

# 2021-2022 College Catalog



**M**TROCAIRE  
COLLEGE

## Table of Contents

<b>President's Welcome .....</b>	3
<b>Accreditation .....</b>	4
<b>About Trocaire College.....</b>	5
<b>Program Information .....</b>	6
<b>Trocaire at a Glance .....</b>	7
<b>Academic Calendar.....</b>	9
<b>General Information.....</b>	9
<b>Admissions .....</b>	11
<b>Transfer Credit Policy .....</b>	15
<b>Transfer Credits.....</b>	16
<b>High School / College Articulation .....</b>	16
<b>Workforce Development.....</b>	18
<b>Tuition Information .....</b>	19
<b>Financial Aid.....</b>	22
<b>Student Affairs .....</b>	30
<b>Advisement &amp; Student Services.....</b>	30
<b>Academic Policies and Procedures .....</b>	37
<b>Degrees and Programs of Study.....</b>	50
<b>Graduation Requirement.....</b>	51
<b>Course Descriptions.....</b>	78
<b>Directories.....</b>	103
<b>Clinical Affiliation Agreement/Contract Member Listing.....</b>	104
<b>Advisory Councils.....</b>	109

While the catalog was prepared on the basis of the best information available at the time of publication, all information including statements of fees, course offerings, admissions and graduation requirements is subject to change without notice or obligation.

Please check the electronic [College Catalog](#) for any updated information as it relates to this catalog.

8/30/21

## President's Welcome

Welcome to Trocaire College. We work to ensure that you – our students – will be graduates of choice in the healthcare, business, and technology industries of Western New York and beyond. By enrolling at Trocaire College, you are taking an important step in your journey toward a career of achievement and a life of purpose.

The unique benefits of a Trocaire College education include:

- Excellent career outcomes and pathways for lifelong education



- Personal attention and extensive support services to help students succeed
- A comprehensive, quality liberal arts foundation paired with real-world, career-oriented learning opportunities
- A culture committed to personal enrichment and service in the spirit of the Sisters of Mercy
- Competitive private college tuition coupled with extensive financial aid resources
- An alumni network that welcomes you and celebrates the success of Trocaire College's programs

Whether you come straight from the halls of high school or are returning to the classroom after years in the workforce, you understand that the opportunity to earn your education means that you bring a commitment, drive and determination to securing your future through your studies. Your experiences here – the hands-on clinicals and internships, program-specific courses taught by faculty who are experts in their field, liberal arts classes that enhance critical thinking skills – will prepare you for the opportunities that await in the working world in a first job or allow you to take that next step in your career.

This catalog provides a comprehensive view to the academic offerings, college policies and procedures, and student support services we provide at Trocaire. It also includes information that can be helpful to you as you navigate your college experience.

As president of Trocaire College, I'm excited about the commitment our faculty, staff and administrators make every day to support you and your academic goals. You should be proud to be part of such a caring higher educational community that embodies the Mercy traditions of our founders. I wish you much educational and personal success this year!

Sincerely,

Bassam M. Deeb, Ph.D.  
President  
Trocaire College

## Accreditation

### Regional Accreditation

Trocaire College is accredited by the Middle States Commission on Higher Education (MSCHE), a regional accrediting body recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

### Middle States Commission on Higher Education

3624 Market Street  
Philadelphia, PA 19104-2680  
(267) 284-5000  
[www.msche.org](http://www.msche.org)

### Board of Regents Certification

Trocaire College is authorized by the New York State Board of Regents, to award degrees and certificates for programs registered with the State Education Department.

### New York State Education Department

89 Washington Avenue  
Board of Regents, Room 110 EB  
Albany, New York 12234  
(518) 474-5889  
<https://www.regents.nysed.gov/>

### Program Accreditation

#### Health Information Technology Program

The Health Information Technology Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIIM), a specialized accrediting agency recognized by the Council for Higher Education Accreditation.

#### Commission on Accreditation for Health Informatics and Information Management Education

200 East Randolph Street, Suite 5100  
Chicago, IL 60601  
(312) 235-3255  
[www.cahiiim.org](http://www.cahiiim.org)

#### Medical Assisting Program

The Medical Assisting programs are accredited by the New York State Board of Regents, a specialized accrediting agency recognized by the U.S. Secretary of Education.

#### Nursing

##### Practical Nursing Program

The Practical Nursing Certificate is accredited by the New York State Board of Regents, a specialized accrediting agency recognized by the U.S. Secretary of Education.

### New York State Education Department

89 Washington Avenue  
Board of Regents, Room 110 EB  
Albany, New York 12234  
(518) 474-5889  
<https://www.regents.nysed.gov/>

#### Associate in Applied Science in Nursing and Bachelor of Science Degree in Nursing Programs

The Associate in Applied Science in Nursing Degree and the Bachelor of Science Degree in Nursing Programs are accredited by the Accreditation Commission for Education in Nursing (ACEN), a specialized accrediting agency recognized by the U.S. Secretary of Education.

#### Accreditation Commission for Education in Nursing

3390 Peachtree Road Northeast, Suite 1400  
Atlanta, Georgia 30326  
(404) 975-5000  
[www.acenursing.org](http://www.acenursing.org)

#### Radiologic Technology Program

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), a specialized accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

#### Joint Review Committee on Education in Radiologic Technology

20 N. Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
(312) 704-5300  
<https://www.jrcert.org/>

#### Surgical Technology Program

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC-STSA). The mission of the ARC-STSA is to provide accreditation services to our communities of interest that validate excellence of educational programs in order to advance the professions and ensure quality patient care.

#### Commission on Accreditation of Allied Health Education Programs

25400 U.S. Highway 19 North, Suite 158  
Clearwater, Florida 33763  
(727) 210-2350  
[www.caahep.org](http://www.caahep.org)

#### Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting

3 West Dry Creek Circle, Suite 110  
Littleton, CO 80120  
(303) 694-9262  
[www.arcstsa.org](http://www.arcstsa.org)

## About Trocaire College

### Mission Statement

Trocaire College - a private career-oriented Catholic College in the spirit of the [Sisters of Mercy](#) - strives to empower students toward personal enrichment, dignity and self-worth through education in a variety of professions and in the liberal arts. Recognizing the individual needs of a diverse student body, Trocaire College provides life learning and development within a community-based environment. Trocaire College prepares students for service in the universal community.

### Vision Statement

Trocaire is the college where lives are transformed. Our students will be graduates of choice in [career-oriented professions](#).

### History

Trocaire College, a private coeducational Catholic College with a strong liberal arts core, was established by the Buffalo Regional Community of the [Sisters of Mercy](#) in 1958 and is a member of the [Conference for Mercy Higher Education \(CMHE\)](#). The College is governed by a Board of Trustees. It has a liberal arts core curriculum which provides the essential backdrop against which all programs of study are formed. Trocaire College is chartered by the Regents of the University of the State of New York and confers the degrees of Bachelor of Science, Bachelor of Professional Studies, and Associate in Arts, Associate in Applied Science, and Associate in Science. It is also authorized to confer Pre-Baccalaureate Certificates.

Chartered in 1958, the former Sancta Maria Junior College opened with an enrollment of young religious women preparing to be educators. The status of the College changed in 1965 when the State Education Department extended the charter to permit the admission of laywomen. The curriculum was enlarged to meet the needs of the community which demanded increased opportunities for postsecondary education.

In June 1967, Trocaire College graduated its first lay students. A few months before, the name Sancta Maria, had been changed to Trocaire College, the Gaelic word for Mercy. The change gave the College a distinctive name and one significant for a Community dedicated by its foundress, Catherine McAuley, to the works of mercy.

In 1971, Trocaire College became a coeducational institution. The first male students were admitted in the fall of 1972.

In the late 1990s, Trocaire College undertook major renovations under the Support Hope capital campaign. A new four-story wing was built at 360 Choate Avenue. All classrooms, the library, and other offices housed at 110 Red Jacket Parkway were moved to Choate Avenue. State of the art computer and science labs were added to respond to the needs of the 21st century.

In 2005, the Inspire Hope capital campaign was launched. Through the generosity of Russell J. Salvatore, the Russell J. Salvatore School of Hospitality and Business was established at the College's Extension Center (Trocaire Achievement Complex) at 6681 Transit Road, Williamsville, NY and opened in 2007. The site expanded with a second floor in 2009. In 2019, the Trocaire Technology Institute was also established at the Trocaire Achievement Complex. Trocaire College's charter was amended by the Regents of the University of the State of New York in 2009 to allow the College to confer the degree of Bachelor of Science. Trocaire College now offers several programs at the Bachelor's level. Academic offerings at Trocaire College have continued to expand in response to community needs as determined through community surveys and analysis of local, regional and national trends.

## Program Information

### New York State Education Department Inventory of Registered Programs as of August 26, 2021

Denotes programs that are registered with the New York State Education Department but are not presently available for enrollment.

Program Name	HEGIS Code	Credential	Program Credits	Main (Choate) / Seneca Street	Extension Center (Trocadero Achievement Complex)	Day	Evening	Weekend	Seated	Online	Normal Completion Time
Applied Analytics	5199	Certificate	16		x	x	x	x	x		4 months
Business Administration	5004	A.S.									
Computer Network Administration	5199	Certificate									
Computer Network Administration	5199	A.S.									
Cybersecurity	5199.00	Certificate	31		x	x	x	x	x		9 months
Cybersecurity	5199	A.S.	62		x	x	x	x	x		24 months
Data Analytics	5199	A.S.	61		x	x	x	x	x		24 months
Diagnostic Medical Sonography	5207	Certificate	36	x		x		x			12 months
Diagnostic Medical Sonography	51.0910	B.P.S.									
Echocardiography	5217	Certificate	36	x		x		x	x		12 months
Echocardiography	51.0910	B.P.S.									
Fundamentals of Data Analytics	5199	Certificate	19		x	x	x	x	x		9 months
General Studies	5649	A.S.	61	x		x		x	x		24 months
Healthcare Informatics	5199	Certificate	35		x	x	x	x	x		9 months
Healthcare Informatics	5199	A.S.	65		x	x	x	x	x		24 months
Healthcare Informatics	0702	B.S.	122		x	x	x	x	x		48 months
Healthcare Management	1201	B.P.S.	120	x		x	x	x	x		24 months
Health Information Technology	5213	A.A.S.	67	x		x		x	x		24 months
Hospitality Management	5010	Certificate									
Hospitality Management	5010	A.A.S.									
Human Resource Management	5004	Certificate									
Human Resource Management	5004	A.A.S.									
Liberal Arts	5649	A.A.									
Liberal Arts & Sciences	5649	A.S.									
Massage Therapy	5299	Certificate	37	x		x		x	x		10 months
Massage Therapy	5299	A.A.S.	60	x		x		x	x		24 months
Medical Assistant Certificate	5214	Certificate	37	x		x	x	x	x		10 months
Medical Assistant	5214	A.A.S.	64	x		x		x	x		24 months
Medical Coding and Reimbursement	5213	Certificate									
Nursing	5208.10	A.A.S.	67	x		x	x	x	x		24 months(day) 36 months(eve)
Nursing	1203.10	B.S.	123	x		x	x	x	x		16 months
Nutrition and Dietetics	5404	A.A.S.									
Practical Nursing	5209.20	Certificate	48	x		x		x	x		16 months
Radiologic Technology	5207	A.A.S.	81	x		x		x	x		24 months
Radiologic Technology	1225	B.S.									
Surgical Technology	5211	A.A.S.	60	x		x	x	x	x		24 months

## Trocaire at a Glance

<b>Student Enrollment</b>	1376 students
<b>Student / Faculty Ratio</b>	11:1
<b>Residence</b>	87.6% of students are from Erie County 11.4% of students are from surrounding counties .9% of students are from outside of the area

**Financial Aid** 86.8 % of Trocaire College Students receive some form of financial assistance.

### Annual Fall-to-Fall Retention Rates

Fall 2019 to Fall 2020	Full-time	Part-time
First-time Bachelor's Cohort from Fall 2019	N/A**	N/A**
First-time Associate/Certificate-Seeking Cohort from Fall 2019	68.6%	22.2%

### Persistence Rates

	Full-time	Part-time
Fall 2020 to Spring 2021	82.3%	88.4%

### Graduation Rates for Full-time, First-time Degree/Certificate-Seeking Undergraduates - Cohort Entering in 2014

Category	Bachelor's Degree-Seeking		Certificate or Associate's Degree-Seeking	
	Number of Students	Completion Rate 150% of Normal Time	Number of Students	Completion Rate 150% of Normal Time
<b>Overall Total - Entering Cohort</b>	0	N/A	128	22.7%
<b>Gender</b>				
Female	0	N/A	120	22.5%
Male	0	N/A	8	25.0%
<b>Race/Ethnicity</b>				
Hispanic / Latino	0	N/A	7	14.3%
American Indian or Alaska Native	0	N/A	0	N/A
Asian	0	N/A	3	33.3%
Black or African American	0	N/A	24	0.0%
Native Hawaiian or Other Pacific Islander	0	N/A	0	N/A
White	0	N/A	87	27.6%
Two or More Races	0	N/A	0	N/A
Non-Resident Alien	0	N/A	0	N/A
Ethnicity Unknown	0	N/A	7	42.9%
<b>Financial Aid Status</b>				
Recipients of a Federal Pell Grant	0	N/A	83	19.3%
Recipients of a subsidized Stafford Loan who did not receive a Pell Grant	0	N/A	36	25.0%
Students who received neither a Pell Grant nor a subsidized Stafford Loan	0	N/A	9	44.4%

**Student Characteristics for Fall 2020**

Category	Full-time		Part-time	
	Number of Students	Percent of Total	Number of Students	Percent of Total
<b>Overall Enrollment</b>				
Total*	553	40.2%	823	59.8%
Degree/Certificate-Seeking	553	43.5%	718	56.5%
First-time Freshman	88	6.9%	7	0.6%
<b>Gender Distribution**</b>				
Female	482	35.0%	687	49.9%
Male	71	5.2%	136	9.9%
<b>Race/Ethnicity Categories**</b>				
Hispanic / Latino	42	3.1%	33	2.4%
American Indian or Alaska Native	9	0.7%	8	0.6%
Asian	9	0.7%	14	1.0%
Black or African American	125	9.1%	176	12.8%
Native Hawaiian or Other Pacific Islander	2	0.1%	0	0.0%
White	302	21.9%	511	37.1%
Two or More Races	2	0.1%	5	0.4%
Non-Resident Alien	0	0.0%	0	0.0%
Ethnicity Unknown	62	4.5%	76	5.5%
<b>Federal Aid Status</b>				
Recipients of Federal Pell Grant	314	22.8%	328	23.8%

## Academic Calendar

Trocaire College generally follows a semester system with a fall and spring semester consisting of a minimum of 15 weeks, which includes one week for exams. Within the semester, some courses are offered in 5 week modules, 7 week classes, and 10 week sessions. Summer terms are typically less than 15 weeks. All courses, regardless of delivery mode or number of weeks, adhere to the total instructional time and outside work requirements.

Trocaire College will respond as required by public health authorities to current and emergent health conditions that may require changes to posted documents including the [Academic Calendar](#).

## General Information

### Consumer Information

The Consumer Information page provides prospective students, current students and employees with information about Trocaire College in accordance with the Higher Education Opportunity Act (HEOA) of 2008. This page also includes information on the completion or graduation rates of certificate or degree-seeking, full-time students entering Trocaire College as required under the Student Right-To-Know and Campus Security Act of 1990.

For additional information, visit the [Consumer Information](#) page located on the College's website.

