, 3 credits, GE 3**

This course explores the scientific inquiry into normal human development, including mental processes and behaviors from conception through the end of life. A life span developmental psychologist's perspective guides this exploration of issues including the physical, cognitive, emotional, behavioral, and social aspects of human development. Prerequisite: PSY 1500 General Psychology

**PSY 2511 Psychology of Adjustment, 3 credits**

This course focuses on healthy, desirable and effective human behaviors. Students are introduced to the study of adjustment through discussion of science, a description of the area of adjustment, and introduction to critical evaluation and a summary of major psychobiological theories. This course further covers individual behaviors,

including topics on self-control, stress and emotional reactions; self-image, self-deception, and life-span development. Lastly, the class explores adjustment in areas of marriage, sex, interpersonal relationships, and society as a whole. Prerequisite: PSY 1500 General Psychology

**PSY 2512 Forensic Psychology, 3 credits**

This course considers the application of psychology to law and the legal system. It focuses on uses of psychology in civil commitment proceedings and various aspects of the criminal justice system. Applications of psychology to law enforcement, to the courts and to corrections are discussed. Subjects covered include topics such as determining criminal responsibility, employment testing, jury selection and decision making, witness credibility and competency, crime-related issues, family law issues, explaining criminal behavior, and correctional psychology. Prerequisite: PSY 1500 General Psychology

**PSY 2513 SpTp: Gender Psychology, 3 credits**

This course explores current issues and research findings concerning the psychology of gender. Students will learn about competing theoretical models of gender differences and review empirical findings that support or fail to support common beliefs about gender. Special issues pertinent to gender, such as parenting, work, sexual orientation, violence, and culture are also explored. Prerequisite: PSY 1500 General Psychology.

**PSY 2514 SpTp: Physiological Psychology, 3 credits**

Studies in physiological psychology explore the intersection of mind and matter in human experience, leading alternatively to reductionist interpretations of mind as matter and suggestions of mind as quantum consciousness. This course is grounded in a study of the biological (especially neurological) concomitants of behavior but also pursues philosophical questions related to transduction, the transformation of physical energy into self-awareness, thoughts, feelings, and behaviors. Prerequisite: PSY 1500 General Psychology

**PSY 2516 SpTp: Cane & Able: Culture and Disability), 3 credits, GE 7**

Historically, people with disabilities have been killed, isolated, and exempted from citizenship by the allegedly able-bodied. To better understand disability's pervasive role in our knowledge, values, and perceptions of others, students take a multi-media and interdisciplinary approach to examining disability in its multiple forms—the visible and invisible, physical and cognitive, psychological and social. Prerequisites: PSY 1500 General Psychology; ENG 1001 Composition I. Crosslisted with ENG 2516.

**PSY 2521 SpTp: Death & Dying: Psych Perspective, 3 credits**

This course represents an interdisciplinary approach to the study of death and dying encompassing perspectives from anthropology, mythology, religion, medicine, law, sociology, ethics, philosophy, and psychology. Topics include definitions of death, cross-cultural and anthropological beliefs about death, euthanasia, suicide, reincarnation, medical and moral obligations surrounding death, and the impact of media on the American culture of death-denial and death-avoidance. Prerequisite: PSY 1500 General Psychology

**PSY 2522 SpTp: Ecopsychology, 3 credits**

Ecopsychology integrates principles from psychology and ecology to study relationships between mental health and the environment. This course explores the study of ecopsychology from multiple perspectives of psychological and environmental theory. Prerequisite: PSY 1500 General Psychology

**PSY 2707 Introduction to Research Methods, 3 credits**

Students learn the basic concepts and procedures used to conduct and evaluate research in the social sciences. Emphasis is placed on traditional research methods, use of quantitative data analysis, applying sound experimental design in order to produce interpretable results, and evaluating scientific claims. Prerequisites: PSY 1500 General Psychology and MAT 1004 Elementary Statistics.

**REL 1003 PE, Sport, Recreation & Leisure, 3 credits**

This course is designed to introduce the field of physical education, sport, recreation, and leisure studies. Lectures, seminars, and observations focus on philosophical, historical, and current issues and practices. This course also provides laboratory experiences during which students explore career options in the field.

**REL 1014 Summer Camp Leadership, 2 credits**

This course prepares students in the field of summer camp counseling by presenting the philosophy, objectives, and problems in the field. Students have opportunities to acquire skills and leadership essential in camp life.

**REL 1016 Motor Learning, 3 credits**

Students learn terminology, concepts, and basic principles common to motor development, sensory and motor systems, motor control, and other conditions influencing motor skill acquisition in physical education and athletics.

**REL 1505 Philosophy of Sport, 3 credits**

This course covers the basic philosophy, principles, and organization of athletics as integral parts of physical education and general education; state, local and national regulations and policies related to athletics; legal considerations; function and organization of leagues and athletic associations in New York State; personal standards for the responsibilities of the coach as an educational leader; public relations; general safety procedures, general principles of school budgets, records, purchasing and use of facilities. This course is required of all non-physical education certified teachers who coach athletic teams at any level in New York State schools.

**REL 1507 Health Sciences Applied to Coaching, 3 credits**

This course covers selected principles of biology, anatomy, physiology, kinesiology, psychology, and sociology related to coaching, human growth and development, training and conditioning of athletes.

**REL 1509 Theory and Techniques of Coaching, 3 credits**

The introductory classroom phase of this course covers the basic concepts common to all sports. A history of interschool athletics in New York State, objectives, rules, regulations and policies; teaching methods, performance skills; technical information (offense, defense, strategy, etc.); organization and management of practices; special training and conditioning of athletes in the specific sport; care and fitting of equipment; special safety precautions; and officiating methods are included. This course may include an internship in the specific sport under the supervision of a master coach or director of physical education as a substantial portion of the course hours.

**REL 1510 Essentials of Personal Training I, 3 credits**

Students study functional anatomy, biomechanics, muscle physiology, the endocrine system, bioenergetics, cardiovascular physiology, energy yielding nutrients, non-energy yielding nutrients, nutritional supplementation, body composition and weight management. This course is the first of two courses that, upon successful completion of both courses, will allow a student to sit for the National Council on Strength and Fitness (NCSF) personal training certification exam.

**REL 1511 Essentials of Personal Training II, 3 credits**

Students study pre-exercise screening and test considerations, physical fitness assessment, exercise programming components, flexibility, cardiovascular training, anaerobic training, resistance training programming, and working with special populations. This course is the second of two courses that, upon successful completion of both courses, will allow a student to sit for the National Council on Strength and Fitness (NCSF) personal training certification exam.

**REL 1601 Physical Fitness & Wellness, 2 credits**

This course is based on learning and practicing personal responsibility for one's own physical fitness and wellness. Students are guided and motivated to make positive behavior decisions related to cardiovascular exercise, weight control, and stress management. Emphasis is on reducing or eliminating high risk lifestyle behaviors such as smoking, stress, obesity, negative nutrition, and alcohol and drug abuse. Crosslisted with PED 1601.

**REL 1801 Advanced First Aid and CPR, 3 credits**

Students complete the National Safety Council program in Advanced First Aid and American Heart Association BLS for the Healthcare Provider (Cardiopulmonary Resuscitation). Topics covered include: respiratory emergencies, emergency action principles, diagnostic and vital signs, bleeding control, shock, poisoning, burns, fractures, and the related skills and techniques to administer first aid care in many common accidents and sudden illness situations. This course may lead to certification in National Safety Council Advanced First Aid and American Heart Association BLS Health Care Provider.

**REL 2005 Management of Event Operations, 3 credits**

In this course, the student is introduced to the principles of management with regard to event and tournament operations. Public, private and commercial organizations are studied. Students focus on all aspects of successful event and tournament planning and organization, implementation, and control. Students demonstrate facility planning and management, marketing, personnel management, financial management and legal aspects of a successful event or tournament. Course objectives are met through lecture, demonstration, guest lecturers and experiential learning models. Prerequisite: REL 1003 PE, Sport, Recreation & Leisure

**REL 2104 Therapeutic Recreation, 3 credits**

This is an introductory course in which students study philosophical, theoretical and historical foundations of programs where special problems and needs exist. The role of physical education, sport and recreation as a treatment, rehabilitation, and therapeutic modality is studied in settings such as hospitals, nursing homes, special schools, correctional facilities, and other institutional and community programs. Students who earned SCCC credit

for REL 2103 should not take this course. Prerequisite: REL 1003 PE, Sport, Recreation & Leisure

**REL 2202 Sport & Event Practicum, 1 credit**

This course provides an introduction to game and event administration. This course requires a minimum of 50 hours of on-site sport administration assisting in the planning, organizing and implementation of Sullivan County Community College intercollegiate athletics or other pre-approved events.

**RES 2200 Fundamentals of Respiratory Care I, 3 credits**

Students acquire an introductory understanding of respiratory care, including history of the profession, ethical and legal responsibilities of the respiratory therapist, medical terminology, and basic respiratory care procedures. Prerequisites: SCI 2124, A&P I; and SCI 1305, Physics for Health Sciences. Corequisites: RES 2201, Funds of Respiratory Care I Lab.

**RES 2201 Fundamentals of Respiratory Care I Lab, 0 credit**

Laboratory activities include applications of aerosols, medical gases, ultrasonic nebulizers, IPPB devices, chest physiotherapy, resuscitation, and oxygen administration. Prerequisites: SCI 2124, A&P I; and SCI 1305, Physics for Health Sciences. Corequisites: RES 2204, Cardiopulmonary Physiology, and RES 2202, Cardiopulmonary Pharmacology.