### Crime Statistics

Trocaire College is committed to assisting all members of our community in providing for their own safety and security. In accordance with the Clery Act, the College must publish an Annual Security Report every year by October 1<sup>st</sup> that covers information from the previous year. The [Trocaire College Annual Security Report](#) is emailed to the College community and is also available on the [Trocaire College website](#).

The Annual Security Report contains information regarding campus security and personal safety including topics such as: crime prevention, fire safety, crime reporting policies, dating violence, domestic violence, sexual assault and stalking; the procedures the College will follow when one of these crimes is reported, disciplinary procedures and other matters of importance related to security and safety on campus. The Campus Security Report also contains information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Trocaire College; and on any public property within, or immediately adjacent to and accessible from the campus.

Crime statistics are also available by visiting the [US Department of Education Campus Safety and Security](#). To receive a paper copy of the Annual Security Report, contact the Human Resource Business Partner/Title IX Coordinator/Civil Rights Compliance Officer at (716) 827-2461, by email at: [CivilRightsCompliance@Trocaire.edu](mailto:CivilRightsCompliance@Trocaire.edu) or by visiting the Human Resources office.

### Buffalo

Greater Buffalo, situated at the mouth of the Niagara River and the east shore of Lake Erie, stands as the Empire State's Gateway to the West and a starting point for Canadian travel.

Metropolitan Buffalo is home to the Albright-Knox Art Gallery, the Buffalo and Erie County Historical Society, the Buffalo Museum of Science, Kleinhans Music Hall, the Buffalo Philharmonic Orchestra, Shea's Buffalo Center for the Performing Arts and twelve Colleges and Universities. Action abounds and surrounds / the "Queen City of the Lakes" – "The City of Good Neighbors" – the titles earned and worn proudly by Buffalo.

The South Buffalo locale is well noted for its proximity to the Buffalo and Erie County Botanical Gardens and Conservatory, Our Lady of Victory Basilica, Erie Basin Marina, Sahlen's Field, Highmark Stadium, KeyBank Center, and Father Baker's institutions.

### Learning Facilities: Main Campus

The main campus is primarily situated on the campus of Mercy Hospital in an approximately 89,000 sq. ft. building located at 360 Choate Avenue, Buffalo, N.Y. 14220.

The centerpiece of Trocaire College's main campus building is the [Rachel R. Savarino Library](#) on the fourth floor of the front wing. This wing also houses administrative offices, [classrooms](#), writing labs, computer and science laboratories, the Margaret L. Wendt Center, the [Admissions Office](#), the President's Office and the [Trocaire College Official Bookstore](#).

The central wing of the main campus houses the [Registrar's Office](#), [Financial Aid and Student Account Offices](#), [Wellness Center](#), [Career Services](#), the McAuley Meditation Room, [Trocaire College Opportunity Program Office](#), [classrooms and laboratories](#), the [Palisano Learning Center](#), and a student lounge.

The rear wing of the College houses [classrooms](#), a [computer help desk](#), the Nursing Laboratories, the Radiologic Technology Laboratory, faculty offices, staff offices, the Commons, [Advisement and Student Service Center](#), Veterans Service and the [Student Engagement Office](#).

In addition to the building on Choate Avenue, the main campus includes a building at 2262 Seneca Street, Buffalo, NY which houses the Massage Therapy clinic, the Massage Therapy program and several multi-purpose classrooms.

Shuttle service is available to transport students to and from the Seneca Street building and the main building on Choate Avenue.

## Computer Facilities

Trocaire College provides its students with a high quality computing environment. There are over 115 PCs available for student use. The PCs are strategically located throughout all of our buildings – this includes 3 computer labs/classrooms, a dedicated computer lab for students, student resource rooms (Transit and Seneca Street locations), the Library, and testing center. For instructional effectiveness, all of the classrooms and labs have state-of-the-art projection technology that allows the instructor's screen to be viewed by the class. All PCs in the labs are networked to the student home drive (H:/drive). All student PCs run the Microsoft Windows 10 operating system. Student PCs provide excellent high-speed Internet access through the College's 100 Mbps internet connections. For those with mobile devices, wireless access is also available throughout the campus.

In addition, all academic PCs have a robust array of current software providing students with the up-to-date skills required by today's technically demanding workplace.

### The Office of Information Technology Help Desk

provides student support and manages the computing resources of the College.

## Laboratory Facilities: Main Campus

Trocaire College has fully equipped laboratories which support courses in the natural sciences, healthcare, and business. The Natural Science department maintains Biology, Microbiology, Anatomy and Physiology, and all-purpose labs.

The Nursing and Practical Nursing programs are each supported by state-of-the-art, multi-dimensional laboratories equipped with computer-assisted instructional programs, interactive software, teaching models, facilities and supplies for demonstration, practice and testing. There is also a nursing simulation lab.

The Diagnostic Imaging (Radiologic Technology) Suite consists of two energized control areas including safety features, lead lined walls, a dark room, and state-of-the-art operational units.

Massage Therapy courses, as well as hands-on training in the massage therapy laboratory and student-run clinic, are offered in a 7,500 sq. ft. facility at 2262 Seneca Street. The space includes classroom/laboratory areas as well as six clinical massage rooms and a clinic office.

The Surgical Technology laboratory is designed to simulate an operating room setting. It is furnished with equipment, instrumentation, supplies and furniture.

The laboratory setting for the Health Information Technology program is designed to simulate the actual work environment of a hospital Medical Records Department. Equipped with computer work stations, the area is designed to facilitate skill building in functions common to management of health information.

The Medical Assistant laboratory simulates a physician's office setting. Equipment, instruments and supplies used in a medical office setting are available in the laboratory.

## Extension Center (Trocaire Achievement Complex)

The College presently operates an Extension Center at 6681 Transit Road, Williamsville, N.Y. known as the Trocaire Achievement Complex. The Trocaire Achievement Complex hosts the Russell J. Salvatore School of Hospitality and Business, the Trocaire Technology Institute, and the Innovation and Workforce Development division in a 15,000 sq. ft. building.

Facilities at this site include a fully-equipped science lab, a culinary instruction laboratory, a brewing sciences laboratory, state-of-the art Cybersecurity, Data Analytics, Data Visualization, and Computer Network Management laboratories, faculty and student sandbox areas, the Penfold Commons, and the Statler Foundation Hospitality, Food and Nutrition Service Learning Laboratory.

Students enrolled in programs offered at the Trocaire Achievement Complex may take most of their coursework at this location. Regardless of program, one course must be completed at the Main campus.

Students are required to take at least one residency course at the main campus. Students enrolled in programs offered through the main campus may also take courses at the Trocaire Achievement Complex.

## Hours of Operation

The campus specific building hours are posted to the website. When coming to the campus on the weekend, please check the building hours to ensure the campus will be open.

## Admissions

Trocaire College seeks qualified students who are able to benefit from the educational opportunities available at the College. Applicants are reviewed holistically, where experience, academic metrics, and personal attributes are all considered in the admission review. Qualified students are admitted without regard to actual or perceived, race, color, creed, religion, religious practice, national origin, ethnic group, sex, gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, genetic information, or any other basis prohibited by New York State and/or federal non-discrimination laws.

No person is denied admission or access solely because of any physical, mental, or medical impairment which is unrelated to the ability to engage in the activities involved in the educational requirements or occupation for which application has been made.

### General College Admission Requirements

Candidates for admission to the College must meet one of the criteria below:

1. A high school graduate from an approved secondary school with a minimum of sixteen credit units and 75% CGPA; or
2. Official evidence of an equivalent degree with a 2500 minimum GED score; or
3. Evidence of being on track to complete an Equivalency Diploma as outlined by the New York State Guidelines for Equivalency Diploma or based on earned College credit. Candidates who have completed an approved homeschool program are also eligible for admission. Written documentation of this completion must be provided from the collaborating public school district attesting to the candidate's completion of a program of home instruction which meets the requirements set forth in the Requirements of the Commissioner of Education and the Rules of the Board of Regents.

### Program Specific Admission Requirements

Many programs require different or additional requirements as outlined below. Students should speak to an Admissions Counselor or to a Program Director prior to registration to ensure they understand the academic requirements and technical standards required for advancement in the program of their choice.

### Transcripts

Official transcripts of academic work completed both in high school and in all post-secondary institutions are required before an applicant's admission is complete.

**Residency Requirement** Students must complete a minimum of 25% of their program course work at Trocaire College to be eligible to earn a degree or certificate.

### Application Procedure

1. Complete an [eApplication or paper application](#). There is no application fee.
2. Submit the following Official Transcript(s) to [Info@Trocaire.edu](mailto:Info@Trocaire.edu)
  - Official secondary school transcript or TASC/GED/HSE certificate printed from the New York State Education Department website , [NYS High School Equivalency Status Verification](#), or [NYS High School Equivalency Diploma or Transcript](#); and
  - All post-secondary official transcripts
3. Applicants are encouraged to visit the College for a campus tour and meet with a College Representative to learn about their intended program. Contact the [Office of Admissions](#), call (716) 827-2545 or email [Info@Trocaire.edu](mailto:Info@Trocaire.edu) to schedule an appointment.

In certain instances, the Office of Admissions will contact an applicant to schedule an interview to obtain additional information required to make an applicant decision. In these cases, the admissions decision will not be made until the interview process has been completed.

### Application Decision

Trocaire maintains a rolling admissions policy, and thus, applications are processed throughout the calendar year. The nursing program has a preferred application deadline as outlined in the Nursing program specific admissions requirements.

Students will be notified of their application status after all of the admission requirements have been completed and a decision has been made. Applicants are responsible for confirming all forms are completed and forwarded to [Info@Trocaire.edu](mailto:Info@Trocaire.edu). Applications and all supporting credentials become the property of Trocaire College and will not be returned to the applicant.

### Readmission Process

Students who have not been enrolled at Trocaire College for two or more semesters (excluding summer) or have attended another college and wish to return to continue their education at Trocaire, must [apply for re-admission](#).

### Reapplication Process

Students who have applied to the College and reapply must complete an [admissions application](#). New high school and College transcripts are required for students who reapply following two years from the original application date.

## **Student Status**

A matriculated candidate for a degree or certificate is a student who has filed an application to be admitted to a degree or certificate program, has been officially accepted, and has registered for the specific term for which he or she has been accepted. Matriculated status is terminated by graduation, withdrawal, or dismissal. Matriculated students may attend on a full-time or part-time basis.

Non-matriculated student is one who has enrolled in one, but not more than two courses for credit, and has not been admitted as a degree or certificate candidate in any registered program within the College.

## **Classification of Students**

Full-time students who carry a minimum of 12 credit hours per semester.

Part-time students who carry fewer than 12 credit hours per semester.

## **Program Specific Requirements**

Applicants are reviewed holistically where experience, academic metrics, and personal attributes are all considered in the admission review process in addition to the following:

### **Cybersecurity - A.A.S.**

1. EN099 or English placement; and
2. MA099 or Math placement or 2 years of high school math with a minimum earned grade of "C".

### **Data Analytics - A.A.S.**

1. EN099 or English placement; and
2. MA099 or Math placement or 2 years of high school math with a minimum earned grade of "C".

### **Diagnostic Medical Sonography – Certificate**

1. Graduate with a 3.0 CGPA from a patient facing Allied Health/Life Sciences program with a \*Diploma, associate or bachelor degree or Degree active licensure, registry, certification (i.e., Respiratory Therapy, Medical Assisting, Massage Therapy, Physical Therapy, Surgical Technology, Nursing, or Radiography).  
\*Transcripts will be reviewed to determine compliance with academic requirements for Diploma graduates
2. Cardiopulmonary Resuscitation (CPR) certification is required for clinical experience and must remain current through graduation.
3. Annual physical exam and proof of immunizations: Influenza, PPD (annually), TDAP, MMR, Meningitis Varicella, HepB, COVID-19 and any other immunizations required for the clinical site.

### **Echocardiography – Certificate**

1. Graduate with a 3.0 CGPA from a patient facing Allied Health/Life Sciences program with a \*Diploma, associate or bachelor degree with current licensure,

registry, certification (i.e., Respiratory Therapy, Nuclear Medicine, Physical Therapy, Surgical Technology, Nursing, or Radiography).

\*Transcripts will be reviewed to determine compliance with academic requirements for Diploma graduates

2. Cardiopulmonary Resuscitation (CPR) certification is required for clinical experience and must remain current through graduation.

3. Annual physical exam and proof of immunizations: Influenza, PPD (annually), TDAP, MMR, Meningitis Varicella, HepB, COVID-19 and any other immunizations required for the clinical site.

### **Healthcare Informatics – Certificate**

1. High school or college Biology with a minimum "C" earned grade.
2. High school or college Algebra with a minimum "C" earned grade.

### **Healthcare Informatics A.A.S. and B.S.**

1. \*High school or college Biology with a minimum earned grade of "C".
2. \*High school or college Algebra with a minimum earned grade of "C".  
\* These Biology and Algebra courses must be completed by the end of the first semester.
3. High school diploma with an 80% minimum CGPA or 2625 minimum GED score

### **Healthcare Management – B.P.S.**

1. Associate's Degree in an Allied Health field from accredited institution (i.e.: Athletic Training, Audiology, Cardiovascular Perfusion Technology, Cytotechnology, Dental Hygiene, Diagnostic Medical Sonography, Dietetics, Emergency Medical Sciences, Health Administration, Health Information Management, Medical Assistant, Medical Technology, Nuclear Medicine Technology, Occupational Therapy, Physical Therapy, Physician Assistant, Radiation Therapy Technology, Radiography, Rehabilitation Counseling, Respiratory Therapy, Respiratory Therapy Technology, Speech-Language Pathology).
2. Minimum cumulative GPA of 2.50 in their prior program and a minimum grade of "C" in all healthcare related courses. Special consideration will be given to applicants who do not meet these criteria as evidenced by their most recent academic performance and/or professional experience.

Graduates with a degree or sufficient credit hours not within the areas listed will be considered on a case by case basis, with consideration given to professional experience in addition to their academic portfolio. Graduates from an approved non-accredited program that is registered with the US Department of Education, may also be eligible for admission.

## **Massage Therapy - Certificate & A.A.S.**

1. High school or college Biology with a minimum earned grade of "C".
2. Current and transfer students must have a minimum final semester average of 2.0 with minimum grades of "C" in laboratory sciences.
3. Cardiopulmonary Resuscitation Certification (CPR) is required prior to clinical experiences.
4. Annual physical exam and proof of immunizations: Influenza, PPD (annually), TDAP, MMR, Meningitis Varicella, HepB, COVID-19 and any other immunizations required for the clinical site.

## **Medical Assistant - A.A.S.**

1. High school or college Natural Science with a minimum earned grade of "C".
2. Current and transfer students must have a minimum 2.0 cumulative grade point average with minimum grades of "C" in all laboratory science courses.
3. Annual physical exam and proof of immunizations: Influenza, PPD (annually), TDAP, MMR, Meningitis Varicella, HepB, COVID-19 and any other immunizations required for the clinical site.

## **NURSING APPLICATION DEADLINES FOR NURSING PROGRAMS**

**Fall:** March 1<sup>st</sup>

**Spring and Summer:** November 1<sup>st</sup>

Nursing program applications will continue to be reviewed until all seats are filled.

Students should meet with a member of the nursing administrative team prior to registration to ensure students understand the academic progression requirements for the nursing program.

Admission to the nursing program is based on a number of factors including academic metrics, experience and personal attributes, and other factors as outlined on the [Nursing Admissions Guidelines](#).