**RES 2202 Cardiopulmonary Pharmacology, 2 credits**

This course is designed to familiarize the student with medications commonly used in Cardiopulmonary Care. It includes patient assessment of need, indications, contraindications, actions, side effects and hazards for each medication discussed. The student will also identify age appropriate dosing and routes of administration for each drug. The course includes an introduction to the pharmacological aspect of Advanced Cardiac Life Support according to the Guidelines of the American Heart Association. Prerequisites: SCI 2124/5, A&P I and Lab. Corequisites: RES 2204, Cardiopulmonary Physiology.

**RES 2204 Cardiopulmonary Physiology, 3 credits**

This course emphasizes the cardiopulmonary system and acid-base balance applied to and correlated with patient pathology. Prerequisites: SCI 2124/5, A&P I and Lab. Corequisites: RES 2202, Cardiopulmonary Pharmacology.

**RES 2400 Fundamentals of Respiratory Care II, 3 credits**

The students learn to assess, intervene, and evaluate patients with impaired respiratory function. It is a continuation of RES 2200 and expands on the practical application of respiratory care procedures. Prerequisite: RES 2200, Fundamentals of Respiratory Care I. Corequisite: RES 2401, Fundamentals of Respiratory Care II Lab.

**RES 2401 Fundamentals of Respiratory Care II Lab, 0 credit**

Laboratory activities include applications of oxygen therapy, humidity and aerosol therapy, IPPB, chest physiotherapy, prophylactic deep breathing maneuvers, and cardiopulmonary resuscitation. Prerequisites: RES 2200/1 Fundamentals of Respiratory Care I and Lab. Corequisite: RES 2400 Fundamentals of Respiratory Care II.

**RES 2402 Medical Ethics and Administration, 2 credits**

Students learn the principles of ethical theory and administrative standards as they apply to health care and the management of the respiratory care department. Prerequisite: RES 2200, Fundamentals of Respiratory Care I.

**RES 2404 Mechanical Ventilation, 4 credits**

This course is designed to familiarize the respiratory care student with all forms of advanced life support systems. Main topics include: Classification and operation of a variety of mechanical ventilators, clinical maintenance and troubleshooting of mechanical ventilators, and clinical management of patients receiving advanced life support to include ventilator commitment and weaning procedures. A letter grade of "C" or better is required for graduation. Open only to matriculated Respiratory Care students. Prerequisites: RES 2200, Fundamentals of Respiratory Care I, and RES 2202, Cardiopulmonary Pharmacology. Corequisite RES 2400 Fundamentals of Respiratory Care II.

**RES 2600 Clinical Rotation I, 12 credits**

Clinical courses are taught on a rotational basis. The first rotation includes the following four modules: Clinical Therapeutics for Respiratory Care, Introduction to Critical Care, Neonatal & Pediatric Respiratory Care, and Clinical Management of Cardiovascular Diseases. The sequence of courses will vary for each student. Prerequisites: RES 2400, Fundamentals of Respiratory Care II, RES 2404, Mechanical Ventilation, and permission of instructor. Corequisite: RES 2602, Diseases of Cardiopulmonary System.

**RES 2602 Diseases of Cardiopulmonary System, 3 credits**



This course deals with a number of specific pulmonary diseases such as asthma, pulmonary emphysema, adult respiratory distress syndrome, congenital anomalies and others. The short-term and long-term treatment of the condition is covered. Special emphasis is given to the role of the respiratory care practitioner in the management of these conditions. Prerequisite: RES 2204, Cardiopulmonary Physiology. Corequisite: RES 2600, Clinical Rotation I.

### **RES 2800 Clinical Rotation II, 12 credits**

Clinical courses are taught on a rotational basis. The second rotation includes the following four modules: Pulmonary & Diagnostic Medicine, Pulmonary Rehabilitation & Home Care, Advanced Critical Care, and Clinical Independent Study. The sequence of courses will vary for each student. Prerequisites: RES 2600, Clinical Rotation I, and permission of instructor. Corequisite: RES 2802, Current Concepts of Respiratory Care.

### **RES 2802 Current Concepts of Respiratory Care, 3 credits**

This course is designed to keep the potential Respiratory Care practitioner informed of current trends in Respiratory Care. Close attention will be paid to the latest developments in the therapeutic modalities of diseases affecting the respiratory and cardiovascular systems. Open only to matriculated Respiratory Care students. Prerequisites: RES 2400, Fundamentals of Respiratory Care II, and RES 2404, Mechanical Ventilation. Corequisite: RES 2800, Clinical Rotation II.

### **SCI 1005 Environmental Geology, 4 credits, GE 2**

This course provides an introduction to environmental issues from a geological perspective. Water, mineral, soil and energy resources and conservation, waste disposal, land reclamation, land-use planning, and geological hazards are covered. Scientific principles necessary for the understanding of the geological aspects of environmental problems are emphasized. Lab activities include exercises on natural hazards, natural resources and land use planning using topographic and geologic maps and rock and mineral samples.

### **SCI 1018 Introduction to Physical Geology, 4 credits, GE 2**

Students in this introductory course in physical geology investigate earth's materials, changes in the surface and the interior of earth, and the forces and processes that cause these changes. Topics covered include the theory of plate tectonics, volcanoes, earthquakes, weathering and erosion, glaciers, streams, wind and deserts, waves and coastlines, the sea floor, mountain formation, rock formation, and earth history. Laboratory activities include the identification of rocks, minerals, and fossils, use of topographic and geologic maps, use of computers to obtain data on global geologic activity, work with models to investigate earth's processes, and field trips to local areas of geologic interest.

### **SCI 1020 Introduction to Meteorology, 4 credits, GE 2**

Students acquire a basic understanding of weather and climate and the forces that create them. Topics include the dynamics of the atmosphere, macro and micro causes of weather, macro and micro causes of climate, and climatic classification. Lab activities include collecting and interpreting data and working with models to simulate weather phenomena. This course is designed to meet the needs of both majors and non-majors.

### **SCI 1024 Nutrition, 3 credits, GE 2**

Students explore carbohydrates, lipids, proteins, vitamins, minerals, and water as well as their functions within the body, with an emphasis placed on current dietary recommendations for maximizing well-being and minimizing the risk of chronic disease. Additional topics include: making healthy food choices, basic elements of food safety, functions of the human digestive system, principles of energy balance, requirements for improved fitness, and meeting the unique nutritional needs of individuals from various life stages and cultures. This course meets Gen Ed 2, Natural Sciences, when taken with SCI 1025 Nutrition Lab.

### **SCI 1025 Nutrition Laboratory, 1 credit, GE 2**

Students will perform exercises that complement the material studied in lecture. Topics include: data analysis, food chemistry, food microbiology, the physical properties of food, and healthy menu planning. This course meets GE 2 when taken with SCI 1024 Nutrition.

### **SCI 1028 Introduction to Astronomy, 4 credits, GE 2**

This course introduces the student to the tools, history, methods and objects of astronomy. Topics covered include the study of the origin of modern astronomy; telescopes, spectrosopes, space probes, and other astronomical tools; structures, characteristics and cycles of the sun, moon, and other solar system members; properties, structure, formation, and death of stars; galaxies, constellations; and an introduction to cosmology. Laboratory activities include work with astronomical models, telescopes and spectrosopes; use of computers for simulations and to obtain current astronomical data; use of photographs, maps, models and first-hand observations to study the moon, the sun and sunspots, seasons, planets, constellations, and galaxies; and several outdoor observing

sessions.

**SCI 1040 SpTp: Biology and Contemporary Issues, 4 credits, GE 2**

Modern developments in the field of life science have initiated controversy regarding topics in biology. Students in this course examine a number of issues of interest to the general public, the medical field, and the political arena. Topics are studied from an historical perspective, a biological perspective, and a modern societal perspective. Topics include genetic engineering, genetically modified foods, cloning, *in vitro* fertilization, stem cell use, and diseases such as Lyme, SARS, and Avian Flu. Laboratories include the examination of the scientific method, laboratory procedures, and experimental design.

**SCI 1042 SpTp: Chemistry of Everyday Life, 4 credits, GE 2**

In this course students learn the principles of chemistry as they apply to everyday life. It is intended for students who have never taken a chemistry course and who do not intend to major in any scientific field, but who would like to learn what chemistry is and how it affects the world we live in. Focus will be upon finding answers to common chemical phenomena such as what causes an egg to crack if boiled too rapidly; why does iodine and barium enhance CAT scans; why does carbonated drinks go flat as they warm; what puts the blue in blue-jeans; why is vinegar recommended for cleaning coffee makers and steam irons; what does pH stand for; why are general anesthetics administered as gases; what causes the fizz when an antacid is dissolved in water; what causes an instant ice-pack to cool; why do light sticks glow; and many others. The lab experiments use a variety of everyday substances (as well as a few non-common substances) and introduce some of the methods chemists might use to test the properties of these substances. Each lab experiment will provide students with direct hands-on experience in the application of the scientific and chemical principles learned in lecture, observation, hypothesis, measurement and evaluation of physical and chemical properties and changes, chemical bonding, chemical reactions, etc.

**SCI 1050 Introduction to Biology I, 4 credits, GE 2**

This course provides an understanding of basic biological processes and principles for non-science majors. Topics covered include: the scientific method, the chemical and cellular basis of life, mitosis and meiosis, Mendelian genetics, DNA structure and function, and evolution. Corequisite: SCI 1051 Introduction to Biology I Lab

**SCI 1051 Introduction to Biology I Lab, 2 lab hours, GE 2**

Students in this course engage in basic laboratory work in which lecture topics are illustrated. Corequisite: SCI 1050 Introduction to Biology I

**SCI 1111 General Botany, 4 credits, GE 2**

This course provides an introduction to the study of the anatomy, physiology, ecology and evolution of plants with emphasis on comparative morphological relationships of major plant groups. This course is designed for science-oriented students. Laboratory work includes the study of plant structure and function, experimental and herbarium techniques.

**SCI 1113 General Zoology, 4 credits, GE 2**

The course serves as an introduction to the study of the comparative anatomy and physiology, evolution, ecological relationship, and behavioral patterns of representative invertebrates and vertebrates. Laboratory work includes comparative studies on representative major groups and makes extensive use of living material. This course is designed for science-oriented students.

**SCI 1117 Introduction to Marine Biology, 4 credits, GE 2**

This course provides an introduction to the study of marine organisms and their adaptations to various habitats including intertidal, pelagic, deep sea, and coral reefs. The history of human exploitation of marine organisms and habitats is reviewed. Laboratory work includes selected exercises and experiments that illustrate the principles of marine biology and the anatomy of representative marine organisms. A field trip to study coastal environments is scheduled.

**SCI 1124 Principles of Biology I, 4 credits, GE 2**

This course provides an intensive study of the fundamental principles of biology, emphasizing structure, function, processes and interaction. Topics include: chemical relationships, cell biology, reproduction, respiration, molecular and classical genetics, and evolution. Laboratory exercises are designed to exemplify aspects of lecture topics. These include examination of cells, tissue types, mitotic and meiotic stages, measurement of photosynthesis and respiration, and other topics. This course is designed both for students who intend to specialize in science and for those who want to obtain a thorough knowledge of biology as part of their general education. It is intended for students who successfully completed high school Regents Biology. This course is not open to students taking Developmental English, DMA 0902, or DMA 0904. With SCI 2152 Principles of Biology II, this course provides a solid foundation for upper division courses in biology. Prerequisites: Students must have demonstrated proficiency

in Basic Arithmetic (DMA 0902) or higher; and completed High School Biology/Living Environment with a grade of 70% or higher, or SCI 1050/1051 Introduction to Biology with a C or better; or permission of instructor.

#### **SCI 1141 Genetics, 4 credits**

Topics covered in this course include the structure, replication and function of the genetic material, regulation of gene expression, genetic control of cellular function and differentiation, genetic re-combination, human, and population genetics. This course requires mathematics competency. Laboratory experience involves the analysis of genetic systems using a variety of organisms such as *Drosophila melanogaster*, *Neurospora* and *Escherichia coli*. This course requires mathematics competency.

#### **SCI 1145 Biology of Birds and Lab, 4 credits, GE 2**

This course covers the biology of birds with emphasis on identification, morphology, the annual cycle, classification, populations, and migration. Making extensive use of videos, students experience the visual, auditory, and environmental aspects of birds found around the world. The laboratory focuses on bird identification using song, visual clues, behavioral, and habitat differences.

#### **SCI 1180 Natural History of the Catskills, 4 credits**

In this place-based course, students examine the patterns and processes on local landscapes from an interdisciplinary perspective, with an emphasis on ecology, geology, soil science, plant ecology, and ecosystem geography. The identification, life history, distribution, abundance, behavior, and inter-relationships of various species are included in course. Historical and current human-landscape interactions are also explored. Lab activities include collecting and interpreting data related to the ecology, geology, soil science, plant ecology, and ecosystem geography of the Catskills. Students also participate in exercises related to cultivating a sense of place. Lab activities include collecting and interpreting data related to the ecology, geology, soil science, plant ecology, and ecosystem geography of the Catskills. Students also participate in exercises related to cultivating a sense of place. Crosslisted with SUS 1180.

#### **SCI 1202 General Chemistry I, 4 credits, GE 2**

Topics covered include elements, compounds, molecules, chemical reactions and stoichiometry, redox reactions, thermochemistry, quantum theory, atomic electron configurations and periodicity, chemical bonding and molecular structure including orbital hybridization and molecular orbitals. Laboratory experiments emphasize topics covered in the lecture and include basic laboratory techniques, identification of substances by physical properties, separation of components of a mixture, chemical reactions, chemical formulas, percent yield, chemicals in everyday life, gravimetric analysis, paper chromatography, molecular geometrics, and activity series. Students should have successfully completed high school Regents Chemistry. Prerequisite: High school Regents Chemistry. Corequisite: MAT 1205 College Algebra and Trigonometry or equivalent.

#### **SCI 1204 Chemistry for Health Sciences, 4 credits GE 2**

In this course students utilize an inquiry approach to the learning of chemical principles with examples and case studies taken from the health sciences. Material covered is divided into three parts: general chemistry, organic chemistry and biochemistry with emphasis on the relevance of each to the health professions. Topics covered include bonding, reactions, gas laws, solutions and pH. Naming of organic compounds, functional groups and reactions provide a foundation for the study of biochemistry. Laboratory experiments illustrate basic concepts relevant to the allied health science fields including nursing, respiratory therapy, radiological technology, etc. Hands-on activities are assigned and lab reports are required to complete the assignments.. Prerequisite: DMA 0995 Basic Algebra, or 1 year of NYS Regents level high school mathematics.

#### **SCI 1300 Noncalculus Physics I, 4 credits, GE 2**

This course is a study of the fundamental principles and analytical methods of physics. Topics include vector algebra, mechanics, Newton's laws of motion, kinematics, energy and momentum. The laboratory work parallels topics covered in the lecture. Students should have successfully completed three years of high school Regents math, MAT 1205 or permission of the instructor. Prerequisite: MAT 1205 College Algebra and Trigonometry.

#### **SCI 1302 Calculus Physics I, 4 credits, GE 2**

Topics include vector algebra, one and two dimensional kinematics, Newton's Laws, work, kinetic and potential energy, conservation of energy, momentum and impulse, and gravitation. Laboratory work parallels topics covered in the lecture. Corequisites: MAT 1301 Analytical Geometry & Calculus.

#### **SCI 1305 Physics for Health Sciences, 4 credits, GE 2**

In this course, health technology students become familiar with physical concepts in static and dynamic fluids, ideal gases, energy, and thermodynamics through a problem-solving approach. The student's understanding is reinforced by weekly experiments in which he or she gains laboratory skills and experience in the analysis of data.

Laboratory work parallels topics covered in the lecture. Prerequisite: DMA 0995 Basic Algebra, or 1 year of NYS Regents level high school mathematics.

### **SCI 1515 Environmental Science, 4 credits, GE 2**

This course provides an examination of the interactions of organisms with each other and the environment and the role they play in regulating and maintaining environmental conditions. The central focus is on the role played by humans as a force in causing, correcting, and preventing environmental damage. Laboratory exercises include observation and collection trips to polluted and nonpolluted ecosystems, examination of field collections, field trips to landfills, water and wastewater treatment facilities.

### **SCI 1640 Introduction to Forensic Science, 4 credits, GE 2**

Students are introduced to the scientific fields, principles, instrumentation, and methods found in a modern full-service forensic laboratory. Both the lecture and laboratory emphasize various applications of scientific methods and expertise to the examination and analysis of physical evidence used to assist the courts in making legal decisions. The contributions of forensic pathology, toxicology, biology, chemistry and engineering are covered and relevant laboratory tests are demonstrated or conducted. Legal and ethical issues in forensic science are included. Laboratory sessions in forensic science include observation, hypothesis development and testing, measurement and data collection, experimentation, and evaluation and analysis of evidence collected from crime scenes, from suspects, and from victims. Labs include examination, qualitative and quantitative analysis of physical evidence such as documents, inks, and papers; illicit drugs and poisons; blood and other bodily fluids; hair and fibers; tire and toolmarks; evidence collected in postmortem examinations; and microanalysis of trace evidence. Students learn accident reconstruction techniques, handwriting analysis and procedures for pre-sentence investigations. Prerequisites: Any college chemistry course or SCI 1050 Introduction to Biology I, and SCI 1051 Introduction to Biology I Lab, or SCI 1124, Principles of Biology.

### **SCI 1701 Science and Civilization: Present and Future, 3 credits, GE 3**

Students study the state of the world and its future direction as determined by the driving forces of science, technology and overall human activity and their relationships to world ecology. Students discuss the interactions among science policy, technology, politics and economics. They also study the potential for sustainable human civilization. Crosslisted with SOC 1701.

### **SCI 1703 Contemporary Health, 3 credits**

This course covers issues which affect health. Topics include wellness, substance use and abuse, environmental pollution, cardiovascular and reproductive diseases, genetic defects, stress management, planning diet and fitness programs, and adapting to death and dying. Students will receive information to enable them to make informed decisions concerning their personal, physical and emotional states of health.

### **SCI 1814 Technical Physics I, 4 credits**

This course is designed for technology students at an introductory level covering measurements, equilibrium of a rigid body, kinematics, work and energy and other selected topics. Laboratory work to exemplify topics in the lecture. Prerequisite: a working knowledge of algebra and trigonometry, MAT 1205 College Algebra and Trigonometry, or permission of instructor.

### **SCI 1824 Fundamentals of Chemistry I, 4 credits, GE 2**

Fundamentals of general and inorganic chemistry are covered to provide students with the knowledge necessary to understand the chemical basis of environmental problems. Subjects include matter and energy, atomic structure, nuclear chemistry, chemical formulas, equations and stoichiometry, acids and bases, oxidation and reduction, earth chemistry. The laboratory experiments provide students with hands-on experience in the application of the chemical principles learned in lecture: measurements; physical and chemical properties and changes; chemical bonding; chemical reactions, etc.

### **SCI 1922 Introduction to Ecology, 4 credits, GE 2**

This course is an introduction to the fundamentals of ecology. Students acquire a working knowledge of the systems that govern interactions within and among living organisms and the environment. They explore how the biotic and abiotic environments can affect an organism's life cycle, and study how ecological processes affect individuals, populations, communities, ecosystems and the planet. Emphasis is placed on how environmental interactions have contributed to the complexity of living systems and how anthropogenic disturbance threatens the environment and the existence of life. Topics include the ecology of individuals, populations, communities, and ecosystems. In addition, there is a focus on terrestrial and aquatic biomes and an introduction to aspects of applied ecology. Laboratory and fieldwork emphasize methods of acquiring, analyzing, and interpreting ecological data.