## **Nursing – A.A.S.**

1. Submission of experience form/resume and one of the following:
  - a. Personal statement
  - b. Interview
  - c. Letter of recommendation
2. High school diploma with an 85% minimum cumulative Grade Point Average or 2750 minimum GED score.
3. High school or college Biology with a minimum earned grade of "C"
4. A minimum grade of "C" in Arithmetic or equivalent coursework (high school or college level).
5. Current and transfer students must have a minimum cumulative GPA of 2.75 with minimum grades of "C" in all pre-requisite courses.
6. Successful placement on the HESI A2 entrance exam.
7. Students must have successfully completed Anatomy and Physiology Lecture and Lab with a

minimum grade of "C" prior to the first semester of nursing.

8. Cardiopulmonary Resuscitation (CPR) certification completed through the American Heart Association or a provider who meets the ILCOR standards is accepted. The CPR course may be hybrid (online lecture with in-person hands-on skill demonstration or face-to-face training). **Online only CPR courses are not accepted.**  
CPR cards must be submitted to the Wellness Center two weeks prior to the start of the semester.
9. Annual physical exam and proof of immunizations: Influenza, PPD (annually), TDAP, MMR, Meningitis Varicella, HepB, COVID-19 and any other immunizations required for the clinical site two weeks prior to the start of the semester.
10. Maintenance of "C" or better in all course work and students must meet progression policy requirements in order to progress within the program.
11. Applicants who have been unsuccessful in Anatomy and Physiology I or II with lab more than once within the past 3 years will not be considered for the program. This includes grades of WF, F, and FX.

## **Nursing – B.S.**

1. Associate's Degree in Nursing from an accredited institution with a minimum cumulative grade point average of 2.50 and a minimum grade of "C" in all nursing courses.  
Applicants who have graduated from a non-accredited nursing program, but is approved and registered with the New York State Education Department, are also eligible for admission.  
Applicants must submit official transcripts from all Colleges and/or universities attended.  
Applicants who have a CGPA below 2.50 may be considered for the Baccalaureate in Nursing Program if they have extensive clinical experiences or extenuating circumstances.  
Graduates from an Associate's Degree in Nursing Program who have not yet obtained their nursing license may be admitted to the program and allowed to take only courses offered in the first semester.
2. Submission of experience form/resume and one of the following:
  - a. Personal statement
  - b. Interview
  - c. Letter of recommendation
3. Registered nurses must submit a copy of their RN license with the application.  
**Students may not progress to the second semester of study without an RN license which must be submitted to the Registrar.**
4. Cardiopulmonary Resuscitation (CPR) certification completed through the American Heart Association or a provider who meets the ILCOR standards is accepted. The CPR course may be hybrid (online lecture with in-person hands-on skill demonstration

or face-to-face training. Online only CPR courses are not accepted.

CPR cards must be submitted to the Wellness Center two weeks prior to the start of the semester.

5. Annual physical exam and proof of immunizations: Influenza, PPD (annually), TDAP, MMR, Meningitis Varicella, HepB, COVID-19 and any other immunizations required for the clinical site two weeks prior to the start of the semester.

### **Practical Nursing Certificate**

1. Submission of experience form/resume and one of the following:
  - a. Personal statement
  - b. Interview
  - c. Letter of recommendation
2. High School Diploma (minimum 75% average) or GED Diploma with a minimum score of 2500
3. Successful placement on the HESI A2 entrance exam.
4. High school or college Biology with a minimum earned grade of "C"
5. A minimum grade of "C" in Arithmetic or equivalent coursework.
6. Students must successfully complete Anatomy and Physiology I and lecture and lab with a minimum grade of "C" prior to the first semester of the nursing program.
7. Current and transfer students must have a minimum 2.5 college-level Cumulative Grade Point Average with minimum grades of "C" in all pre-requisite courses.
6. Cardiopulmonary Resuscitation (CPR) certification completed through the American Heart Association or a provider who meets the ILCOR standards is accepted. The CPR course may be hybrid (online lecture with in-person hands-on skill demonstration or face-to-face training. Online only CPR courses are not accepted.

CPR cards must be submitted to the Wellness Center two weeks prior to the start of the semester.

7. Annual physical exam and proof of immunizations: Influenza, PPD (annually), TDAP, MMR, Meningitis Varicella, HepB, COVID-19 and any other immunizations required for the clinical site two weeks prior to the start of the semester.

### **Radiologic Technology – A.A.S.**

Students are encouraged to meet with an admissions counselor or Program Director prior to registration to ensure they understand the academic requirements.

1. High school diploma with a 85% minimum CGPA or 2750 minimum GED score
2. High school or college Algebra, Biology, Chemistry, and Physics with a minimum grade of "C".
3. Current and transfer students must have a minimum 2.75 cumulative grade point average with minimum grades of "C" in all courses.

4. Cardiopulmonary Resuscitation (CPR) certification is required for clinical experience and must remain current through graduation.
5. Annual physical exam and proof of immunizations: Influenza, PPD (annually), TDAP, MMR, Meningitis Varicella, HepB, COVID-19 and any other immunizations required for the clinical site.
6. Students must be 18 years of age or older by September 15 of the 1<sup>st</sup> semester in the Radiologic Technology program.

### **Surgical Technology A.A.S.**

Acceptance into the program is based on clinical space availability and successful completion of all prerequisites.

1. High school or college Biology with a minimum earned grade of "C"
2. High school diploma with a 85% minimum CGPA or 2750 minimum GED score
3. Current and transfer students must have a minimum 2.5 cumulative grade point average with minimum grades of "C" in all courses.
4. Cardiopulmonary Resuscitation (CPR) certification is required for clinical experience and must remain current through graduation.
5. Annual physical exam and proof of immunizations: Influenza, PPD (annually), TDAP, MMR, Meningitis Varicella, HepB, COVID-19 and any other immunizations are required for the clinical site

### **Course Placement**

Prospective students will be reviewed for course placement based on competency levels in reading, writing, and mathematics based on the criteria below:

#### **Exemption Criteria**

Students who meet any of the following criteria will be exempt from developmental coursework:

#### **Exemption from Mathematics Developmental Coursework**

- SAT Math score of 500 or above
- ACT Math score of 18 or above
- High School Algebra with a "C" grade or above
- College level Math transfer credit with a "C" grade or above

#### **Exemption from Reading Developmental Coursework**

- SAT Verbal score of 500 or above
- ACT Reading score of 20 or above
- High School English or History score of 80 or above
- College level English transfer credit with a "C" grade or above

#### **Exemption from Sentence Skills Developmental Coursework**

- SAT Critical Reading Score of 500 or above
- ACT English score of 18 or above
- High School English score of 80 or above
- College level English transfer credit with a "C" grade or above

Students placed into two developmental courses will be required to take GS102 College Success whose course topics include Academic Success, Career Exploration, and Life Skills.

Questions regarding course placement can be directed to the [Office of Admissions](#) or by calling (716) 827-2545.

## International Student Admission Policy

Trocaire College welcomes and encourages International applicants. The following procedures pertain to international applicants:

1. Submit an online application at:  
<https://trocaire.edu/admissions-aid/apply/>
2. Send all transcripts through [World Education Services \(WES\)](#) or a National Association Credential Evaluation Service (NACES) approved international credit evaluating service that will convert the records to the American grading system and assess for course equivalencies.
3. Students for whom English is not their first language must take TOEFL (Test of English as a Foreign Language) and submit their test scores to the Office of Admissions. A minimum TOEFL score of 550 (213 on the computer based exam) is required for all programs. For the Internet-based TOEFL® iBT a minimum total score of 77. For more information on testing centers or to schedule a test, please visit the TOEFL official website at [www.ets.org/toefl](http://www.ets.org/toefl).
4. Once all official documents, TOEFL score (if appropriate) and international credit evaluation are received by the Admissions Office, you will receive an admissions decision.
5. Accepted students who apply for F-1 status must provide a completed Proof of Financial Support Certificate that can be downloaded from our website. Form I-20 will be issued by the Chief Enrollment Officer after the Proof of Financial Support Certificate is received.

International students seeking admission to Trocaire College must follow the above admission procedures.

## Transfer Credit Policy

During the admission process and prior to registration, staff in the Registrar's Office evaluate the student's records of prior academic experience for transferability of credit. The Registrar uses the course descriptions from other institutions to determine equivalencies. If more information is required, the student will be asked to provide a course syllabus for review. When there are discrepancies within the course content, the Academic Dean overseeing the course will be consulted. Transfer credit is only given for course work found in the student's degree audit.

Official academic transcripts from an accredited College or university are required for review. Minimum grades of "C" are required. Course work reflected as Pass or Satisfactory will only be considered if the transcript

indicates that those grades are equivalent to a "C" or better grade.

Scores of 3 or higher on Advanced Placement Examinations (AP) must be achieved for transfer.

The American Council on Education (ACE) recommended score on the College-Level Examination Program (CLEP) must be achieved for transfer.

Course work taken at an institution that operates on a quarter system will follow the formula for converting quarter credit hours to semester credit hours. The quarter credit hours after the conversion must be equivalent to the semester hour required of the course.

International students must have their records reviewed by a National Association of Credential Evaluation Services (NACES) approved international credit evaluating service that will convert the records to the American grading system and assess for course equivalencies. [World Education Services \(WES\)](#) is the preferred evaluator.

An Official Joint Services transcript of military credit education and job experience must be submitted electronically at the time of application to the College. Course work that is recommended for academic College credit by the American Council on Education (ACE) will be considered for transfer.

The maximum number of credits approved for transfer will depend on the academic program keeping in compliance with the residency requirement of the college. The student must complete at least 25% of their course work, per academic program, at Trocaire College to be eligible for a degree or certificate.

Approved credits will be applied to the student's Trocaire College academic transcript and degree audit. Only the credit, not the grade will be transferred and course work will appear on the Trocaire College transcript as earned credit and will not affect the student's GPA.

The student will be notified prior to registration of the outcome of the credit evaluation. Transfer credits can be viewed via the student portal. If an assessment is conducted with unofficial academic transcripts, the evaluation will not become official until the official academic transcript is received.

Students seeking a change of major will have a new evaluation of credits completed and will be notified of the outcome.

Nursing credits older than five (5) years will not be accepted. Age of credits for other programs will be reviewed on a case-by-case basis with the Academic Dean or Program Director.

Matriculated students wishing to complete course work at another institution have the responsibility of checking to see that the credits fulfill the requirement of their degree program prior to registration for the intended transfer credit and for submitting an official transcript upon completion. The form to [request to take courses at another institution](#) must be completed and approved by the Registrar or Academic Dean.

## Transfer Credits

Trocaire College is here to help support your academic journey. We know many students come to us with prior academic and life experiences that could be parlayed into [transfer credits](#), and we are committed to making that process as easy and transparent as possible.

Trocaire has partnered with the CollegeSource Transfer Evaluation System (TES) to provide the [Transfer Credit Guide](#) that can be used to map successfully earned college credits into Trocaire College.

## High School / College Articulation

Trocaire encourages the application and enrollment of students with different experiences and backgrounds. Accordingly, Trocaire has entered into a number of articulation agreements with BOCES Centers and local high schools. These articulation agreements give students an alternate pathway to academic achievement by providing them with the opportunity to earn advanced credit or advanced placement for certain courses they take while in high school. For students, the advantages of these articulation agreements are: elimination of course duplication, earned college credit while in secondary school, and a smoother transition to college. For further information contact the [Office of Admissions](#).

## Program Transfer Credit

### Practical Nursing Transfer Credit into Nursing - A.A.S. Program

Licensed Practical Nurses may apply to receive advanced credit for the first semester nursing program.

1. Submit a copy of the LPN License
2. Meet the specific admission requirements of the nursing program
3. Have a 2.75 GPA and completed, with minimum grades of "C" or better, the following general education/science courses (by the application deadline) in accordance with the College's transfer credit policy.

The courses are:

- Biology with a minimum grade of 75
- Anatomy and Physiology I with lab and Anatomy and Physiology II with lab
- English Composition
- General Psychology
- College Seminar

4. Students who are ready to be ranked for the A.A.S. nursing program will be required to complete the HESI A2 entrance exam.

The number of seats available in the second semester nursing classes varies with each class depending on the number of students continuing the progression.

Applicants will be reviewed according to academic history, GPA, grades in Anatomy and Physiology I with

lab, HESI A2 entrance exam scores, and other factors. Only official transcripts and/or verification of final grades will be used. All selected and non-selected applicants will be notified in writing by the Admissions Department. Graduates from all Practical Nursing programs must successfully pass the NCLEX-PN boards and submit a copy of the LPN license before their application will be considered for entrance to the A.A.S. nursing program. Practical Nursing graduates who do not have their LPN license will not receive any LPN transfer credits.

### Nursing – A.A.S. Program Transfer Credit into Practical Nursing

Trocaire College A.A.S. Nursing degree students who did not meet the following program criteria may apply for admission into the Practical Nursing program. Students who are accepted into the Practical Nursing program following the admissions process outlined in the catalog will be eligible to receive the following transfer credit.

1. Students who successfully completed NU110, NU112, and NU116 would receive credit for PN104.
2. Students who successfully completed NU122 and NU124 would receive credit for PN105.
3. Students who successfully completed NU214 and NU217 would receive credit for PN106.

### Practical Nursing Program Transfer Credit

LPN license applicants whose transfer credits meet the Transfer Credit Policy and are accepted into the Nursing program will have options to join the program at multiple points of entry based upon the availability of a seat and the outcome of the transfer credit analysis. Each applicant will be managed on a case by case approach following the College's Admission's holistic process.

### Nursing – B.S. Program Transfer Credit

Candidates may transfer up to a total of 33 Nursing credits into the Bachelor of Science Nursing program. Exceptions may be granted to students transferring credits from a Baccalaureate Degree program in Nursing. Liberal arts credits do not have a limit for transfer, but the combination of transfer credits cannot exceed 75% of the total program credits.

Graduates of diploma nursing programs will be granted 33 transfer credits in nursing and must complete the liberal arts requirements.

### Healthcare Informatics Certificate Transfer Credit

A total of 15 credits (no more than 50%) can be transferred into the Healthcare Informatics Certificate program through College study or work experience in the fields of computer science, engineering, business or healthcare.

## **Healthcare Informatics – AAS Transfer**

### **Credit\***

A maximum of 15 academic core course credits and 15 General Education credits can be transferred into the program. Candidates who have work experience in the fields of computer science, engineering, business or healthcare may qualify for course credit.

Students may earn up to 15 credits through the College level examination program (CLEP), Excelsior Exams and DSST exams.

## **Healthcare Informatics – BS Transfer**

### **Credit\***

A maximum of 30 academic core course credits and 30 General Education credits can be transferred into the program. Candidates who have work experience in the fields of computer science, engineering, business or healthcare may qualify for course credit.

Students may earn up to 15 credits through the College level examination program (CLEP), Excelsior Exams and DSST exams.

\*Earned credit cannot be duplicated through an exam. In sequential courses a student who has taken a higher level course cannot earn credit by taking an exam for a lower level course.

## **Massage Therapy Program Clock Hour Coursework Transfer Policy**

Clock hour coursework completed at accredited institutions will be evaluated on a case-by-case basis by the Registrar and/or Program Director. No more than 250 clock hours of prior education may be transferred into a massage therapy program as by the New York State Education Department Office of Professions.

## **Prior Learning Credit**

Trocaire College realizes that students learn through employment and life experiences. There are several ways a student may demonstrate prior learning and receive college credit. Policies and procedures for assessment of prior learning experiences include:

### **Advanced Placement (AP)**

Trocaire College participates in the Advanced Placement Program administered by the College Board. A high school student becomes eligible for consideration for advanced placement credit by achieving satisfactory scores (a rating of 3 to 5) on the Advanced Placement Examination.