### **SCI 2030 Introduction to Oceanography, 3 credits**

This course provides an introduction to the physical, chemical, and biological aspects of the marine environment. Topics include early explorations, geological and astronomical background, water dynamics, heat budget and thermal processes, mineral and biological resources, pollution, habitat destruction and the importance to sustainable development. This course does not include a laboratory component. Prerequisite: SCI 1202 General Chemistry I or SCI 1824 Fundamentals of Chemistry I

### **SCI 2050 Introduction to Biology II, 4 credits, GE 2**

This course is a continuation of SCI 1050. Topics include human anatomy and physiology with units on the cardiovascular system, the respiratory system, the digestive system, the immune system, the nervous system, the excretory system, and the reproductive system. Topics also include ecology with units on communities and ecosystems, and population ecology. The lab builds upon skills acquired in Introduction to Biology I Lab. The lab consists of more advanced laboratory work. Experimental technique is stressed. This course is intended for non-science majors. Prerequisites: SCI 1050 Introduction to Biology I and SCI 1051 Introduction to Biology Lab.

### **SCI 2110 Field Biology, 3 credits, GE 2**

This field-oriented course covers the study of the flora and fauna of local aquatic and terrestrial habitats. Classroom topics include introductory ecological principles, taxonomy and conservation. Laboratory work includes techniques of observation, collection, preservation, field identification, and environmental analysis. Laboratory work includes techniques of observation, collection, preservation, field identification, and environmental analysis. Prerequisites: SCI 1111 General Botany or SCI 1113 General Zoology or SCI 1124 Principles of Biology I or SCI 1515 Environmental Science or permission of instructor.

### **SCI 2112 Evolutionary Biology, 4 credits**

This course is a study of the fundamental principles of evolution. Students learn about the history of evolutionary thought, evidence for evolution, natural selection, variation, population genetics, genetic drift, sexual selection, speciation, phylogeny, co-evolution, extinction, and the history of life on earth. The course includes one discussion hour. Prerequisites: SCI 1124/SCI 1125 Principles of Biology I and Lab with "C" or better or permission of instructor **AND** MAT 1001 College Mathematics or MAT 1205 College Algebra and Trigonometry or permission of instructor

### **SCI 2113 Microbiology, 4 credits, GE 2**

Students study the biology of microorganisms, with an emphasis on bacteria. Topics include the history of microbiology as well as microbial structure, growth, nutrition, metabolism, and genetics. Students also study human-microbial interactions including important human pathogens, disease transmission and control, immunity, and serology. In the laboratory, students learn basic microscopy skills and proper aseptic techniques to safely handle and culture microorganisms for identification and experimentation. Lab exercises demonstrate growth requirements, differential tests, methods of growth control, quantitative techniques, microbial genetics, and the use of clinical assays. Prerequisite: SCI 1124 with a C or better, OR Advanced Placement Biology with an exam score of 4 or 5, OR permission of the instructor.

### **SCI 2120 Human Performance – A & P I, 4 credits**

Primarily for Physical Education majors. This course does not satisfy requirements for Nursing AAS or Liberal Arts and Sciences AS degree programs. This is the first course of a one-year, lecture-laboratory sequence. Lecture topics include homeostasis, chemistry, cells, tissues, the integumentary system, the skeletal system, the muscular system, the nervous system, and the special senses. Particular emphasis is placed on the role these systems play in human athletic performance. Laboratory work includes body organization, structure and function of the human skeletal, muscular, and nervous systems, general sensation and the special senses. A dissection of a representative mammal will augment the study of these systems. Prerequisites: SCI 1050 Introduction to Biology I and SCI 1051 Introduction to Biology Lab, OR SCI 1124 Principles of Biology I.

### **SCI 2122 Human Performance – A & P II, 4 credits**

Primarily for Physical Education majors. This course does not satisfy requirements for Nursing AAS or Liberal Arts and Sciences AS programs. This is the second course of a one-year, lecture-laboratory sequence. Lecture topics include the endocrine system, the respiratory system, the digestive system, the cardiovascular system, the urinary system, fluid and electrolyte balance, and metabolism. Particular emphasis is placed on the role these systems play in human athletic performance. Laboratory work includes the study of the structure and function of the human endocrine, cardiovascular, digestive, and respiratory systems. Experiments include cardiovascular physiology, and respiratory physiology. A dissection of a representative mammal will augment the study of these systems. Prerequisite: SCI 2120 Human Performance – A & P I.

### **SCI 2124 Human Anatomy & Physiology I, 4 credits**

This course is the first part of a two-semester course in the study of the structures of the human body and their functions. In this course students investigate the major systems, organs, cavities, regions, and surface landmarks

of the human body. Students examine the anatomy and physiology of the cells, tissues, and membranes of the human body as well as the following body systems in detail: integumentary, skeletal, muscular, nervous, and endocrine. The laboratory portion of this course introduces all of the body systems, their component organs, and their major functions. Students examine chemical principles, cells and their component parts, and the tissues of the body and investigate the anatomy and physiology of the following systems in detail: the integumentary, skeletal, muscular, nervous, and endocrine systems. Lab activities include dissection of animal specimens, preparation and observation of microscope slides, and the study of diagrams, models, and specimens of the human body and its parts. Prerequisites: SCI 1124 with a C or better, OR Advanced Placement Biology with an exam score of 4 or 5, OR permission of the instructor.

#### **SCI 2126 Human Anatomy & Physiology II, 4 credits**

This course is the second part of a two-semester course in the study of the structures of the human body and their functions. Students examine specific and non-specific defense mechanisms; fluid, electrolyte, and acid-base balance; and human development and inheritance as well as the anatomy and physiology of the following body systems in detail: cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. In the laboratory portion of this course students examine the anatomy and physiology of the following systems: cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Lab activities include dissection of animal specimens, preparation and observation of microscope slides, and the study of diagrams, models, and specimens of the human body and its parts. Prerequisites: SCI 2124 Human Anatomy & Physiology I or permission of the instructor.

#### **SCI 2128 Human Biology, 4 credits**

This course provides a one-semester introduction to human anatomy and physiology geared to meet the needs of Medical Assistant students. This course does not satisfy requirements for Nursing AAS or Liberal Arts and Sciences AS degree programs. It is also appropriate as a science elective for non-science majors who meet the prerequisites. Students study the organization of the human body, homeostasis, cells and tissues, and anatomical terminology. They also examine the basic structure and functions of all eleven organ systems. In the laboratory portion of this course students examine and identify representative models and specimens of cells, tissues, organs, and organ systems. Select laboratory exercises demonstrate important aspects of organ system functioning. Prerequisites: SCI 1050 Introduction to Biology I and SCI 1051 Introduction to Biology I Lab, or SCI 1124 Principles of Biology I.

#### **SCI 2152 Principles of Biology II, 4 credits, GE 2**

This course provides a continuation of Principles of Biology I. Topics include evolution, the nature of plant and animal systems, ecological principles, and behavioral ecology. The laboratory portion of this course provides a continuation of Principles of Biology I Laboratory. Students apply the scientific method to understand, perform, and design experiments. Laboratory exercises exemplify aspects of lecture topics. Laboratory topics include evolution, an examination of plant and animal structures and processes, population ecology, and animal behavior. Prerequisites: SCI 1124 Principles of Biology I.

#### **SCI 2202 General Chemistry II, 4 credits, GE 2**

Covered topics include gases, intermolecular forces in liquids and solids, solutions, chemical kinetics and mechanisms, chemical equilibria, acids and bases, precipitation reactions (solubility product), chemical thermodynamics, and electrochemistry. Laboratory experiments include both hands-on exercises: molecular bonding and structure, gas laws-molar mass, chemical kinetics, chemical equilibrium, acid-base titration, electrochemistry, qualitative analysis: anions and cations; and video/computer experiments: thermometric titrations, magnetochemistry, kinetics using spectrophotometry, chemical equilibrium-esterification, electrochemical cells. Prerequisite: SCI 1202 General Chemistry I.

#### **SCI 2208 Organic Chemistry I, 4 credits, GE 2**

Students study carbon compounds and chemical bonds, hybridization, molecular structure, saturated and unsaturated hydrocarbons, functional groups, acids and bases, conformations of cyclohexane, stereochemistry and chirality, nucleophilic substitution and elimination reactions of alkyl halides, and radical reactions. Laboratory experiments are designed to develop skills and teach the techniques and equipment used by the organic chemist: crystallization, extraction, distillation; the basic instrumental methods of chromatography, infrared, nuclear magnetic resonance and mass spectroscopies are taught with computer simulations. Additionally, students are introduced to qualitative organic analysis. Prerequisites: SCI 1202 General Chemistry I, and SCI 2202 General Chemistry II.

#### **SCI 2210 Organic Chemistry II, 4 credits, GE 2**

This course entails the study of the properties, syntheses and addition reactions of alkenes and alkynes, addition polymers from alkenes, alcohols and ethers, carbonyl compounds - oxidation/ reduction and organometallic compounds, conjugated unsaturated systems, concept of aromaticity and electrophilic aromatic substitution. IN the

laboratory portion of this course, students concentrate on isolation of natural products (eugenol from cloves) and chemical synthesis: cis-1, 2-cyclohexanediol, a multistep synthesis of sulfanilamide, sodium borohydride reduction of acetophenone to 1-phenylethanol, preparation of a Grignard reagent (phenylmagnesium bromide), Grignard synthesis of iodobenzene, Diels-Alder synthesis of 4-cyclohexene-1, 2-dicarboxylic acid anhydride. Prerequisite: SCI 2208 Organic Chemistry I.

**SCI 2300 Noncalculus Physics II, 4 credits**

This course provides a continuation of SCI 1300. Topics covered include heat, temperature, thermodynamics, wave motion, static and current electricity, Gauss's Law, and magnetism. Laboratory work parallels topics covered in the lecture portion of this course. Prerequisite: SCI 1300 Noncalculus Physics I.

**SCI 2302 Calculus Physics II, 4 credits, GE 2**

Topics include temperature and heat, thermodynamics, wave motion, static and current electricity and magnetism. Laboratory work parallels topics covered in the lecture portion of this course. Prerequisite: SCI 1302 Calculus Physics I.

**SCI 2826 Fundamentals of Chemistry II, 4 credits, GE 2**

This course assumes the fundamentals covered in SCI 1824 and adds the fundamentals of organic chemistry. Subjects include organic chemistry, polymers/plastics, energy, air and water pollution, biochemistry, recombinant DNA technology, food chemistry, fitness and health, drugs/chemotherapy, poisons/chemical toxicology. The laboratory portion of this course is a hands-on experience with experiments in general, organic, and biochemistry. General: kinetics, equilibrium; organic: alcohols and phenols, carboxylic acids, amines, aldehydes and ketones, synthesis of nylon; biochemistry: biochemical catalysts, enzymes, biochemical analysis of foods: milk, peanuts, etc. Prerequisite: SCI 1824 Fundamentals of Chemistry I.

**SOC 1200 Social Justice and Biocultural Diversity, 3 credits, GE 6**

Students examine the key issues related to social justice and biocultural diversity across cultures and regions, as well as the relationship between these issues and broader sustainability. Through various case examples, students examine the historical, sociocultural, political, and economic processes by which environmental and social inequities have arisen and continue to persist. Various factors that impact justice are considered, including food, water, climate, natural resource access, and sustainable growth in both developed and developing nations. Crosslisted with SUS 1200.

**SOC 1361 Alternative Dispute Resolution, 4 credits**

This course examines alternatives to traditional civil and/or criminal litigation of legal issues in America. Topics such as administrative law, arbitration, mediation, and restorative justice are included. Justice models from other societies as well as those of indigenous peoples are discussed and compared. A 30-hour laboratory provides training in mediation skills. This training may lead to credentialing and further opportunities to provide mediation services locally in schools, courts, businesses and community. Prerequisite: POL 1350 Introduction to American Law or CRJ 1115 Introduction to Criminal Justice.

**SOC 1400 From Radicalization to Terrorism, 3 credits, GE 3**

Students examine the process of radicalization and its phases as it pertains to terrorism in the West, especially in the United States and the United Kingdom. Through studying specific case studies, as well as religious, sociological, and political motivators, students explore how radicalization in the West can produce both global and homegrown terrorism. Crosslisted with EMG 2050 and PSY 1400.

**SOC 1600 Introduction to Sociology, 3 credits, GE 3**

Students learn how the human individual is shaped by his group affiliations. This course introduces the methods and concepts used in investigating these group influences. An important part of the course is to show how these sociological concepts and methods can throw light on the students' social experience and on the rapidly changing world around them.

**SOC 1602 Sociology of the Family, 3 credits, GE 3**

The family is considered as one of the areas of the social life which plays an important role in individual development. Topics include the various forms of the family in other cultures, the functions of the family in our society, and the role of the family in the inculcation of values.

**SOC 1701 Science and Civilization, 3 credits, GE 3**

Students study the state of the world and its future direction as determined by the driving forces of science, technology and overall human activity and their relationships to world ecology. Students discuss the interactions among science policy, technology, politics and economics. They also study the potential for sustainable human

civilization. Crosslisted with SCI 1701

**SOC 1725 Survey of World Cultures, 3 credits, GE 6**

We often ask ourselves: What is Culture? Is it Geography? Politics? Art? The Environment? Or is it the way we interact with our family, our friends, our neighbors within our city, state, and country, and outside our borders in foreign lands? As you have probably guessed, it's all of the above, and more. During this course we will map cultural identities by looking at different measurements....including population, new and old technologies, economic development, and how people construct living spaces in cities, towns, and countryside. Although we will move quickly, practically flying through our text, I think you will find each module interesting, filled with unique facts that will leave you saying to yourself, "Wow, I didn't know that."

**SOC 2601 Social Problems, 3 credits, GE 3**

This course is designed to provide a systematic analysis of a select number of social problems in the United States. Deviant behavior and social disorganization are objectively investigated in terms of social system structure and dynamics. Topics to be covered include mental disorders, crime, drug addiction, automation, poverty and war. Prerequisite: SOC 1600 Introduction to Sociology

**SOC 2602 SpTp: Foundation of Sociological Theory, 3 credits**

The course covers the reading, understanding, and application of the principal founders of sociology: Karl Marx, Max Weber, and Emile Durkheim. The course also covers some major theorists of the next two generations including Joseph Schumpeter, Daniel Bell, and Herbert Marcuse. The course concentrates on the historical development and application of these different conceptual models, allowing the student to develop sound critical and analytic thinking from these 19<sup>th</sup> and 20<sup>th</sup> century sociologists. Prerequisites: SOC 1600 Introduction to Sociology, and SOC 2610 New World Order or Disorder

**SOC 2603 SpTp: Reflections of Women in Society, 3 credits**

This course examines the unique change in the role of women in North American culture during the last century. A study of history will reveal that since the 1920's women have never played the role in society that they now hold. Using the media of film and TV the evolution of society's view of women will be explored. Both from the standpoint of roles reflecting media and media reflecting and foreshadowing role changes. Prerequisite: SOC 1600 Introduction to Sociology

**SOC 2609 Race, Class, and Gender, 3 credits**

Students address the complex interconnections between race, social class, gender, and sexuality, and the ways in which these identities/locations/markers are constructed and positioned within social structures to create social, political, and economic inequality. The emphasis is on investigating, via critical thinking, how the different systems of inequality interact with each other. An examination of methodologies and theoretical frameworks from several disciplines informs conceptual analyses of the interconnections and intersections of race, social class, gender, and sexuality. Students also explore avenues for social change within social institutions. Prerequisite: SOC 1600 Introduction to Sociology

**SOC 2610 The New World: Order or Disorder, 3 credits, GE 3, GE 6**

Students discuss the evolution of the idea of internationalism from the dreams of the 19th century English empire builders through the Wilsonian League of Nations, to the ultimate establishment of the United Nations into the post-Cold War era of today. The readings explain the economic, technological, demographic and general ideological forces which created the current international system, as well as the forces which may disrupt this "New World Order." Students discuss the existing and newly-emerging international, political and economic structures designed to control and administer the increasing international functions required in the post-Cold War era. Prerequisite: SOC 1600 Introduction to Sociology

**SUR 1501 AutoCAD, 4 credits**

Students are introduced to the care and use of traditional drafting equipment and techniques on sketching, orthographic projections, dimensioning, pictorial views, auxiliary views, sections, and working drawings. Emphasis is placed on computer drafting and its associated concepts. Topics include, but not limited to basic commands for drawing, editing, layers, placing text and dimensioning.

**SUR 2301 Elementary Surveying, 4 credits**

This course addresses the fundamentals of plane surveying with emphasis on the use and care of theodolites, levels, measuring tapes, leveling, and stadia rods. Field practice in differential leveling, measuring horizontal and vertical angles, measurements of distances with taping techniques and notekeeping are included as are instruction on typical surveying problems, including taping corrections, angular adjustments, traverse balances, and computation of coordinates, and areas. Hand-held, programmable calculators are used, and programming practical



solutions are included. Students should have completed high school math course 3 or 2 or technical math 1.

#### **SUR 2305 Land Surveying, 4 credits**

This course addresses the history and development of the practice of land surveying. Emphasis is on research and interpretation of legal records with their application to the rules of evidence in determining legal boundaries. Local and state codes of practice and ethics are used. Researching records in the Real Property Tax and the County Clerk's offices are included. A practical field boundary survey on an actual parcel is performed utilizing electronic, total stations and field data collection devices. Microcomputers and related software is used for data reduction. Prerequisites: SUR 1501 AutoCad, and SUR 2301 Elementary Surveying

#### **SUR 2306 Land Planning, 4 credits**

Students study and evaluate land parcels for use in subdivisions and site plans. Students review design priorities including soil investigation, topographic surveys, highway geometry, and design and construction layout. Municipal and governmental regulations are explored including zoning, subdivision and site plan regulations, state and federal wetlands, soil maps, etc. Prerequisite: SUR 2305 Land Surveying

#### **SUR 2307 Advanced Surveying, 4 credits**

This course covers geodetic surveying, control surveys, base line surveys, ALTA standards and procedures, triangulation, solar observations of both the Sun and Polaris, and state plane coordinate calculation. Off-campus field projects include photogrammetry and GPS. Prerequisite: SUR 2305 Land Surveying

#### **SUR 2309 Legal Aspects of Land Surveying, 4 credits**

This course includes interpretation and writing of legal boundary and strip descriptions, sequential and simultaneous conveyances, riparian rights, reversionary rights, liability problems, the Rectangular Survey System of the United States, proportionate measurements, and the surveyor in court. Field trips are scheduled to the county law library in order to research cases related to surveying.

Prerequisite: SUR 2305 Land Surveying

#### **SUR 2400 AutoCAD for Surveying, 4 credits**

This course covers the use of computer-aided design and drafting as related to the development of survey drawings. Microcomputers utilizing AutoCAD or similar software are utilized to produce maps on a graphics plotting device. Prerequisites: SUR 1501 AutoCad, and SUR 2305 Land Surveying

#### **SUS 1001 Ecopsychology and Sustainability Education, 3 credits**

In this course, students study the interconnected principles of ecopsychology and sustainability education. Students trace the history of and connections between these fields, and explore relationships between human and social development and planetary wellbeing. Topics include ecotherapy, deep ecology, outdoor and adventure education, experiential learning, and education as sustainability. Crosslisted with PSY 1001.