### **International Baccalaureate (IB)**

Trocaire College recognizes International Baccalaureate (IB) programs and grants a maximum of 30 credit hours for an earned IB Diploma. Academic credit for individual Standard Level or Higher Level examinations, with scores of four or above, will earn three elective course credits per examination. Higher Level examinations with scores of five or above, will be evaluated for additional elective credits.

## **Common IT Certifications**

Many common IT Certifications can be translated to Trocaire College credit! To find out more, contact [RegistrarTeam@Trocaire.edu](mailto:RegistrarTeam@Trocaire.edu).

### **Course Challenge**

A Course Challenge is allowed by the College in special and exceptional cases in which it has been clearly determined that successful prior educational and/or vocational experience has provided a learning experience equivalent to that of the particular Trocaire College course. Course challenge is not a procedure to replace a failed course. It should be noted that some accredited programs may have prohibitions on course challenge as noted by their accreditors.

Application and guidelines are available from the Vice President for Academic Affairs and Program Directors for matriculated students who have presented documentary evidence of their prior experience.

Applications should be submitted no later than the official registration days in the fall and spring semesters.

The application and accompanying evidence will be evaluated by the Vice President for Academic Affairs, and/or the Dean/Director of the program involved. If approved, the Program Director will arrange a time and place for the applicant to take the course challenge examination. Course challenge exams for a program of study must be completed within the first semester of matriculation to a program of study in order to allow appropriate planning for advisement.

### **Credit by Examination**

The College shall, in certain cases, grant credit by examination. The following types of examination are approved:

#### **College Level Examination Program (CLEP)**

The [College Level Examination Program \(CLEP\)](#) established by the College Board enables students to demonstrate competencies attained by non-traditional means.

#### **DSST (formerly DANTES)**

DSST exams are college subject tests that you can take to earn college credit for knowledge you acquired outside of a traditional classroom. There are subject exams from in disciplines such as Business, Humanities, Mathematics, and Physical Science.

#### **Excelsior College Examinations**

The New York State Education Department in cooperation with colleges and universities throughout New York State has established a program of examinations by which individuals who have achieved college level knowledge outside the formal classroom can demonstrate their abilities and receive credit for them.

The State Education Department itself does not grant course credit. This is left to the individual college or university to do, or not to do, in a manner consistent with its own standards.

Trocaire College participates in the [Excelsior College](#) Examination Program and will grant credit to students who successfully complete Excelsior College Examinations in accordance with the standards established by Trocaire College.

The Vice President for Academic Affairs in consultation with the appropriate Program Director will consider requests on a case-by-case basis.

### **Military Experience**

Experience gained in the military may also be reviewed for credit at the time of application. This is especially true in military technical programs and specialty schools.

### **Saylor Academy**

Trocaire College agrees to accept transfer credits from courses offered by [Saylor Academy](#) that have been reviewed and recommended by the American Council on Education (ACE) in accordance with its standard transfer

policies. [Saylor Academy](#) Direct college credit courses can help you complete your degree with substantial tuition savings. Saylor Academy works directly with colleges and universities to provide zero-tuition transfer credit for many of our free, self-paced, online courses, helping degree-seekers overcome barriers of cost, time, and location.

### **Transfer Credits**

Trocaire College is here to help support your academic journey. We know many students come to us with prior academic and life experiences that could be parlayed into [transfer credits](#), and we are committed to making that process as easy and transparent as possible.

Trocaire has partnered with the CollegeSource Transfer Evaluation System (TES) to provide the [Transfer Credit Guide](#) that can be used to map successfully earned college credits into Trocaire College.

## **Workforce Development**

### **Workforce Development Mission**

Workforce Development offers a wide range of training and educational opportunities for individuals getting started in the workplace, furthering their current careers, or working to meet licensure/certification requirements; at the same time, creating contract training opportunities for businesses and organizations in Western New York who need a customized program using synchronous or asynchronous learning solutions.

The Department of Workforce Development offers non-credit classes and programs for the professional and personal development of our alumni and the community. These classes are available at the main campus, at the Extension Center (Trocaire Achievement Complex) in Williamsville, NY, online and at locations across the community. Our goal is to build on our strengths in healthcare and related fields by offering continuing education classes in the fields of Nursing, Allied Health, Business, Hospitality, and Technology.

**Many common IT Certifications can be translated to Trocaire College credit!** To find out more, contact [workforcedev@trocaire.edu](mailto:workforcedev@trocaire.edu)

#### **Business Offerings**

- ❖ Business Seminars
- ❖ Contract Training
- ❖ Customer Service Training
- ❖ Hospitality Training
- ❖ Professional Development

#### **Nursing Specialties**

- ❖ Phlebotomy
- ❖ Professional Continuing Education
- ❖ Sterile Processing and Distribution (SPD) Technician

#### **Medical Offerings**

- ❖ CPR/BLS
- ❖ Custom Healthcare Training
- ❖ New York State Mandated Infection Control

#### **Technology Offerings**

- ❖ Computer Training Classrooms
- ❖ Custom Training
- ❖ IT Certification Training
- ❖ Professional Development

#### **Meeting & Conference Space**

[Contact information](#) and the list of [Workforce Development class schedules and related online resources](#) are posted on the College website.

## Tuition Information

### Expenses as of Fall 2021

(Tuition & Fee rates subject to change):

Tuition for full-time students per semester (12-19 credit hours)	\$9170.00
Over 19 credit hours (per credit hour)	200.00
Tuition for part-time students (per credit hour)	760.00

The above does *not* include cost of room and board either at home or in independent off-campus housing, cost of books, uniforms, etc. (See Financial Aid Section)

### Summer Clinical Charges (as of Summer 2021)

Diagnostic Medical Sonography	\$4,560.00
Echocardiography	4,560.00
Radiologic Technology	4,560.00

## Fees

### Health Care Resource Fee - Fall/Spring \$825.00

This fee is charged to full and part-time students in the following programs: Diagnostic Medical Sonography, Echocardiography, Massage Therapy, Nursing (A.A.S.), Practical Nursing, Radiologic Technology, and Surgical Technology. This fee is charged for a maximum of four semesters, unless a student is retaking a practicum. Cost includes: Program fee, materials cost, and malpractice insurance.

### College Fee - Fall/Spring

6 or more credit hours	\$180.00
1-5 credit hours (per credit hour)	\$30.00

### College Fee - Summer

Includes: student publications, orientation, computer use, cultural fee, ID cards, health services, employment references and referrals, library, accident insurance, graduation, registration fee, student activities (student government, clubs and organizations, and opportunities that enhance the quality of student life), etc.

### Course Fee

Laboratory Fee, per course Business, Computer, Science	\$50.00
Laboratory Fee, per course Anatomy and Physiology I and II	\$55.00

### Miscellaneous Fee

Returned checks for non-sufficient funds	\$25.00
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### Insurance

All students in credit-bearing classes are covered by the College's accident insurance policy. Nursing, radiologic technology, massage therapy, practical nursing, surgical technology, health information technology, medical assistant, diagnostic medical sonography, echocardiography, and healthcare informatics students are required to carry malpractice insurance. This insurance is strictly limited to the time of clinical experience connected with the College course.

## Financial Liability Agreement

When you register for class (es), you become liable for tuition and fees. The Financial Liability Agreement provides important information about Trocaire College's policies and contractually binds the student to these terms. Upon registration each term, students are required to affirm understanding of their financial obligation to pay all tuition, fees and other associated costs assessed upon course registration. Failure to sign the agreement will result in a registration hold placed on your student account.

### Financial Liability Agreement

I understand that when I register for any class at Trocaire College or receive any service from Trocaire College I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code in which Trocaire College is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.) I understand and agree that if I withdraw for any reason, including Medical Withdrawals, from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

### Financial Hold

I understand and agree that if I fail to pay my student account bill or any monies due and owing Trocaire College by the scheduled due date, Trocaire College will place a financial hold on my student account, preventing me from registering for future classes, requesting transcripts, or receiving my diploma.

## **Late Payment Charge**

I understand and agree that if I fail to pay my student account bill or any monies due and owing Trocaire College by the scheduled due date, Trocaire College will assess late payment and/or finance charge of \$200 per semester on the past due portion of my student account. Should my account remain unpaid by the end of the term, a 5% late charge may be assessed on the overall total of my account balance.

## **Collection Agency Fees**

I understand and accept that if I fail to pay my student account bill or any monies due and owing Trocaire College by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, Trocaire College may refer my delinquent account to a collection agency. I further understand that if Trocaire College refers my student account balance to a third party for collection, a collection fee of up to 30% of my overall balance can be assessed and will be due in full at the time of the referral to the third party. For purposes of this provision, the third party may be a debt collection company or an attorney. If a lawsuit is filed to recover an outstanding balance, I shall also be responsible for any costs associated with the lawsuit such as court costs or other applicable costs. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus.

## **How to Pay Your Bill**

Tuition and fees are due on last day of the add/drop period for the semester which you are registered.

### **Online**

Payments can be made online via credit card through your [Student Portal](#) by clicking on My Ledger. We accept American Express, MasterCard, Visa, and Discover. Credit card payments are posted to the student account the following business day. Please note that we do not charge a convenience fee for payments made via credit card.

### **Mail**

Checks and money orders can be mailed to the below address. To ensure accurate and timely processing, please make checks and money orders payable to Trocaire College and include your Student Identification Number.

Attn: The Office of Student Accounts  
Trocaire College  
360 Choate Avenue  
Buffalo, NY 14220

### **In Person**

You may pay by cash, check, money order or credit card when paying in person. The Office of Student Accounts is located in Room B10.

### **By Phone**

You may contact us during regular office hours at 716-827-2427 to make a credit card payment over the phone.

## **Payment Arrangements**

The billing statement you receive prior to the start of the semester will provide the option of paying your entire balance due (Option A), or signing up with Nelnet, a third party billing agency (Option B). If you choose this option, you will be required to complete a payment agreement with Nelnet. Your installments will be automatically deducted from the account you designate at the time of enrollment. Payments for Option B are deducted the 15<sup>th</sup> of every month beginning in August for the Fall semester and January for the Spring semester. There are enrollment fees due at sign-up to participate in Option B, paid directly to Nelnet.

If you are receiving financial aid that does not fully cover your tuition and fees, you are only required to pay the difference, whether you choose Option A, or Option B.

### **NELNET PAYMENT DATES FOR THE ACADEMIC YEAR**

#### **FALL**

##### **INTALLMENT PLAN (\$25 enrollment fee)**

First payment .....	August 13
Second payment .....	September 15
Third payment .....	October 15
Fourth payment .....	November 16
Fifth payment .....	December 15

##### **DEFERRED PLAN**

Extends payment due date to October 15 at which point payment is due **in full**

*** September .....	\$200 Non-compliance Fee
*** December .....	5% Late Fee and Final Notice
*** January .....	up to 30% Fee added and account placed in collection

#### **SPRING**

##### **INSTALLMENT PLAN**

First payment .....	January 14
Second payment .....	February 15
Third payment .....	March 15
Fourth payment .....	April 15
Fifth payment .....	May 13

##### **DEFERRED PLAN**

Extends payment due date to March 15 at which point payment is due **in full**

***February.....	\$200 Non-Compliance Fee
*** May .....	5% Late Fee and Final Notice
*** June.....	up to 30% Fee added and account placed in collection

## SUMMER

### INSTALLMENT PLAN

First payment .....June 15  
Second payment .....July 15

### DEFERRED PLAN

Extends payment due date to July 15 at which point payment is due **in full**

\*\*\*July.....\$200 Non-Compliance Fee

\*\*\* August .....5% Late Fee and Final Notice

\*\*\* September..... up to 30% Fee added and account placed in collection

## Withdrawal, Cancellation, and Refund\*

Registration for a course(s) constitutes full financial liability. Failure to attend any classes or classes for which students have registered does not absolve them from financial liability after add/drop.

Withdrawals/drops must be in writing. If a student withdraws from the College for unavoidable reasons, tuition will be refunded as follows:

<u>Withdrawal within:</u>	<u>Tuition Refunded</u>
First Week	100%
Second Week	80%
Third Week	60%
Fourth Week	40%
Fifth Week	20%
After Fifth Week	0%

The schedule for tuition refunds is based on the date of official withdrawal from the College, **that is, the date on which written notification of withdrawal is received in the Registrar's Office**. A student who has been granted permission to withdraw shall be liable for all fees and tuition within the limits of the Tuition Refund Policy outlined above. However, all fees are non-refundable, therefore the student is 100% responsible for all fees when they withdraw.

\*The Refund Policy and Requirements for Withdrawal and Return of Federal Financial Aid are located on the [Consumer Information](#) page of the College website.

## Student Aid Disbursement Policy

**Financial Aid Disbursements are made after all tuition and fees are paid.**

The College's goal is to disburse aid funds to students as quickly as possible. We understand the financial obligation that you incur by electing to go to College. However, the College faces certain restrictions when it comes to the disbursement of student aid.

For the College to be able to credit a student's account with financial aid and then issue a disbursement to a student, **five requirements are necessary:**

1. Your student aid file must be complete, meaning the Financial Aid Office has received all the necessary paperwork and documentation to process your aid.
2. The College has received the money from the funding source.
3. You are attending all of your classes consistently and your instructors are marking you "present." Failure to attend classes could jeopardize your financial aid eligibility.
4. You have incurred liability for tuition and fee charges and the processing date has arrived. See next page for processing dates.
5. The posting of aid creates a credit balance on your account. This means that the amount of aid on your account is greater than the amount the College is charging you for tuition and fees.

**Approximately two weeks after a credit balance appears on your account, the College will issue you a refund for the amount of the credit balance.** Remember, the College may not post all of your aid at the same time, and therefore you may receive more than one disbursement per semester.

For the 2021-2022 school year, the earliest processing dates are as follows:

Type of Aid	Fall 2021	Spring 2022
<b>Federal Student Loan, Pell, SEOG, Funded Aid, Private Student Loans, College Based Aid</b>	9/24/2021	2/25/2022
<b>TAP (estimated)</b>	11/19/2021	4/15/22

### Business Office Holds

Students will not receive grades or transcripts of records until all financial obligations have been met. Students are allowed to register for the next semester with any balance remaining on their account. However the balance needs to be below \$1,000 three weeks prior to the start of the next semester in order for your schedule to not be dropped.

You must see the Student Finance Associate to have the hold released.

Business Office Holds are released under the following conditions:

1. A Financial Aid Representative is able to determine that the financial aid you are receiving can be credited to your account because all of the necessary information is now in and your account is now paid in full as a result.
2. You pay the amount due **in full** with money order, check or credit card.

## Financial Aid

Students are encouraged to apply for financial aid, which is awarded in accordance with Federal and State Regulations.

The majority of students at Trocaire College receive some form of financial aid such as scholarships, grants, loans, or employment. The College provides general information, applications, and assistance in seeking funds; however, most of the funds come from outside agencies. The two major sources are the Federal Pell Grant Program and the NYS Tuition Assistance Program (TAP).

**Please Note:** Students with criminal convictions and/or past incarceration have limited eligibility to obtain federal student aid. Additionally, a conviction for any offense during a period of enrollment for which the student was receiving federal program fund under any federal or state law involving the sale or possession of illegal drugs will result in the loss of eligibility for any federal financial aid or work-study assistance.

To apply for these programs, you must complete a Free Application for Federal Student Aid (FAFSA). You may apply for free at <https://studentaid.gov/h/apply-for-aid/fafsa>. The previous PIN number used to sign the FAFSA form is being replaced with a FSA ID, which will be comprised of a user-selected name and password. Refer to [StudentAid.gov](#) for further information.

Following the completion of the FAFSA eligible students may apply for the New York State's Tuition Assistance Program (TAP) by clicking on a link on the FAFSA Submission Confirmation page. To qualify for TAP, you must meet certain eligibility requirements which include, meeting income eligibility limitations, be enrolled as a full-time student (12 or more credits), and be matriculated in an approved program of students.