#### **SUS 1100 Environmental Policy and Politics, 3 credits, GE 3**

In this course, students explore the political processes by which environmental problems are recognized and addressed by public institutions domestically. A major objective is to gain an understanding of the factors that shape policies that seek to protect the environment. Students will examine factors that have influenced policy development in the past, as well as factors that should be considered in predicting policy developments in the future. Crosslisted with POL 1100.

#### **SUS 1180 Natural History of the Catskills, 4 credits**

In this place-based course, students examine the patterns and processes on local landscapes from an interdisciplinary perspective, with an emphasis on ecology, geology, soil science, plant ecology, and ecosystem geography. The identification, life history, distribution, abundance, behavior, and inter-relationships of various species are included in course. Historical and current human-landscape interactions are also explored. Lab activities include collecting and interpreting data related to the ecology, geology, soil science, plant ecology, and ecosystem geography of the Catskills. Students also participate in exercises related to cultivating a sense of place. Crosslisted with SCI 1180.

#### **SUS 1200 Social Justice and Biocultural Diversity, 3 credits, GE 6**

Students examine the key issues related to social justice and biocultural diversity across cultures and regions, as well as the relationship between these issues and broader sustainability. Through various case examples, students examine the historical, sociocultural, political, and economic processes by which environmental and social inequities have arisen and continue to persist. Various factors that impact justice are considered, including food, water, climate, natural resource access, and sustainable growth in both developed and developing nations. Crosslisted with SOC 1200.

**SUS 1300 History of the US Environmental Movement, 3 credits, GE 4**

In this course, students study the history of the U.S. environmental movement. Students examine different approaches to environmental protection and restoration in view of the movement's historical roots, as well as contemporary debates. Crosslisted with HIS 1300.

**SUS 1301 Environmental Ethics, 3 credits, GE 7**

Students in this course apply ethical concepts to current environmental problems, especially to question if non-human entities can have rights and how we justify those claims. Issues may include relations between humans and their natural environment including the role of animal rights, technology, science, law, politics, beauty, and religion. When appropriate the course will emphasize issues of local concern. Crosslisted with HUM 1301.

**SUS 1400 Nature, Culture, and Sustainability, 3 credits**

In this course, students learn how environmental thought has affected the way different societies have viewed nature, their place with respect to the natural world, and in turn, their interactions with it. By exploring that theme, students learn to see connections between ideas, writers, and thinkers of the past and the current global environmental crisis. Students are encouraged to explore their own connections with the past, develop principles and values that have personal meaning, and contemplate their place in nature and society. Crosslisted with HUM 1400.

**SUS 1500 Sustainable Food and Farming, 3 credits**

In this course, students explore the theories and practices related to sustainable agro-food systems. The emphasis is on the relationship between agriculturally productive environments, natural ecosystems, and sustainable communities. Topics include organic and biodynamic farming, agroecology, permaculture, community-based food systems, and community gardens. This course will include fieldtrips to regional sites that exemplify sustainable food and farming practices. Crosslisted with CUL 1500.

**SUS 1600 Sustainable Campus and Business Operations, 3 credits**

In this course, students explore the frameworks, technologies, and methods for enhancing campus and business sustainability. Topics include sustainability strategies for water, energy, building design and operation, groundskeeping, purchasing, waste reduction and diversion, and community engagement and education. The college and the broader community are used as a case study and field site for the study of these topics. Crosslisted with BUS 1600.

**SUS 1630 Transformational Leadership, 3 credits**

In this course, students explore theories and practices related to transformational leadership and social change, specifically in the context of innovation and adaptation for sustainability. Students learn strategies for fostering transformative change in individuals, communities, organizations, and schools. Topics include models of leadership and change management; behavior of individuals and groups in organizations; communicating strategic intent; institutionalizing a capacity for change; creating successful and sustainable organizational cultures; integrating organizational silos; negotiating political landscapes; and managing for contingencies. Crosslisted with BUS 1630.

**SUS 2700 Practical Seminar in Green Technologies, 3 credits**

Students explore special topics in Green Technologies in a hands-on environment. Work is supplemental to courses currently offered in the program, and allows students to learn and experience both industry standard and cutting edge innovations that occur as the field advances. Lessons may be held at field sites and topics may include renewable energy, energy efficiency, sustainable landscaping, green building materials, and the software and tools used to engage in the industry. This is a project-based course and success will be measured in terms of real-time collaboration and products.

**THE 1400 Methods in Elementary Theater Education, 3 credits, GE 8 pending**

Develop the teaching artist through understanding and applying the techniques of theater! Students explore an introductory curriculum in theater arts and apply theater arts to classroom management, lesson planning, and classroom evaluation techniques. Acquired knowledge and skills will be valuable to anyone who hopes to work with children in a vibrant, imaginative, and meaningful way, particularly within K-6 public educational settings.

**THE 1500 Introduction to Theatre Production/Technology, 3 credits, GE 8 pending**

Students learn about, and perform, work on theatrical production. Shop and studio work is complemented by lectures and demonstrations on the technical components of a theatre production. Topics covered include: designers and their functions; scenic and costume construction techniques; stage rigging, hardware and material; sound; stage procedures and safety. Simple drafting projects and the ability to read floor plans and stage elevations are stressed.

**THE 1601 Physical Theater I, 1 credit**

Actors learn the art and language of images, imagination, physical creativity, and physical comedy. Such techniques as neutral and character mask work, improvisation, and story telling free the actors' bodies of excessive thinking while strengthening and honing their imagination, allowing them to create potent performances and deep character work.

**THE 1602 Physical Theater II, 1 credit**

In the second semester of this pedagogy, actors continue to deepen their experience with the first semester's work, moving from exploring new freedom and power into intentional direction, specificity, and control. Actors learn how to use form, image, and technique to create and perform from pure inspiration. Prerequisite: THE 1601 Physical Theater I.

**THE 1700 Theater History I, 3 credits, GE 6 and 8**

Students examine primary aspects of theatrical performance from the time of the ancient Greeks through the 19th century, including theatre traditions of non-Western civilizations. Students trace the development of theatre architecture, theatrical design concepts, theatre technology, acting styles and playwriting.

**THE 1713 Play Production Practicum I, 3 credits**

This is a course designed to allow students the opportunity to participate in the production of a play.

**THE 1714 SpTp: Introduction to Producer, 3 credits**

Students are introduced to all the major aspects of professional theater production from choosing the show to opening night. Survey topics include play selection, budgeting and box office, promotion, staffing and casting, visual and sound design, stage management, and stage direction. The course is taught through lecture and authentic learning experiences during the summer production cycle at the Forestburgh Playhouse, Forestburgh, NY. The Forestburgh Playhouse is the oldest continuously operating professional summer theater in New York State. Students must have completed the junior year of high school to enroll.

**THE 1751 Stagecraft, 3 credits**

In this course, students gain experience in basic technical theater production. In practical exercises and projects, students explore aspects of production including scenery construction, lighting, light and sound board operation, scene painting, and costumes and props. Students practice and apply these skills in the College production.

**THE 1760 Voice and Diction, 1 credit**

Students study voice production employing exercises in relaxation, breathing and resonance designed to liberate the individual's optimum natural voice. Exercises include projection in a variety of performance spaces and some text presentation.

The class takes an approach to learning the sounds of Standard American speech for clear articulation, without emphasis on "correct" speech. Students become fluent in their use of the International Phonetic Alphabet, as a means of "training the ear" in preparation for dialects.

**THE 1800 Musical Theater I, 3 credits, GE 8 pending**

Students identify appropriate audition material and analyze solo, duet, and group dance numbers. The class focuses on understanding all aspects of the performer: singing, acting, and dancing. Students deconstruct the history and cultural significance of musical theatre, especially through textual analysis.

**THE 2000 Technical Theatre Design/Practicum: Sound, 3 credits, GE 8 pending**

Students take part in practical experience on productions, and they continue to learn about and perform work on a theatrical production. Shop and studio work is complemented by lectures and demonstrations on the technical components of a theater production, especially as it relates to sound. Assignments are coordinated by the instructor each semester. Prerequisite: THE 1500 Introduction to Theatre Production/Technology.

**THE 2203 Technical Theatre Design/Practicum: Set Design, 3 credits, GE 8 pending**

Students take part in practical experience on productions, and they continue to learn about and perform work on a theatrical production. Shop and studio work is complemented by lectures and demonstrations on the technical components of a theater production, especially as it relates to set design. Assignments are coordinated by the instructor each semester. Prerequisite: THE 1500 Introduction to Theatre Production/Technology.

**THE 2200 Technical Theatre Design/Practicum: Lighting, 3 credits, GE 8 pending**

Students take part in practical experience on productions, and they continue to learn about and perform work on a theatrical production. Shop and studio work is complemented by lectures and demonstrations on the technical

components of a theater production, especially as it relates to lighting. Assignments are coordinated by the instructor each semester. Prerequisite: THE 1500 Introduction to Theatre Production/Technology.

**THE 2201 Technical Theatre Design/Practicum: Costume, 3 credits, GE 8**

Students take part in practical experience on productions, and they continue to learn about and perform work on a theatrical production. Shop and studio work is complemented by lectures and demonstrations on the technical components of a theater production, especially as it relates to costume design. Assignments are coordinated by the instructor each semester. Prerequisite: THE 1500 Introduction to Theatre Production/Technology.

**THE 2202 Technical Theatre Design/Practicum: Stage Management, 3 credits, GE 8 pending**

Students take part in practical experience on productions, and they continue to learn about and perform work on a theatrical production. Shop and studio work is complemented by lectures and demonstrations on the technical components of a theater production, especially as it relates to stage management. Assignments are coordinated by the instructor each semester. Prerequisite: THE 1500 Introduction to Theatre Production/Technology.

**THE 2701 Theater History II, 3 credits, GE 8 pending**

Students analyze Western and world theater from the 19th century to the present, including discussion of playwrights, actors, directors, producers, and designers; the course covers concepts ranging from naturalism to expressionism. This course begins where THE 1700 (Theater History I) ends, but either course can be taken independently.