## Expenses

An estimate of educational expenses is the first step in planning a financial aid program.

For a full-time student, the tuition and fees for the 2021-2022 academic year are \$19,900 for most academic programs. The following items included in a student's cost of attendance are approximate and will vary due to the individual student situation; books and supplies will be \$2,000 per year; room and board \$9,900 (off campus), \$2,000 (with parent/relative); personal expenses will be \$1,300 and transportation \$2,000.

College costs vary according to the academic objective and the enrollment status. Financial need for the federal programs considers the cost of attendance, the student's resources and eligibility for other financial aid programs. More specific information is available in the Financial Aid Office, or on the [Trocaire College Website](#).

## How to Meet Expenses

The College uses a congressional mandated system to help determine the student's family resources that can be used to meet the cost of attendance. After submitting the FAFSA and the NYS TAP applications, an award letter will be sent from the College or placed on the student's portal.

Please follow the instructions on the award letter and promptly respond to any requests for additional information. Any questions regarding the available financial aid programs should be directed to the Financial Aid Office located in Room B10 or by phone at (716) 827-2416. It is important to apply early (March 1) as some of the aid programs have limited funds.

The FAFSA assists the College in determining the student's need for financial aid. The family contribution is an important factor in arriving at the student's need. Any questions concerning available programs and/or applications should be directed to the Financial Aid Office (716) 827-2416.

## Applying for Aid

When you apply for financial aid under any program, you should become familiar with all of the rules, requirements, obligations and deadlines which apply to you. Here are a few points to keep in mind:

Each program falls into one of three categories:

1. **Grants** - outright gifts of money that you do not have to pay them back.
2. **Work-study** - lets you work part-time to earn money for College.
3. **Loans** - borrowed money that you must pay back.

Trocaire College's Financial Aid Office is committed to helping students understand and find the best solutions to making a College education affordable. Accordingly, the College has no arrangements with any lender that directly benefits the College or employee financially.

You must complete the FAFSA form. You may do this online at <https://studentaid.gov/h/apply-for-aid/fafsa>.

Please be sure to file your forms as early as possible and be aware of any deadline dates. You are responsible for checking the status of your application to be sure that it has been processed. You will receive a FSA ID from the Department of Education.

**Keep this FSA ID as you must reapply each year.** Aid from these programs does not automatically continue from one year to the next.

## Transfer Students

1. If you transfer from or to another College, your financial aid does not automatically go with you. You must take the action necessary to continue receiving aid at your new College. As soon as possible, please contact our Financial Aid Office to determine which procedures must be accomplished to ensure that financial aid eligibility is reviewed, changed or revised for attendance at the College.
2. If your Student Aid Report (SAR) does not contain the name of Trocaire College (002812), please add the College's name by going on line to <https://studentaid.gov/h/apply-for-aid/fafsa> or contact the Financial Aid Office for additional instructions.
3. The New York State TAP is institution specific. If your award notice does not contain Trocaire College's name, please contact the office for instructions on how to change the name on the award certificate.
4. If you have a Federal Direct Subsidized Loan, Unsubsidized Loan or a PLUS Loan, you must reapply through the Financial Aid Office at Trocaire College.
5. If you are currently receiving Federal Work-Study benefits, you must reapply.

## Financial Aid Programs

All of the programs listed on the following pages are described only briefly. More information is available from the Financial Aid Office in Room B10 or on Trocaire College's website.

## Federal Programs

### Federal Tax Benefits for Higher Education

#### American Opportunity Credit

The AOTC is a credit for qualified education expenses paid for an eligible student, enrolled at least half time, for the first four years of higher education. The AOTC permits you to get a maximum annual credit of \$2,500 per eligible student. If the credit brings the amount of tax you owe to zero, you can have 40 percent of the remaining amount of the credit (up to \$1,000) refunded to you. Make sure you are qualified before claiming this credit.

\*Please consult your tax preparer for additional information about this tax credit.

#### Lifetime Learning Tax Credit

The LLC is for qualified tuition and related expenses paid for eligible students which can help pay for undergraduate, graduate and professional degree courses. There is no limit on the number of years you can claim the credit. It permits you to directly reduce the amount of your tax up to \$2,000. It has been expanded, allowing more taxpayers to qualify. The IRS defines qualified expenses. Eligibility is dependent on income, filing status and other factors. You can use the credit to

pay any tax you owe but you will not receive any of the credit back as a refund.

\*Please consult your tax preparer for additional information about this tax credit.

Both (AOTC and LLC) benefits can be claimed on the same tax return but not for the same student or same qualified expenses. Essentially, you are not permitted to receive a "double benefit."

#### Federal Pell Grant

Pell is a federal grant program which provides grants to eligible students with financial need who have not received their first bachelor's degree. After filing a FAFSA, the student will receive notification as to whether he or she is eligible for a Pell Grant. . Amounts can change yearly, however, awards range from \$650 to \$6,495. The Consolidated Appropriations Act of 2012 limits the duration of a student's eligibility for Pell to the equivalent of six years.

#### Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG Program is a federal grant program for Pell eligible students or recipients demonstrating exceptional financial need. Students must file a FAFSA as part of the application process for an FSEOG so the College can determine how much financial need you have. The Financial Aid Office will award FSEOGs to students that have the most financial need. This differs from the Federal Pell Grant Program which provides funds to every eligible student. The FSEOG does not need to be repaid except under certain circumstances. It is important to ensure that you apply for federal student aid as early as possible.

#### Federal Work-Study (FWS)

Work-study is available to students who meet the need requirements established by the federal government and maintain satisfactory progress and program pursuit. The majority of students are employed on campus. For the current hourly rate of pay, contact the Financial Aid Office or visit the College's website.

#### William D. Ford Federal Direct Loan Program

<https://studentaid.gov/>

#### Federal Direct Subsidized Loan

This loan program is available to students with financial need only after all other grant and work resources have been applied toward your financial obligations. Students may borrow as freshmen up to \$3,500 per year. In the sophomore year, the limit is increased to \$4,500. In the junior and senior years, the limit is increased to \$5,500. Information regarding the loan interest rates can be obtained from the Financial Aid Office. There is an origination fee charged for this loan. Repayment of this loan does not start until 6 months after a student has graduated, withdrawn or dropped below 6 credits. The federal government pays interest on this loan while you are in school at least half-time; for the first six months after you leave school ("grace period") and during a period of deferment or postponement of loan payments.

## **Federal Direct Unsubsidized Loan**

Direct unsubsidized loans are available to students without a requirement to demonstrate financial need. The terms, fees, and conditions for the Federal Direct Unsubsidized Loan are the same as the Direct Subsidized Loan, except: you are responsible for paying the loan interest while you are in college and thereafter. These loans are called unsubsidized loans because the federal government does not pay the interest. You can either pay the interest while in school and during grace periods or deferment or forbearance periods, or add it to your loan principal (capitalize the interest). Dependent students may borrow up to \$2,000. Independent students may borrow as follows: Freshmen/Sophomore students: up to \$6,000 Junior/Senior students: up to \$7,000

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

This loan is available to parents of undergraduate dependent students. A credit check is required. Parents may borrow up to the cost of education not covered by financial aid. The interest rate for this loan can change annually around July 1. Before applying, make sure you have already completed the FAFSA.

## **Federal Aid to Native American Students**

TAP and Pell applications must be filed. Applications are available from the U.S. Bureau of Indian Affairs Office. Visit studentaid.gov for more information.

## **Department of Veterans Affairs (VA) Education Benefits**

Trocaire College was one of the first Colleges in the Western New York region to provide tuition assistance to our returning Iraq and Afghanistan veterans. In appreciation for the hard work and sacrifice our military has endured during our nation's most recent conflicts, Trocaire College will potentially cover OIF and OEF veterans with additional tuition costs that the VA will not reimburse. Contact the Financial Aid Office for additional information. Our school is very proud to have veteran and dependent students here on campus and this number continues to grow each year.

Thanks to the support of federal, state, and local financial aid programs, veterans and their dependents can attend Trocaire College with little or no financial obligation. Our hard working staff continues to go above and beyond to help the military veterans and their families that have served our country.

There are a variety of financial aid programs available to students based on their service time, military branch, and deployment location(s). To help in determining which financial aid program(s) you may be eligible for, contact our financial aid office to make an appointment.

*The following steps can be used as a reference checklist to all students intending to use the GI Bill education programs at Trocaire College:*

1. Apply to Trocaire College (online or mail- see the Admissions section)
2. Submit all official copies of high school, military, or other College transcripts to the Admissions Office.
3. Apply for education benefits through the VA Buffalo Regional Office by completing an online VONAPP application at [www.gibill.va.gov](http://www.gibill.va.gov).
4. Complete the Free Application for Federal Student Aid (FAFSA), the New York State Tuition Assistance Program (TAP), and the New York State Veterans Tuition Award Supplement. *This will determine eligibility to all federal and state programs.*  
Even if you are receiving full tuition (reimbursement) it is in your best interest to maximize the amount of financial aid available to you.
5. Once accepted to the College, register for courses for the semester you plan on attending. Make an appointment with your financial aid advisor and bring the following paperwork:
  - Copy of your DD214 and your VA education certificate of eligibility (COE).
  - Any other paperwork from the VA regarding your education benefits.
  - Any financial aid correspondence from any/all federal or state offices.

## **Additional Programs and Benefits for Veteran and Dependent Students**

- **Tutorial Assistance** – Veterans who need individual academic help may receive up to \$1,200 a semester at no charge to the student's basic entitlement. This program will work with College established tutors at the Palisano Learning Center. Restrictions do apply.
- **VA Work-Study** – Any student receiving educational benefits are eligible for this program provided you are at least  $\frac{3}{4}$  training time and can give a part time availability during the applicable semester. Students must apply at the VA first. There may also be federal work-study positions available for those that do not qualify, would like to work in another office, or if there are no longer positions open at Student Activities Office.
- **Website** – There is a great deal of information that our veteran website page can offer for our veteran families and community. Please visit this site for student updates, links, forms, and more during the course of your academic career and to stay informed about all the great services we provide to our veteran and dependent students.

## **State Aid Programs**

### **New York State Tuition Assistance Program (TAP)**

The New York State Tuition Assistance Program (TAP) is a state grant program available to eligible residents. The awards for undergraduate students range from \$500 to \$5,665 per year. Eligibility requirements, award estimator and other provisions for this and other state awards can be obtained at: [www.hesc.ny.gov](http://www.hesc.ny.gov).

The TAP Code is 2144 for all Associate and Certificate Programs. The TAP Code for Baccalaureate Programs is 6144.

### **Say Yes to Education Scholarship Program**

Trocaire College is a proud participant in the Say Yes to Education Scholarship Program. Incoming students are strongly encouraged to express their interest during the admissions process and must meet specific eligibility criteria for consideration. Additional information about the [Say Yes to Education Scholarship program](#) at Trocaire College is available on the College's website.

### **Regents Award for Child of Deceased Police Officers, Firefighters or Corrections Officers**

This program is intended to provide financial aid to children of police officers, firefighters, and correction officers of New York State or any of its political subdivisions, who died as a result of injuries sustained in the line of duty.

### **NYS Regents Award for Children of Deceased or Disabled Veterans (includes children of former POWs)**

Scholarships available to children of veterans whose death or 50% disability occurred during specific wartime periods. Awards are \$450 per year for full-time study.

Additional information is available at [www.hesc.ny.gov](http://www.hesc.ny.gov).

### **NYS Aid to Native American Students**

Must be a member of the official tribe roll of a New York State tribe or child of a member. Applications and additional information is available from:

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

### **Adult Career and Continuing Education Service – Vocational Rehabilitation (ACCESS-VR) (formerly known as VESID)**

ACCESS-VR assists individuals with disabilities to achieve and maintain employment and supports such individuals with independent living. Any resident of New York State who has a substantial emotional, mental, or physical disability, who can become employable, may apply for assistance through ACCES-VR.

Individuals should contact the local office.

508 Main Street  
Buffalo, NY 14202  
1 (888) 652-7062

### **New York State Primary Care Service Corps**

The New York State Primary Care Service Corps provides scholarships for education and training in selected health professions for individuals who agree to work in state-operated or not-for-profit facilities. The purpose of the State Service Corps is to provide a resource of well-qualified and committed healthcare professionals.

For additional information, please visit:  
[www.health.ny.gov/funding](http://www.health.ny.gov/funding).

## **Institutional Aid**

The following scholarships are available through Trocaire College. You must complete a FAFSA form to be considered for these scholarships. Please check Trocaire College's web site for additional scholarships. All Federal and State financial assistance is applied before scholarship funding is awarded.

To determine eligibility for the following scholarships, final high school transcripts must be received by the Admissions Office before the start of the fall and/or spring semesters.

### **Presidential Scholarships**

Awarded to high school seniors. The scholarship is based on GPA, community service and recommendation from either a guidance counselor, teacher or principal. The scholarship award is for \$5,000 per year and is awarded by the Admissions Office. The Presidential Scholarship is available for 4 semesters if the student maintains a 2.5 average or higher. The award will be prorated if the student drops below full time attendance.

### **Academic Achievement Awards**

Awarded to transfer students or first time College students who have been out of high school for a minimum of one year. The scholarship is awarded based on GPA and financial need. Students must complete a FAFSA form prior to review. The scholarship award is \$2,000 annually and is awarded by the Admission's Office. The Academic Achievement Award is available for 4 semesters if the student maintains a 2.5 average or higher. The award will be prorated if the student drops below full time.

Both the **Presidential Scholarship** and the **Academic Achievement Awards** are renewed for the second year up to four continuous semesters.

### **Conditions:**

- Recipient should be a full-time student for four continuous semesters of study.
- Scholarship will be continued for second year if the established criteria and a 2.5 semester average are maintained.
- Only one scholarship awarded per student.
- If a student who receives an award/scholarship drops to part-time study, the award/scholarship will be pro-rated for that semester.

## **Trocaire College Grant**

An institutional grant is awarded to students demonstrating need based on the FAFSA form.

## **The Vincent H. Palisano Scholarships**

These are administered by the Buffalo Foundation and awarded annually to students in the Nursing program. The awards are based on academic ability and financial need.

## **Scholarship Opportunities through the Military**

A variety of programs are available through the military for persons who wish to consider enlistment. For more detailed information contact local military recruiters.

## **Other Student Financial Aid Programs**

A large number of special-purpose programs exist in a variety of types: direct aid, scholarship, loans, and work-study. Many are administered through specific institutions, and for this reason the Financial Aid Office is the single best source of information on the subject.

Most of these programs would be of interest to relatively small numbers of students and prospective students, by virtue of need, or special interest, or both. Some are available only to graduate or professional students in certain fields. Some carry with them periods of obligated service. For further information contact the Financial Aid office in Room B10, contact our office at (716) 827-2416, or [www.trocaire.edu](http://www.trocaire.edu).

Terms and conditions of financial aid are subject to change without notice. All information contained herein is believed to be current as of May 1, 2020. However, the College is not responsible for information about state and federal programs which are subject to interpretation and change at any time.

## **Satisfactory Academic Progress**

### **Satisfactory Academic Progress (SAP)**

The Federal and State Aid Programs – Pell Grant, Supplemental Equal Opportunity Grant (FSEOG), Direct Stafford Loan Program, TAP, and APTS require that you meet standards of Satisfactory Academic Progress (SAP), to be eligible to receive aid, or continued aid, from these sources. The College's standards relative to SAP are in accordance with the policies and/or guidelines set forth within this Catalog. The [Satisfactory Academic Progress standards](#) can be found on the Trocaire College website.