**THE 2705 Classical Acting, 3 credits, GE 8 pending**

Students hone the individual technical craft of the actor to release their collaborative and imaginative creativity within an ensemble. Classical Acting is a creatively, physically and intellectually demanding course designed primarily for students with previous experience and/or training.

The course combines intensive training in acting, movement, voice, period dance, and stage combat with occasional seminar-style classes in performance history and theory. Students work with various approaches including the Stanislavski System, improvisation, clown, text and character analysis and Method-based work. This course has a particular focus on the works of the Greek classics and Shakespeare and his contemporaries. Prerequisite: HUM 1702 Acting I. Crosslisted with HUM 2705.

**THE 2720 Design Elements for Theatre, 3 credits**

This course provides students an introduction to design for the theater. Using design theory, history, and practical application, students gain the knowledge and skills necessary to execute 2-dimensional drawings and 3-dimensional models. Students learn to complete practical projects in set, lighting, costume, and sound design, in support of a College production. Prerequisite: THE 1700 Introduction to Theatre

**THE 2723 Play Production Practicum II, 3 credits**

This is a course designed to allow students the opportunity to participate in the production of a play. Prerequisite: THE 1713 Play Production Practicum I

**THE 2760 Voice and Diction II, 1 credit**

Actors continue to work on freeing and extending their natural voice, developing a voice in contact with emotional impulse, and strengthening this connection.

The course includes a progression from first-semester work, applied to classical texts with strong emphasis on Shakespeare. Students develop an awareness of the devices of language and poetry necessary for speaking verse, and they continue use of the International Phonetic Alphabet, followed by beginning dialect work. Prerequisite: THE 1760 Voice and Diction I.

**WTT 1010 Wind Turbine, 3 credits**

This course covers the history and development of the wind industry, types and applications of various wind turbines, environmental and economic issues of the wind industry, the future of the wind industry, and related terminology.

**WTT 1020 Wind Turbine II, 3 credits**

This course provides an overview of wind turbine technology, wind farm design and development, an in-depth examination of aerodynamics and performance of land-based horizontal axis wind turbines, a survey of alternative machine architectures, and an introduction to the design of key components.

**WTT 1100 DC Electrical, 3 credits**

This course focuses on Direct Current theory, application and circuits, especially as they apply to wind turbines and power distribution.

**WTT 2100 Hydraulics, 3 credits**

This course focuses on the theory, design, application, operation and maintenance of hydraulic systems, especially as applied to wind turbines.

**WTT 2200 Electrical Motors and Generators, 3 credits**

This course focuses on the theory, operation and maintenance of electrical motors and generators especially as applied to wind turbines.

**WTT 2300 AC Electrical, 3 credits**

This course focuses on Alternating Current theory, application and circuits, especially as applied to wind turbines and power distribution.

**WTT 2400 Mechanical Systems, 3 credits**

This course provides an in-depth examination of gearboxes and other mechanical subsystems of modern wind turbines.

**WTT 2500 Wind Turbine Siting & Cost Control, 3 credits**

This course covers techniques, methodology and concepts used to develop wind projects around the world, focusing on site selection and economic analysis.

**WTT 2800 Wind Turbine Field Experience, 5 credits**

Students work in wind turbine environments on and/or off campus. They work with instructors, industry professionals, government agencies, other students and other College approved groups to create a capstone project. Prerequisites: WTT 1010 Wind Turbines I, WTT 1020 Wind Turbines II, WTT 1100 DC Electrical, WTT 2300 AC Electrical, WTT 2100 Hydraulics, WTT 2200 Electrical Motors and Generators, REL 1501 Standard First Aid, or permission of instructor. Corequisites: WTT 2400 Mechanical Systems, WTT 2500 Wind Turbine Siting and Cost Control or permission of instructor.

2016 – 2017 SUNY SULLIVAN CATALOG

Part 6 - PROFESSIONAL STAFF

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Senior Administrative Associate to the Vice President for Academic and Student Affairs .....	Charissa Gonzalez
Dean of Community Outreach .....	Cindy Bennedum Kashan
Administrative Associate to the Dean of Community Outreach .....	Wanda Toney
Associate Vice President for Planning, Human Resources, and Facilities .....	Dr. Stephen M. Mitchell
Administrative Associate to the Assoc. Vice President of Planning, Human Resources, and Facilities .....	Wanda Toney
Assistant Director of Human Resources .....	Stephanie Smart

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Secretary .....	Melissa Dauch
Academic and Personal Success Advocate .....	Arlene Gordon
Learning Services Assistant .....	Eileen Howell
Counselor .....	Jennifer King
Counselor .....	Christine Kubis
Career Placement and Transfer Advisor .....	Klu Padu
Coordinator of First Year Experience / Academic Advisor .....	Tamara Porter
Secretary I .....	Elizabeth Giumarra
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Director of Library Services .....	Evangela Oates

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Assistant to the Controller .....	Kelly Baker
Senior Account Clerk .....	Elizabeth Bataille
Principal Account Clerk .....	Jennifer Martinetti
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Director of Institutional Research .....	Janet Halprin
Director of Special Events and Campus Activities .....	Hillary Egeland
Recruiter .....	Steven Alhona

**PLANNING, HUMAN RESOURCES, AND FACILITIES**

Maintenance Supervisor .....	Richard Butler
Buildings and Grounds Maintenance Worker I .....	Michael Donnelly
Buildings and Grounds Maintenance Worker I .....	Adrian Garcia
Buildings and Grounds Maintenance Worker II .....	Louis Russell
Building Maintenance Mechanic .....	Mark Werkmeister
Director of Institutional Computing .....	Cheryl Welsch



## ACADEMIC DIVISIONS

### Division of Health, Safety & Wellness

Chairperson/Associate Prof .....	Dianne Czahor	Division Secretary.....	Tina Ross
Paul Clune .....	Professor	Thomas McManus .....	Associate Professor
Betsy Conaty .....	Professor	.....	Director of Respiratory Care
Robert Eiler .....	Assistant Professor	Colease Palmer .....	Associate Professor/
.....	Coordinator of Criminal Justice Program	.....	Director of Clinical Education for Respiratory Care
Nancy Fraley .....	Instructional Assistant	Dorothy Valese .....	Assistant Professor
Harriet Koral .....	Associate Professor	.....	Nursing Skills Laboratory Lead Instructor
.....	Director of Nursing		
Jennifer Hogan.....	Assistant Professor		

### Division of Liberal Arts and Humanities

Chairperson/Professor .....	Dr. Lynne Crockett	Division Secretary.....	Alicia Lanese
Jessica Barkl .....	Assistant Professor	Mark Lawrence .....	Associate Professor
Lisa Caloro .....	Professor	Dr. Cindy Linden.....	Associate Professor
Amy Colón.....	Associate Professor	Dr. Thomas Martin.....	Associate Professor
James Goodwin .....	Technical Assistant	Dr. Gabriel Rikard.....	Associate Professor
.....	Computer Graphics/Graphic Arts	Dr. Timothy Russell .....	Professor
Scott Healy.....	Associate Professor	Anne Ruszkiewicz .....	Associate Professor
		Daneryl Weber.....	Assistant Professor

### Division of Science, Technology, and Mathematics

Chairperson/Professor .....	Debra Lewkiewicz	Division Secretary .....	Jane Donato
Dr. Syed Abbas .....	Instructional Assistant	David Pollack.....	Professor
Chana Epstein .....	Assistant Professor	Dr. Paul Popieniek .....	Associate Professor
Dr. Stuart Gregg Erickson.....	Professor	Timothy Redman .....	Associate Professor
Dr. Allen Kotun .....	Associate Professor	Kathryn Scullion .....	Instructional Assistant
Dr. Cynthia Marcello .....	Professor	Lisa M. Topolovec .....	Professor
Dr. Marie-Christine Paupard .....	Associate Professor		

### Division of Social Sciences, Sustainability & Entrepreneurship

Chairperson/ Assoc Professor .....	Dr. Susan Rogers	Division Secretary.....	Coby Low
Michael Bel.....	Associate Professor		
.....	Coordinator of Culinary Arts Program		
Victoria Ingrassia .....	Assistant Professor		
Dr. Beverly Moore .....	Professor		
Lawrence Reeger.....	Assistant Professor		
Art Riegal .....	Professor		
Diane Riegal.....	Professor		
Erroyl Rolle.....	Professor		
Mark Sanok .....	Professor		
Mary Sudol.....	Professor		



## CHANCELLOR'S AWARD RECIPIENTS

### Chancellor's Award for Excellence in Teaching

1975 .....	Frederick Madeo	2002.....	Catherine T. Romain
1976 .....	Thomas J. Lambert	2003.....	Saul J. Whyman
1985 .....	Valerie Freer	2005.....	David Pollack
1987 .....	Andrew Schwarz	2006.....	Lisa Topolovec
1989 .....	Richard Dunn	2008.....	Paul Reifenheiser
1992 .....	William Shaw	2009.....	Diane Riegal
1994 .....	Marie Henry	2010.....	Debra Lewkiewicz
1995 .....	Thomas J. Ambrosino	2011.....	Lisa Lindquist
1995 .....	Mary Sudol	2012.....	Arlene Gordon
1997 .....	Anne Lavelle	2013.....	Scott Healy
1997 .....	Warren Littlefield	2014.....	Marie-Christine Paupard
1998 .....	Vern L. Lindquist	2015.....	Lisa Caloro
2000 .....	Timothy Russell	2016.....	Cindy Linden
2001 .....	Ron Bernthal		

### Chancellor's Award for Excellence in Adjunct Teaching

2014 .....	Frank Petrocelli
2015 .....	Lorraine Ganz
2016 .....	Anne-Marie Kremer

### Chancellor's Award for Excellence in Librarianship

1996 .....	Phyllis R. Jones
2002 .....	Richard W. Arnold
2011 .....	Matthew Smith

### Chancellor's Award for Excellence in Professional Services

1996 .....	Edmund Nadeau	2009.....	Michael Fisher
1997 .....	Wayne Levitt	2010.....	Cheryl Welsch
2001 .....	James Winderl	2011.....	Kathleen Ambrosino
2002 .....	Robert Glatt	2012.....	Rosemarie Hanofee
2003 .....	Joseph Mellan, Jr	2013.....	Christopher DePew
2005 .....	Mary Lee Williams	2014.....	Hans Bader
2006 .....	Jon Gilbert Grennan	2015.....	Debra Huggler
2008 .....	Cindy Bennedum-Kashan	2016.....	Kathryn Scullion

### Chancellor's Award for Excellence in Scholarship and Creative Activities

2003 .....	Thomas J. Ambrosino	2007.....	S. Gregg Erickson
2004 .....	Vern L. Lindquist	2014.....	Gabriel Rikard
		2016.....	Ronald Bernthal

### Chancellor's Award for Excellence in Faculty Service

2004 .....	L. Jack Agnew	2013.....	Lynne Crockett
2005 .....	Mary A. Collier	2014.....	Susan Rogers
2009 .....	Anne Ruszkiewicz		
2011 .....	Arthur Riegal		

### Chancellor's Award for Excellence in Classified Service

2009 .....	Sandra Burn	2012.....	Kathleen Birkett
2010 .....	Anne Marchal (Gattus)		

2013 ..... Melissa Dauch  
2014 ..... Georgia Lyons  
2015 ..... Alicia Lanese  
2016 ..... Charissa Gonzalez

## FACULTY AND STAFF ACADEMIC DEGREES

### **Abbas, Syed, PhD**

Ph.D. Albert Einstein College of Medicine  
M.S. Albert Einstein College of Medicine  
M.S. New York University  
B.A. New York University

### **Alhona, Steven**

B.S. Chowan University

### **Arnold, Richard**

M.L.S. Pratt Institute  
B.A. Yale University

### **Bader, Hans**

A.A.S. SUNY Sullivan

### **Baker, Kelly**

B.B.A. SUNY Cobleskill  
A.A.S. SUNY Sullivan

### **Barki, Jessica**

M.F.A. Sarah Lawrence College  
B.F.A. Cornish College of the Arts, Seattle

### **Becker, Andrew**

A.A.S. SUNY Sullivan

### **Bel, Michael**

B.S. Johnson and Wales University

### **Bernthal, Ron**

M.F.A. City University of New York  
B.A. City College of New York

### **Buckler, Christina**

B.A. Ravensbourne College of Design and Communication

### **Caloro, Lisa**

M.F.A. Sarah Lawrence College  
M.A. SUNY Binghamton  
B.A. SUNY Fredonia

### **Cameron, Paula L., PhD**

Ph.D. Drew University  
M.Phil. Drew University  
M.F.A. Arizona State University  
B.A. Arizona State University

### **Clune, Paul**

M.S. US Sports Academy  
B.S. Rochester Institute of Technology  
A.A.S. Broome Community College

### **Cole, Ruta**

B.F.A. DePaul University

### **Colón, Amy**

M.A. University of Rhode Island  
B.A. Manhattanville College

### **Conaty, Betsy**

M.S. Emporia State University  
B.S. University of North Carolina

### **Crockett, Lynne, PhD**

Ph.D. New York University  
M.A. SUNY New Paltz  
B.A. SUNY New Paltz

### **Czajor, Dianne**

M.Ed. SUNY University at Buffalo  
B.A. Empire State College  
A.A. SUNY Orange  
A.A.S. SUNY Sullivan

### **Dauch, Melissa**

A.A.S. Herkimer County Community College

### **Delacruz, Luis**

A.O.S. SUNY Sullivan

### **DePew, Christopher**

B.S.E. Cortland State University

### **Egeland, Hillary**

B.S. SUNY Fredonia

### **Eiler, Robert, Jr.**

B.A. Long Island University  
M.A. Long Island University

### **Epstein, Chana**

M.S. New Jersey Institute of Technology  
B.S. Touro College  
A.A. Rockland County Community College

### **Erickson, Stuart Gregg, PhD**

Ph.D. Texas A&M University  
M.S. Florida State University  
B.S. Virginia Polytechnic Institute

### **Frale, Nancy**

B.S. SUNY College of Technology  
A.A.S. SUNY Orange

### **Gilmore, Kristi**

A.A.S. SUNY Sullivan

### **Gonzalez, Charissa**

B.B.A. Pace University

### **Goodwin, James**

M.F.A. Hunter College  
B.F.A. Hunter College

### **Gordon, Arlene**

M.A. New York University  
B.F.A. Pratt Institute

### **Halprin, Janet**

B.A. SUNY New Paltz  
A.A.S. SUNY Sullivan

### **Hanofee, Rosemarie**

M.S. Central Missouri State University  
B.A. Buffalo State College  
A.A. SUNY Orange

### **Healy, Scott**

M.A. SUNY Empire State College  
B.S. SUNY Empire State College  
A.S. SUNY Sullivan  
A.A. SUNY Sullivan

### **Horton, Susan J., CPA**

B.S. SUNY New Paltz  
A.S. SUNY Orange

### **Howell, Eileen**

M.S.W., Rutgers University  
B.S. Richard Stockton College  
A.A. County College of Morris

### **Huggler, Debra**

A.A.S. SUNY Sullivan

### **Ingrassia, Victoria**

B.S. Fordham University  
A.A.S. The Culinary Institute of America

### **Jurik, Jennifer**

B.A. SUNY Cortland  
M.S.W. Marywood University

### **Kashan, Cindy**

M.P.A. Marist College  
B.A. Marist College

### **Koral, Harriet**

M.S.N. SUNY New Paltz  
B.A. Oberlin College  
A.A.S. SUNY Ulster

### **Kubis, Christine**

M.S.W. Adelphi University  
B.A. St. John's University

**Kotun, Allen, PhD**  
Ph.D. Duquesne University

**Lambert, Thomas J.**  
M.A. New School for Social  
Research  
B.A. University of Pittsburgh

**Lazroe, Seth**  
M.S. SUNY Buffalo  
B.S. SUNY Buffalo

**Lewkiewicz, Debra**  
M.S. University of California  
B.A. Vassar College

**Linden, Cindy, PhD**  
Ph.D. Syracuse University  
M.A. Northern Arizona  
University  
B.A. Pennsylvania State  
University

**Linko, Adam**  
B.A. SUNY Geneseo

**Low, Coby**  
B.A. Colgate University

**Lyons, Georgia**  
A.A.S. SUNY Delhi

**Marcello, Cynthia, PhD**  
D.M. University of Phoenix  
M.B.A. University of Phoenix  
B.A. Lehigh University

**Marchal, Anne**  
B.A. Mercy College  
A.A. SUNY Sullivan

**Martin, Thomas, PhD**  
Ph.D. National University of  
Ireland  
M.A. University of Washington  
B.A. Manhattan College

**Martinetti, Jennifer**  
A.A.S. SUNY Orange

**McBeath, John**  
B.B.A. SUNY Cobleskill  
A.A.S. SUNY Sullivan

**McManus, Thomas**  
M.P.A. Marist College  
B.S. Hawthorne College  
A.A.S. Nassau County College

**Mitchell, Stephen, PhD**  
Ph.D. Cornell University  
M.S. Cornell University  
B.A. Harvard College

**Moore, Beverly, PhD**  
Ph.D. Auburn University  
M.S. Auburn University  
B.S. Auburn University

**Oates, Evangela**  
M.L.S. N. Carolina Central  
University  
B.A. University of N. Carolina

**Padu, Klu**  
B.S. Xavier University

**Palmer, Colease**  
A.A.S. Borough of Manhattan  
Community College  
B.S. Baker College

**Paupard, Marie-Christine,  
PhD**  
Ph.D. Albert Einstein College  
of Medicine  
M.S. Albert Einstein College of  
Medicine  
D.Pharm. University of  
Clermont-Ferrand

**Pollack, David**  
M.S.Ed. SUNY New Paltz  
B.S. Syracuse University

**Popieniek, Paul, PhD**  
Ph.D. Wesleyan University  
M.S. University of Bridgeport  
Sc.B. Brown University

**Psarudakis, Robert**  
B.S. Capella University  
A.O.S. SUNY Sullivan

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M.S. University of California  
B.A. University of Montana  
B.A. Indiana University of  
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**Reifenheiser, Paul, PhD**  
Ph.D. Florida State University  
M.A. St. John's University  
B.A. Villanova University

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M.B.A. State University at  
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M.B.A. University of Phoenix  
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C.A.S. SUNY Albany  
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M.B.A. American  
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B.A. Wagner College

**Russell, Timothy, PhD**  
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M.A. Miami University  
B.A. Miami University

**Ruszkiewicz, Anne**  
M.A. Harvard University  
B.A. Middlebury College

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**Sanok, Mark**  
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Ph.D. Columbia University  
M.S. Ed. Baruch College  
M.A. Rutgers University  
B.A. Rutgers College

**Scullion, Kathryn**  
M.S. Bard College  
B.A. Hartwick College

**Seigerman, David**  
B.S. Empire State College

**Sinacore, Shirley, EEd**  
E. Ed. University of Phoenix  
M.Ed. University of Phoenix  
B.S. Alvernia College  
A.A.S. Reading Area  
Community College

**Sinigaglia, Frank**  
M.A. The College of Staten  
Island  
B.S. The College of Staten  
Island

**Smart, Stephanie**  
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M.S. Rensselaer Polytechnic

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B.A. Harvard College

**Weber, Daneryl, PhD**

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B.A. Smith College

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M.S. Miami University (Ohio)

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