### **Federal Aid Programs – PELL, FSEOG, Direct Loans**

On October 29, 2010, the U.S. Department of Education published final regulations (668.16 and 668.34) in the Federal Register that require institutions that participate in student financial aid programs under Title IV of the Higher Education Act of 1965 to implement new guidelines effective July 1, 2011 regarding SAP.

#### **SAP Federal Aid Standards include**

- **Qualitative component** - Grade Point Average or "GPA"; and
- **Quantitative components** - Pace and Maximum Time Frame
  - **Pace**  
Pace is calculated by dividing the student's earned credit hours by the student's attempted credit hours for each semester.
  - **Maximum Timeframe**  
The maximum time frame in which a student must complete his or her program of study cannot exceed 150% of the published length of the program as measured in credit hours.  
(Example: Students in the Registered Nursing Program that requires 67 credit hours are eligible to receive Federal financial aid for no more than 100.5 credit hours.)

## SAP Standards Chart

Please refer to the Federal and State Aid Program SAP Standard Charts to determine the students' placement.

FEDERAL AID Programs		
Credit Hours Attempted	Minimum Cum. GPA	Overall completion rate (Earned Credit. Hours/ Attempted Credit Hours)
1 – 14	1.3	67%
15 – 29	1.5	67%
30 – 44	1.8	67%
45 – 59	2.0	67%
60 – 74	2.0	67%
75 – 89	2.0	67%
90 – 104	2.0	67%
105 +	2.0	67%

STATE AID Programs			
Number of TAP/ APTS Payments Received	Academic Progress		Program Pursuit
	Minimum Cum. GPA	Minimum Earned Credit Hours	Percentage of course completion within semester
0.5	1.1	2	50%
1.0	1.3	6	
1.5	1.4	10	
2.0	1.5	15	
2.5	1.7	21	
3.0	1.8	27	
3.5	1.9	33	
4.0	2.0	39	
4.5	2.0	45	
5.0	2.0	51	
5.5	2.0	55	
6.0	2.0	60	
6.5	2.0	66	
7.0	2.0	75	
7.5	2.0	81	
8.0	2.0	90	
8.5	2.0	96	
9.0	2.0	105	
9.5	2.0	111	
10.0	2.0	120	

### Transfer Credit Hours

Transfer credits evaluated by the Registrar's Office and posted to a student's transcript are counted as both attempted and earned credit hours for their individual program.

Credit hours that have been granted Academic Amnesty/Bankruptcy (marked with a 'Z') are counted as attempted credit hours.

**Grade point average (GPA) is not transferrable.**

### Successful Completion of a Course

To be counted as successfully completed or earned credit hours for Federal aid, the student must receive a grade of A, B, C, D or S, unless there are specific program of study / major grade requirements. Please refer to the College Catalog regarding the program of study / major grade requirements.

### Repeat of Course Work – Federal Aid

Students have the option to repeat courses in which they have earned an A- or lower. In cases of repeated courses, the last grade earned is used in computing the grade point average (GPA) but the course credit hours earned will count once for Federal aid.

A student may only repeat a previously passed course once. Failed courses with a grade of WF, F or FX may be repeated until successfully passed.\*

**\*Note:** Trocaire College's Repeat Course Policy states a student may repeat a course only once, unless they have a signed authorization from the director of the academic program in which they are enrolled, to repeat a course for the second time.

### New York State Programs – TAP, APTS

The number of New York State payments a student has received will determine the student's placement on the SAP State Aid Program Standard Chart as follows:

- Each semester the student uses TAP at Trocaire College it counts as one payment (1).
- Each semester the student uses APTS at Trocaire College it counts as a half of a payment (0.5).
- Earned credit hours at Trocaire College are calculated as is. (Example: If registered for 15 credit hours in a given semester, and the student earns 15 credit hours, that is, what is used in the SAP determination; however if a student registers for 15 credit hours and earns only 12 credit hours, then 12 credit hours is used.)
- Students in a Certificate / Associate's Degree program can have a maximum of 6 payments.
- Students in a Bachelor's Degree Program can have a maximum of 8 payments.

### Academic Progress (ACP)

Each student must maintain a required cumulative grade point average and accumulate a designated number of credit hours at each payment in order to maintain SAP. The number of payments used to determine ACP is the payments received while in attendance at Trocaire College.

### Program Pursuit (PP)

To meet the program pursuit requirement, a student must complete a certain percentage of his or her course load each semester. The number of payments used to determine PP is the payments received in the student's whole college career.

## **Transfer Students**

Placement on the SAP Standards chart is determined by the number of payments a student received at Trocaire College and number of credit hours transferred in to Trocaire College.

If a student has received TAP/APTS previously and the College has accepted transfer credit, additional points are assigned based on the number of transfer credits as follows:

# of Transfer Credit Hours	Assigned Payment Value
1 – 14	1
15 – 29	2
30 – 44	3
45 – 59	4
60 – 74	5
75+	6

## **Successful Completion of a Course – State Aid**

To be counted as successfully completed or earned credit hours for State aid, the student must receive a grade of A, B, C, D, F, S or U.

## **Repeat of Course Work – State Aid**

The student's minimum full-time course load (12 credit hours) can include repeated courses under certain conditions:

- If the student is repeating a failed course (grades of WF, F or FX).
- If the student is repeating a course in which the grade earned would ordinarily be passing but is a failure in a particular curriculum.

### **A student may only repeat a previously passed course once.**

If the student chooses to repeat a course that they have passed but wants to improve the grade, the credits for the repeated course cannot be included in determining a student's full-time status for the purpose of awarding New York State TAP.

## **Incomplete Grade**

Incomplete grades are counted as credit hours attempted for Federal and State aid.

### **The incomplete grade must be completed and removed from the student's records within 30 calendar days after the incomplete grade was received or it will automatically convert to an F.**

When the incomplete grade is changed to an actual grade, the course will be considered complete and the student's GPA will be reviewed for SAP purposes.

## **Withdrawal (W, WF) / F or FX Grades**

If a student earns a W, WF, F or FX grade for any class within the semester the credit hours for each course is counted as attempted credits but are NOT counted as earned hours for Federal and State aid. WF, F, and FX grades affect the student's GPA.

## **Process for Regaining Eligibility for Federal Financial Aid**

At times, a student may find that it is difficult to maintain academic progress towards their degree. Health issues, family circumstances or unforeseen personal matters may contribute to academic difficulties. The College recognizes that these life issues do occur and can contribute to academic stress and are not necessarily a measure of a student's academic ability. Accordingly, the College provides a process by which a student can return to good academic standing and avoid the loss of federal financial aid.

### **Evaluation of Student Work**

An evaluation system is required for each course. Examinations are ordinarily part of the evaluation system, but alternative methods of overall evaluation may be employed as described in each instructor's course syllabus which is distributed at the beginning of each semester.

SAP is reviewed by the College at the end of each semester. If a student fails to meet the conditions of SAP, the following steps can be taken to avoid losing **federal financial aid**:

- Financial Aid Warning (one semester)
- Financial Aid Appeal
- Financial Aid Probation (w/Academic Plan)
- Loss of Financial Aid

### **Financial Aid Warning**

Students who fail to meet SAP for the first time in any semester will be given a **one semester** written warning by the Financial Aid Office. The student will not lose financial aid but should seek either academic assistance or address any issues that may have contributed to the deficiency.

If the student receives a Warning letter at the beginning of the semester and is able to make SAP by the semester's end, then the student's federal financial aid is reinstated. However, if during the reinstated semester the student fails to maintain SAP, then they may receive another Warning letter at the end of that semester (Example: A student receives a Financial Aid warning for the fall semester and then successfully completes the semester. If the student is then unsuccessful in the spring semester, they will receive another Financial Aid Warning).

### **Financial Aid Appeal**

If students fail to meet SAP for a second consecutive semester, they will be notified that they must file an appeal with the Appeal Committee- Attention: Director of Financial Aid to avoid the loss of aid. Appeal forms are available in the Financial Aid office or can be mailed upon request. Appeals are considered based upon evidence that extenuating circumstances (*death in the family, personal illness, etc.*) have interfered with a student's ability to maintain SAP. However, it is the final decision of the Appeal Committee to determine the appropriateness of extenuating circumstances.

**Filing an appeal does not guarantee approval.**

## **Financial Aid Probation**

If a Financial Aid Appeal is granted to a student, they are then placed on Financial Aid Probation. This is a status assigned to a student who fails to meet the SAP review, who has appealed, and has had eligibility for federal aid reinstated. The Director of Financial Aid shall notify each student that he or she is in need of an Academic Plan to address those issues that caused a lack of SAP. The student must contact the Director of Advisement and Student Service Center to initiate their Academic Plan. The Director of Advisement and Student Service Center will monitor each Academic Plan and the progress of each student.

Depending on the circumstances, a student may have to demonstrate what academic interventions or changes in their academic program will take place to address improvement. If the deficiencies were caused due to personal or family matters, the Academic Plan should address what changes will occur that will lead to better academic success.

Academic Plans must be in writing and clearly identify the outcomes and benchmarks identified for improvement. The Academic Plan will be monitored to determine progress or needed changes.

At the end of that payment period (semester), the student must either meet SAP standards or meet the requirements of the academic plan by a specific point in time.

If at the end of the payment period (semester) a student continues to not meet SAP or does not follow their Academic Plan, federal financial aid to the student shall be discontinued.

Students must still maintain SAP during a probationary period or following an evaluation of mitigating circumstances.

A student who fails to initiate these actions will be **denied federal financial aid**.

## **Timeline**

- **First semester of failure to meet SAP** - warning
- **Second semester of failure to meet SAP** -  
Probation (appeal and Academic Plan). If not approved for Probation, federal financial aid is denied.
- **Third semester** - meet SAP, follow Academic Plan, or discontinuance of financial aid.

In the event of failure to meet SAP in future semesters a student may appeal again if warranted.

In order to regain federal student aid eligibility a student must accumulate enough earned credit hours and achieve a high enough grade point average during the semester of ineligibility.

## **Process for Regaining Eligibility for State Financial Aid**

At times, a student may find that it is difficult to maintain academic progress towards their degree. Health issues, family circumstances or unforeseen personal matters may contribute to academic difficulties. The College recognizes that these life issues do occur and can contribute to academic stress and are not necessarily a measure of a student's academic ability. Accordingly, the College provides a process by which a student can return to good academic standing and avoid the loss of **state financial aid**.

SAP is reviewed by the College at the end of each semester. If a student fails to meet the conditions of SAP, the following steps can be taken to avoid losing **state financial aid**:

- Financial Aid Appeal
- State Aid Re-instatement

**Students who fail to meet the standards for maintenance of State financial aid may submit a one-time written appeal during their undergraduate career based on any mitigating circumstances. In order to apply for an appeal, see the appeal process section below.**

## **Financial Aid Appeal**

If students fail to meet SAP for a second consecutive semester, they will be notified that they must file an appeal with the Appeal Committee- Attention: Director of Financial Aid to avoid the loss of aid. Appeal forms are available in the college Financial Aid office or can be mailed upon request. Appeals are considered based upon evidence that extenuating circumstances (*death in the family, personal illness, etc.*) have interfered with a student's ability to maintain SAP. However, it is the final decision of the Appeal Committee to determine the appropriateness of extenuating circumstances. Students will be notified in writing of the Committee's decision.

**Filing an appeal does not guarantee approval.**

## **State Aid Re-instatement**

Students whose appeal has been approved must sign a State Aid Re-instatement Contract with the Financial Aid Office before any holds are removed and aid is placed back on the student's account.

## **Student Affairs**

### **Student Affairs**

Trocaire College asserts “Student Success” as the highest-level desired outcome of the Strategic Plan. Student success not only points to desired graduation, continuing education and career acquisition goals; it also means perfecting ways we meet students’ academic, personal and professional needs throughout their education.

The Mission of the Student Affairs Division is to provide student services and programming from a caring, inclusive, and student-centered perspective that support and enhance holistic learning within the tradition of the [Sisters of Mercy](#). The division’s goal is to empower students to strive to reach their full potential in development of the whole person while supporting their academic and occupational success.

## **Advisement & Student Services**

### **Advisement & Student Service Center**

Contact Information  
Choate Campus: Room 140  
Phone: (716) 827-2577  
Website: <https://my.trocaire.edu/advisement-services/>  
Email: [AdvisementServices@Trocaire.edu](mailto:AdvisementServices@Trocaire.edu)

### **Academic Advisement**

All students must meet with their assigned academic advisor each semester to discuss their academic progress and develop a plan to meet their academic and career goals. Academic advisement is mandatory prior to course registration each semester. Students who are new to the college, excluding BSN, DMS, ECHO, and HCM students are assigned to Student Service Advisors in the Advisement & Student Service Center for advisement. Students will be reassigned to faculty advisors after their first or second semester at the College. Students are always able to view their assigned advisor's name and contact information in their e-student portal.

### **Student Services**

The Advisement & Student Service Center promotes student success through a case management advising and service model that encourages student use of all campus resources. Student Service Advisors provide educational planning assistance and guide students through their college experience by delivering individualized services including academic advisement, course selection, career counseling, obtaining academic support, referrals to campus and community-based resources, monitoring academic progress, and interpreting college policies and procedures.

## **Career Services**

Contact Information  
Choate Campus: Room 122  
Phone: (716) 827-2444  
Website: <https://my.trocaire.edu/career-services/>  
Email: [CareerServices@Trocaire.edu](mailto:CareerServices@Trocaire.edu)

The Career Services office provides comprehensive career preparation services for Trocaire College students and alumni. Assistance is available to students looking for a job while in school or searching for their first job after graduation. Career Services assists students with creating resumes, cover letters, practicing job interview skills, and hosts several opportunities for students to meet directly with employers each semester. Updated job postings, on-campus employer recruitment visits, and job fair information are available in Handshake and on the Career Services webpage.

### **Career Counseling**

Career Counseling is available to students and alumni to assist with re-assessing career direction or confirming career choices. A variety of career and personality assessments are offered to assist students and alumni with determining their educational and occupational choices; preferences for particular job duties; aptitudes and achievement in various areas; and preferences for particular qualities of the work environment. All career counseling services are free of charge for current students and alumni.

### **Career Competency Certificate Program**

The Career Competency Certificate is a structured opportunity for students to gain career readiness knowledge and skills to better prepare themselves to enter the job market. Career readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace. Students who participate in this program will work closely with the Career Services Coordinator to complete the career modules in Moodle and will receive a certificate upon successful program completion.

### **Transfer Counseling**

Transfer counseling is available to students who are interested in continuing their education in a new program at Trocaire College or transferring to another institution.

### **Employment and Continuing Education Summary**

To obtain the latest graduation, employment, and continuing education information contact the Career Services office at (716) 827-2444 or [CareerServices@Trocaire.edu](mailto:CareerServices@Trocaire.edu)

## **Professional Mentorship Program**

### Contact Information

Choate Campus: Room 122

Phone: (716) 827-2444

Website: <https://my.trocaire.edu/professional-mentorship-program/>

Email: [CareerServices@Trocaire.edu](mailto:CareerServices@Trocaire.edu)

The [Professional Mentorship Program](#) is coordinated through the Career Services office and pairs working professionals with Trocaire students to better prepare them for their intended careers. Mentoring relationships are a shared opportunity for learning and growth. Mentoring as an extracurricular development opportunity provides long-term benefits for students, connecting them with support and a networking base as they move through their collegiate experience into their careers of choice. Mentee benefits include gaining life skills, career knowledge, and experience; expanding professional networks; benefiting from inspiration and support (professional, academic, personal); and a potential life-long connection between the mentor and mentee. Many mentors say that the rewards they gain are as substantial as those for their mentee. To that end, the Program has offered mentors the opportunity to achieve personal growth and learn more about themselves; improve their self-esteem and feel they are making a difference; gain better understanding of other cultures and develop a greater appreciation for diversity; and feel more productive and have a better attitude at their own workplace. Contact the Career Services office at 827-2444 for further information.

## **TRIO Student Support Services**

### **TRIO Student Support Services**

#### Contact Information

Choate Campus: Room 140

Phone: (716) 827- 2523

Website: <https://trocaire.edu/trio-student-support-services-program/>

Email: [TRIO@Trocaire.edu](mailto:TRIO@Trocaire.edu)

TRIO Student Support Services is a federally funded outreach and student services program designed to provide support, guidance and assistance for individuals from challenging backgrounds. TRIO is targeted to serve and help low-income, first generation college students, and individuals with documented disabilities. Services include tutoring, academic coaching, supplemental instruction, academic advising, support with financial aid and financial literacy, and support with post-graduation career and continuing education planning.

#### **ELIGIBILITY:**

- The student must be a U.S. citizen or legal resident
- Must be an enrolled student at Trocaire
- Demonstrate academic need
- Meet one or a combination of the following:
  - Low-income
  - First Generation college student (neither parent has earned a four-year degree)
  - Have a documented disability

To learn more visit [our website](#). Click [here](#) to apply.

## **Learning Resource**

### **Palisano Learning Center**

#### Contact Information

Choate Campus:

Phone: (716) 827- 2425

Website: <https://my.trocaire.edu/academics/palisano-learning-center/>

Email: [palisanolearningcentermail@trocaire.edu](mailto:palisanolearningcentermail@trocaire.edu)

In support of the mission of Trocaire College, the [Palisano Learning Center \(PLC\)](#) offers the following resources free of charge to enrolled students:

- Peer and Professional Tutoring
- Online Tutoring
- Academic Coaching
- Group Study/Reviews
- Academic Success Skills Workshop

In addition, the PLC houses a professionally staffed **Health Science Lab** equipped with anatomy and physiology models and health science related resources for student use.

By way of the **Testing Center**, the PLC facilitates placement testing for incoming students and provides accommodation testing in collaboration with [Accessibility Services](#).

## **Wellness Center**

The Wellness Center offers comprehensive services and programming to promote student success and healthy lifestyle choices. Counseling Services, Health Records, Accessibility Services, Violence Against Women Grant, and wellness programming are functionalities under the auspices of the Wellness Center. In an effort to sustain healthy living, services and programming are offered year round. Students may also visit the Wellness Center for resources related to physical and emotional wellbeing, as well as be referred to community based organizations who can assist them.

### **Health Records**

Contact Information

Choate Campus: Room 118

Phone: (716) 827-2579

Website: <https://my.trocaire.edu/student-services/counseling-services/>.

Email: [WellnessCenter@Trocaire.edu](mailto:WellnessCenter@Trocaire.edu).

The Wellness Center partners with CastleBranch, a health record management system, to support students in managing health and immunization records required for enrollment and clinical placements. Upon admission into their academic program, students will receive information to self-enroll in CastleBranch.

To ensure compliance with College and Public Health Law, an automatic health hold will be placed on all student accounts upon acceptance to the College. To lift this hold, students must submit Trocaire College's *Health and Immunization General Requirement's Health Form*, with supporting documents if necessary, to CastleBranch. General requirements include record of the following: Medical History, Meningococcal (Meningitis) Vaccination Response, MMR records, and proof of COVID-19 vaccination.

Students enrolled in health profession programs are required to submit additional health and immunization records that meet requirements of academic programs and clinical sites. A list of current requirements can be obtained through your CastleBranch account, in the Wellness Center, or in your program's handbook.

Students are responsible for submitting current and accurate health records through their CastleBranch account and should retain account credentials for access and management of uploaded documents. For questions, please contact the Wellness Center.

### **Counseling Services**

Contact Information

Choate Campus: Room 118

Phone: (716) 827-2579

Website: <https://my.trocaire.edu/student-services/counseling-services/>.

Email: [WellnessCenter@Trocaire.edu](mailto:WellnessCenter@Trocaire.edu)

Trocaire College offers counseling services free of charge for all students. The goal of Counseling Services is to provide short-term counseling to help students manage

current stressors and identify more effective strategies to meet their goals. Students can contact the Wellness Center to get more information on community resources and referrals. All students are welcome in the Counseling Office.

### **Accessibility Service**

Contact Information

Choate Campus: Room 118

Phone: (716) 827-2579

Website: <https://my.trocaire.edu/student-services/disability-services/>

Email: [WellnessCenter@Trocaire.edu](mailto:WellnessCenter@Trocaire.edu)

Trocaire College provides reasonable accommodations to students with disabilities. Students who may be seeking accommodations must self-identify as a student with a disability to the Office of Accessibility Services. Students must provide documentation from a licensed provider stating their diagnosed disability, diagnosis, and/or mental health impairment, functional limitations, and recommendations of services to support the student in accessing courses and materials. Student accommodations are determined on an individual basis. Some examples of accommodations may include, but are not limited to: testing accommodations, notetaking assistance, alternative textbooks and assistive technology software and devices.

### **Wellness Programming**

The Wellness Center offers wellness programming and events on various topics throughout the year. For any questions regarding programs or events contact the Wellness Center at (716) 827-2579, or [WellnessCenter@Trocaire.edu](mailto:WellnessCenter@Trocaire.edu).

### **DOJ Violence Against Women Grant**

Contact Information

Choate Campus: Room 129

Phone: (716) 827-2543

Website: <https://my.trocaire.edu/ivip/>

Email: [iVIPCoordinator@Trocaire.edu](mailto:iVIPCoordinator@Trocaire.edu)

The Department of Justice Office of Violence Against Women awarded a grant to Trocaire College in October 2018 to support the enhancement of victim services, implementation of prevention and education programs, and the development of strengthened responses to sexual assault, domestic violence, dating violence, and stalking on campus.

The OVW grant has afforded Trocaire College the opportunity to form the Interpersonal Violence Intervention and Prevention (iVIP) program, and the Trocaire Coordinated Crisis Response Team (CCRT), which includes members of the Trocaire community and outside community partners.

The Interpersonal Violence Intervention Program (iVIP) mission is to foster a greater college community that is both aware of, and equipped to respond to Domestic Violence, Dating Violence, Stalking, and Sexual Assault. iVIP provides continued education on prevention programming at Trocaire, and in the surrounding community

## **Student Life**

### **Student Life Office**

#### Contact Information

Choate Campus: Room 141

Phone: (716) 827-2487

Website: <https://trocaire.edu/student-activities>

Email: [StudentLife@Trocaire.edu](mailto:StudentLife@Trocaire.edu)

The Student Life Office provides students with the opportunity for co-curricular involvement in an inclusive, student-centered environment. Whether students are seeking involvement in student government, programming, clubs/organizations, or participating in the many activities and events offered, Student Life provides access and opportunity for all students. In addition, a student's professional skills are enriched through leadership, multicultural and inclusion workshops in order to ensure success after completion of their educational journey at Trocaire. Veteran students are supported through specialized programming at Trocaire. From Orientation to [Commencement](#), Student Life is here to support and promote student success.

### **Orientation**

#### Contact Information

Choate Campus: Room 141

Phone: (716) 827-2487

Website: <https://trocaire.edu/orientation/>

Email: [StudentLife@Trocaire.edu](mailto:StudentLife@Trocaire.edu)

New and transfer students are expected to participate in the online New Student Orientation program prior to the start of their first academic semester at Trocaire, which is designed to introduce students to college life at Trocaire. This program acquaints students with both the academic resources of the College and the support services that will assist them in making a smooth transition to college life. This online orientation takes thirty minutes to complete while describing various facets of Trocaire. Once completed, students will feel comfortable to start their first semester. Student Life also holds a New Student Social, where students can come to campus and meet the college community and become acquainted with the mission and purpose of the College.

First-Time, Full-Time Students enrolled at Trocaire College will be required to attend an in-person orientation prior to the start of the academic semester to connect with their peers, resources, and offices at the college.

### **Student Clubs**

#### Contact Information

Choate Campus: Room 141

Phone: (716) 827-2487

Website: <https://trocaire.edu/student-clubs-and-organizations>

Email: [StudentLife@Trocaire.edu](mailto:StudentLife@Trocaire.edu)

Various clubs and activities are open to all students and are managed by the Student Life Office. Each club has a separate advisor who oversees its function. Clubs help

sponsor many activities each semester, provide a forum for the development of student leadership skills, and present opportunities to form relationships with other students. Student clubs are also fantastic ways to build professional development to make you stand out in the work force. There are several clubs on campus – both academic and social, and if Trocaire does not have a club you are interested in, it is very easy to start one.

### **Student Association**

#### Contact Information

Choate Campus: Room 141

Phone: (716) 827-2487

Website: <https://trocaire.edu/student-association>

Email: [StudentLife@Trocaire.edu](mailto:StudentLife@Trocaire.edu)

The purpose of the Student Association (SA) is to represent the student body as it relates to College matters, help to oversee the student clubs, and to create and promote co-curricular programs through student activities. The Student Association is comprised of elected and appointed students involved in the planning and integration of student activities so that students have a full and balanced life outside of the classroom. The Student Association also promotes a sense of group responsibility and plays the critical role of student representation for all aspects of community life. The Director of Student Engagement, from the Office of Student Life, advises this body of student leaders.

### **Leadership Development**

#### Contact Information

Choate Campus: Room 141

Phone: (716) 827-2487

Website: <https://trocaire.edu/leadership>

Email: [StudentLife@Trocaire.edu](mailto:StudentLife@Trocaire.edu)

Trocaire College believes that all students can and should exercise leadership. Leadership does not require formal authority or position and can be practiced by anyone interested in making a difference in their family, workplace, and community. Leadership is a process of people working together toward common goals that bring about positive change. The Student Life Office offers leadership development opportunities through the Leadership Certificate Program. The program consists of workshops and a capstone project focused on understanding leadership, increasing self-awareness, learning leadership frameworks, and enhancing community.

## Veteran Services

### Contact Information

Choate Campus: Room 141

Phone: (716) 827-2487

Website: <https://trocaire.edu/veterans-engagement/>

Email: [StudentLife@Trocaire.edu](mailto:StudentLife@Trocaire.edu)

Trocaire College is proud to support all veterans and military dependents as students here at Trocaire College. In appreciation for the hard work and sacrifice of our military Trocaire College provides a Veteran Lounge on the 2nd floor. This lounge is equipped with a mini-fridge, computers, tables for studying and couches for relaxing. This is a quiet place on campus that veterans can call their own. We also provide specific events for Veterans, such as resume workshops and transitioning to civilian and work-life workshops.

Veterans are welcome to join the Veteran Student Club to connect with other veterans at Trocaire College.

## Inclusivity/Diversity

### Contact Information

Choate Campus: Room 141

Phone: (716) 827-2487

Website: <https://trocaire.edu/diversity-inclusion>

Email: [StudentLife@Trocaire.edu](mailto:StudentLife@Trocaire.edu)

We embrace all identities at Trocaire and strive to develop and educate citizen leaders. We foster intercultural engagement through heritage celebrations, dialogue, and events. The Student Life Office provides opportunities for self-awareness and reflection across differences through [Diversity & Inclusion](#) workshops and the [Cultural Competency Certificate \(C3\) Program](#). Our vision is to create a community where all people feel valued and valuable for who they are.

## Phi Theta Kappa Honor Society

### Contact Information

Choate Campus: Room 141

Phone: (716) 827-2487

Website: <https://trocaire.edu/student-activities>

Email: [StudentLife@Trocaire.edu](mailto:StudentLife@Trocaire.edu)

[Alpha Pi Eta](#) Alpha Pi Eta, the Trocaire chapter of [Phi Theta Kappa \(PTK\)](#) an international honor society for two-year colleges, accepts new members every semester. Phi Theta Kappa challenges students to intellectual pursuit and community service.

Each candidate for membership must have completed - 12 credit hours of associate degree coursework, 6 credit hours of certificate work, or 12 credit hours of bachelor degree work, with a cumulative Grade Point Average of 3.50 on a 4.0 scale, and adhere to the school conduct code.

Transfer students who were inducted into their former institution's [Phi Theta Kappa](#) chapter may transfer their membership to the Trocaire chapter. Students who are current members of the Trocaire chapter of Phi Theta Kappa must maintain a 3.1 cumulative GPA to remain in good standing.

## Alumni Association

### Alumni Association

#### Contact Information

Location: The Helen & Joseph Klausman Center for Advancement, 317 Choate Avenue

Phone: (716) 827-4342

Website: [Trocaille College Alumni](#)

Email: [alumni@trocaire.edu](mailto:alumni@trocaire.edu)

The [Trocaille College Alumni](#) Association represents more than 12,000 Trocaire alumni throughout Western New York and beyond. The association provides a variety of benefits to college alumni under the guidance of the Office of Institutional Advancement. Whether a student is graduating with an associate's degree, bachelor's degree, or certificate, lifetime membership includes career support, access to the Trocaire library, discounts, invitations to special events, communications such as the College magazine and newsletters, and networking opportunities.

## Mission & Ministry Services

### Office of Mission, Ministry, and Service

#### Contact Information

Choate Campus: Room B15

Phone: (716) 827-2449

Website: [Office of Mission, Ministry, and Service](#)

Email: [Mission-Office@Trocaire.edu](mailto:Mission-Office@Trocaire.edu)

The [Office of Mission, Ministry, and Service](#) advocates for the mission of Mercy Higher Education at all levels of Trocaire's institutional life. Our focus is on MISSION and our identity as a Mercy Catholic institution of higher education.

1. Our primary **mission** as a Catholic and Mercy institution is education excellence with a commitment to excellence in teaching and service. We offer our students a rich lens through which to engage life with its Catholic Intellectual Tradition, Catholic Social Teaching, Catholic humanism giving special attention to Mercy Critical Concerns and by helping to develop and implement policies that align with our Mercy values to support students as they aspire to careers of achievement and lives of purpose.
2. Our **ministry** is rooted in our Mercy Heritage that provides us with a wealth of spiritualities, which hold to a Creator who is good and merciful. We balance the rigor of academic programs with a contemplative mind and heart thereby providing a holistic approach to education aimed at a healthy development of mind, body, emotions, spirit, and community.
3. Having achieved a Mercy education, we send forth students who have as their purpose to make a difference in their families and communities in hope of a more compassionate and fuller tomorrow in **service** of the Common Good.

We seek to honor and incarnate the legacy of Catherine McAuley and the [Sisters of Mercy](#) who founded Trocaire College in 1958.

## Campus Ministry

As the Mercy College of Western New York, Trocaire mirrors the Mercy charism of hospitality by welcoming all people and honoring the human dignity of every person.

Through symbols and rituals, we seek to invite all people: people of other religious traditions, those who are atheist, agnostic, or with no religious traditions to experience the spiritual dimension of our religious heritage. As a campus-community efforts are made to provide space for non-Christian religious gatherings and to encourage inter-religious understanding, appreciation and events.

Campus Ministry offers programs and services that support student holistic development of mind, body and spirit. Examples include weekly Eucharist, Morning Prayer, Scripture Study, Social Justice/Mercy Critical Concerns activities, Guided Meditation sessions during the Lenten Season, Senior Spotlight Dinners, etc. A multi-faith Sacred Space (RM 316) is open to students and staff for personal and group prayer and meditation on a daily basis. It is also available for spiritual and religious programming throughout the year. Spiritual Direction and pastoral counseling are available for our students upon request. Additional programming extends our Spirit of Mercy in celebrating Mercy Heritage Week, committing to the Pledge of Non-Violence, and offering discussions Toward the Common Good: An Exercise in Catholic Social Teaching, speakers on key topics and panel discussions on critical social and cultural issues of our day. These are all part of the fabric of life at Trocaire College – a community of caring, where Mercy lives. Students are invited to participate in and/or initiate programming that aligns with our mission and enhances the quality of life on our campus. We welcome your participation, ideas, and involvement.

## Global Achievement Project

Contact Information

Choate Campus: Room 140

Phone: (716) 827-2535

Website: <https://trocaire.edu/student-life/mission-ministry-service/>

Email: [Global-Achievement-Project@Trocaire.edu](mailto:Global-Achievement-Project@Trocaire.edu)

The Global Achievement Project (GAP) offers support and services to students born outside the continental United States – refugees, immigrants, etc. On the academic front, obstacles that may impede the success of these students are identified and programs and services put into place to address student needs. The coordinator of the project provides an array of services:

- Advises students regarding educational options, requirements, policies and procedures;
- Refers students to workshops and instructional opportunities on student success;
- Informs students of on-campus and off-campus resources for assistance and support; and
- Assists students in clarifying values and goals. Socially, the coordinator also arranges opportunities for students to come together in a spirit of fellowship and mutual support.

## Mercy Action Project (MAP)

Contact Information

Choate Campus: Room B15

Phone: (716) 827-2493

Website: <https://trocaire.edu/student-life/mission-ministry-service/>

Email: [Mercy-Action-Project@Trocaire.edu](mailto:Mercy-Action-Project@Trocaire.edu)

The Mercy Action Project is a tuition-free, noncredit, value-added, co-curricular learning experience. Students in all programs (Certificate, Associate, and Baccalaureate) must complete at least one (1) MAP learning experience, in one cohesive semester, prior to completing their program in order to become eligible to graduate. MAP provides service opportunities that integrate the College's mission through an action-reflection approach that connects service to a student's career path. The Mercy Action Project promotes a culture committed to personal enrichment and service in the spirit of the Sisters of Mercy while keeping with the mission, values, and tradition of Trocaire College.

### The purpose of MAP is to:

- Support student learning while meeting community needs in ways that uphold the mission of Trocaire College
- Promote student success by enhancing civic engagement, personal reflection, and academic growth
- Encourage a college-wide culture of service
- Foster citizenship, academic and social skills, and Mercy values
- Be mutually beneficial to the student, community partner, and recipients of service.

## Catherine's Cupboard

Contact Information

Choate Campus: Room 340

Website: <https://trocaire.edu/student-life/mission-ministry-service/>

Email: [Mainm@trocaire.edu](mailto:Mainm@trocaire.edu)

Catherine's Cupboard is a FREE food pantry on campus designed to serve Trocaire students and staff who experience food insecurity. By addressing issues of hunger and food insecurity, the College seeks to aid and support the health and wellbeing of our students while promoting student success, which is the overarching goal of the College.

Catherine's Cupboard is located in room 340 on Trocaire College's Choate campus and is open to all Trocaire students and staff. A student and/or Staff ID is the ONLY requirement to access the pantry.

Catherine's Cupboard is named after Catherine McAuley, foundress of the Sisters of Mercy, who in turn founded Trocaire College in 1958. It provides microwavable and non-perishable food items to students for immediate use or to take home for their families. Toiletries and personal supplies including toothbrushes, feminine hygiene items, diapers, and shampoo are also available. All items are provided freely and discreetly to any student or employee who needs them. Information

regarding additional community resources and/or social services are also available through the pantry.

## Libraries

### Contact Information

Choate Campus: Rachel R. Savarino Library, 4th floor  
Phone: (716) 827.2434  
Website: <https://library.trocaire.edu>  
Email: [libraryhelp@trocaire.edu](mailto:libraryhelp@trocaire.edu)

### Contact Information

Extension Center (Trocaire Achievement Complex):  
Penfold Commons, 1<sup>st</sup> floor  
Phone: (716) 827.2523  
Website: <https://library.trocaire.edu>  
Email: [libraryhelp@trocaire.edu](mailto:libraryhelp@trocaire.edu)

The [Trocaire College Libraries](#) strive to provide the Trocaire College community with the tools and resources needed for academic and professional success. We empower students by promoting the skills needed to effectively find and use materials in all formats by providing access to information resources and by teaching effective research techniques. As part of our mission, we assist diverse users in their preparation for lifelong personal enrichment, dignity and self-worth.

Wireless access is available for students at both locations. Our library on the Choate campus has **39** desktop computers with Microsoft Office for student use. There are also 2 multi-use printers, 2 study rooms, and plenty of space for group and individual study.

For scholarly research, we offer online article and image databases, streaming video, program guides, tutorials, eBooks, and a collection of up-to-date print books specially selected to support Trocaire College's programs of study. All [online resources](#) are accessible twenty-four (24) hours a day,

We also have a collection of high demand reserve materials such as some textbooks and NCLEX reviews that can be used in the library.

For articles and books we do not own, the library offers two solutions; [Interlibrary Loan](#) and [AcademicShare](#).

Browse our [resources and databases](#), [library hours](#), and [additional library services](#).

We regularly present Library Research and Information (LRI) sessions and workshops to help users attain the highest levels of information literacy, crucial in today's academic environment and future employment markets. When the Libraries are open, a librarian is present to assist users in accessing information and research. When the library is closed, users can email [LibraryHelp@Trocaire.edu](mailto:LibraryHelp@Trocaire.edu) or contact the library via the [online form](#). The librarians will respond to inquiries the next day the library is open.

## Student Conduct & Policies

### Contact Information

Choate Campus: Room 121  
Phone: (716) 827-2445  
Website: <https://trocaire.edu/resolution-of-student-complaints/>  
Email: [saunderesk@trocaire.edu](mailto:saunderesk@trocaire.edu)

Trocaire College has high regard for its students and for all members of the College Community. Trocaire expects its students to obey all applicable federal, state and local laws; to behave in ethical, professional and courteous ways and to observe the specific policies and standards which govern a student's behavior at the College.

The College Student Code of Conduct reflects general principals of expected behavior at the College. Any type of dishonest, abusive or destructive behavior may subject a student to disciplinary actions, up to and including dismissal from the College. All Trocaire students are responsible for reviewing and making themselves familiar with the Code of Conduct, which is included in the Student Handbook and Policy Manual. The [Student Handbook and Policy Manual](#) is a collection of all non-academic student policies which are in place to provide structure and safety for all students and the College community. The [Student Handbook and Policy Manual](#) is emailed to all students at the beginning of each semester and can also be found on the Trocaire website.

## Compliance

Trocaire College is committed to the proper implementation of all federal, state, and local legislation in an ever-evolving complex regulatory environment while maintaining the traditions and values of the institution's mission. This institution aims to affirm the dignity of the individual while pursuing the common good, which parallels the goals and intentions of legal compliance. The Student Affairs Division fosters a safe environment by upholding the legal principles found in student-related mandated state and federal compliance initiatives. The following compliance programs and/or reports are available:

[Annual Security \(Clery Act\)](#)

[Title IX \(non-discrimination\) and NYS Education Law 129B \(Enough is Enough\)](#)

[Drug and Alcohol Information and Prevention Report \(2018-2020\)](#)

### Non-Discrimination Statement

Trocaire College does not discriminate in admission, employment, in the administration of its educational policies, scholarship and loan programs, and other institutionally administered programs, on the basis of an individual's actual or perceived, race, color, creed, religion, religious practice, national origin, ethnic group, sex, gender identity, sexual orientation, political affiliation, age, marital status, military status, veterans status, disability, domestic violence victim status, genetic information or any other basis prohibited by New York state and/or federal non-discrimination laws. Retaliation against an individual because he or she made a complaint, testified or participated in any manner in an investigation or proceeding relative to such compliant will not be tolerated and is unlawful under Civil Rights laws.

The College's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment, including sexual harassment and sexual violence, including the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the New York State Human Rights Law.

Inquiries concerning the College's Non-Discrimination policies should be directed to:

Human Resource Business Partner / Title IX Coordinator / Civil Rights Compliance Officer  
360 Choate Avenue, Room 321  
Buffalo, NY 14220  
(716) 827-2461  
[CivilRightsCompliance@Trocaire.edu](mailto:CivilRightsCompliance@Trocaire.edu)

To view Trocaire College's non-discrimination notice, please see our official website. For further information on notice of non-discrimination, please contact:

New York Office  
Office for Civil Rights  
U.S. Department of Education  
32 Old Slip, 26th Floor  
New York, NY 10005-2500  
Phone: (646) 428-3900  
Fax: (646) 428-3843  
TDD: (800) 877-8339  
Email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)  
<http://www2.ed.gov/about/offices/list/ocr/docs/hoto.pdf>

### Family Educational Rights and Privacy

Refer to notification of rights under Family Educational Rights and Privacy Act (FERPA) section of the catalog.

## Academic Policies and Procedures

Inherent in the Mission, Vision, and Values of Trocaire College is the commitment to provide our students with more than the sum total of the coursework needed to complete a program of study. The collaborative goal of the faculty, staff, and administration is to engage students in a learning process designed to promote learning beyond the classroom and program completion: learning for life.

Trocaire publishes this Catalog on an annual basis. Therefore, students should ensure that they are discussing current curriculum information with Admissions, advisor(s), or the appropriate Program Director.

The student is responsible for knowing the academic standards and for utilizing or following the Academic Policies included in this Catalog. While the faculty and staff are available to assist students, the responsibility for meeting standards and policies as outlined in this Catalog is that of the student. A requirement or policy is not waived because a student claims ignorance or claims that a member of the College community did not inform the student of the requirement.

Adherence to College policies and awareness of academic services is integral to student success. Faculty and staff assist students in meeting their academic and personal goals, in part, by defining the following policies and services.

# **Family Educational Rights and Privacy Act (FERPA)**

## **Notification of Rights**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution). These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day Trocaire College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of any education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If Trocaire College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the College discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

Certain directory information may be released without the student’s consent. Trocaire College designates the following items as Directory Information: student name, address, e-mail address, telephone numbers, photograph, date and place of birth, major field of study, grade level, name of academic advisor, participation in officially-recognized activities, dates of attendance, enrollment status, degrees, date of graduation, honors and awards received, and most recent previous school attended.

A student who wishes to have Directory Information withheld must notify the Registrar’s Office. A form requesting the withholding of Directory Information is available on the [FERPA Information Release Form](#) is available on the College website. Trocaire College will assume a student’s failure to request withholding of Directory Information as their consent to the release of this information.

## **Disclosure Without Consent**

FERPA permits the disclosure of personally identifiable information from students’ education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the records of disclosures.

A postsecondary institution may disclose personally identifiable information from the education records without obtaining prior written consent of the student for the following purposes:

- To other school officials, including teachers, within Trocaire College whom the College has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1)-(a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the College’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31 (a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol, or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))
- The disclosure concerns sex offenders and other individuals required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994.

Students have the right to file a written complaint with the U.S. Department of Education concerning alleged failures by Trocaire College to comply with the requirements of FERPA. Complaint forms may be mailed, or online complaint form may be found at  
<https://studentprivacy.ed.gov/file-a-complaint>

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202

## Academic Integrity Policy

Trocaire College recognizes the fundamental principle of academic integrity. Honest participation in academic endeavors fosters an environment in which optimal learning can take place and is consistent with the mission of Trocaire College. Dishonest behavior compromises the validity of Trocaire College’s ethical practices, which threatens the standing of all who graduate from and/or affiliate with the college.

Trocaire College expects its student body and affiliates to understand the various forms of Academic Dishonesty, to actively avoid these behaviors, and instead choose actions that uphold Academic Integrity.

### DEFINITIONS:

Academic Integrity - a commitment to fundamental moral values such as honesty, trust, decency, respect and responsibility in the academic setting.

Academic Dishonesty – misconduct associated with any academic environment including classroom, online, laboratory or clinical learning process.

Examples of Academic Dishonesty can include, but are not limited to:

Cheating – Cheating is completing course work by providing or receiving inappropriate assistance from a person or reference, or using unauthorized material such as, but not limited to, notes of any form, texts, test banks, wireless devices such as cell phones, tablets, or smart watches, calculators, formulas or computers, unless otherwise directed or permitted by the course instructor. This includes, but is not limited to:

- (a) use of unauthorized assistance in taking quizzes, tests or examinations
- (b) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments
- (c) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.

Plagiarism – Plagiarism is intellectual theft and includes, but is not limited to

- (a) copying and pasting information directly from a website into tests and assignments
- (b) unauthorized use of copyrighted material or misrepresentation of someone else’s work, including that of another student, as one’s own in any course work
- (c) using papers/writings from an agency engaged in selling of term papers or other academic materials, or such an agency that offers to write your papers for a fee
- (d) attributing citations to inaccurate or misleading sources.

Self-Plagiarism – Unauthorized use of one’s own work or part of a work, either from the same course or from another course, in more than one assignment.

**Aiding in Academic Dishonesty** – Knowingly taking action that allows another student to engage in an act of academic dishonesty including, but not limited to, completing an examination or assignment for another student or obtaining an examination or completed assignment for another student. You cannot complete an assignment for another student or take an examination for another student.

**Academic Deceit** – Forgery, alteration or misuse of any College or official document, record, or instrument of identification such as grade changes, course withdrawals, or other academic procedures. Academic deceit also entails providing false information or documentation with the intent to obtain an exemption, extension or exception to assignments, exams, presentations, and other course work.

**Interference** – Interfering with the work of another student. Examples include, but are not limited to: sabotaging (including failing to contribute to) group projects or laboratory work, disrupting in-class work including tests and quizzes, altering computer files or online posts or making educational materials such as equipment or texts unavailable to others.

**Other Forms of Academic Dishonesty** - the College reserves the right to act upon other actions that a reasonable person would consider academic dishonesty that may not be listed specifically above.

**Academic Leadership Team** – A group of academic administrators who make important governance decisions at the College. Team may consist of deans, Assistant Vice President of Academic Operations and the Vice President of Academic Affairs.

#### **PROCEDURES:**

- A. A statement is included in each instructor's course outline and on the common LMS/Moodle landing page under Student Resources regarding academic integrity and the penalties to be involved.
- B. First instances of Academic Integrity violations in a course are typically resolved between the instructor and student and noted to Academic Affairs record. When a faculty member encounters an incident of academic dishonesty, they will submit the **Academic Integrity Violation Reporting Form** online, that details the alleged incident, and provides evidentiary documentation. The Dean for the course will determine whether other incidences of academic dishonesty have been reported. All violations will be tracked by the Academic Leadership Team and in the office of the Vice President of Academic Affairs.

If a staff member or student witnesses or suspects academic misconduct, they are encouraged to report the violation to the faculty teaching the course.

- C. The instructor contacts the student within five days of the discovery of the alleged act of dishonesty. Upon verification of the Academic Integrity violation, the potential penalties are discussed with the student. When the penalty is imposed within the context of the course, faculty indicates to the student the penalties to be imposed. Every effort will be made to resolve minor infractions at the classroom level.
- D. If it is determined that multiple incidences of academic dishonesty have been reported, the appropriate Dean meets with the student to discuss these violations and any additional penalty.
- E. If the recommendation is suspension from the College, the Academic Leadership Team reviews the recommendation and renders a decision.
- F. The written decision is provided to the student within three (3) business days following the meeting of the Academic Leadership team. The letter contains, minimally, a statement of action, and a brief rationale for the decision.
- G. The student according to the College Academic Appeals Policy #663 may appeal this academic decision.

#### **PENALTIES**

If a violation of academic integrity is established the following consequences will apply:

- A. First violation within a course – Faculty member will impose penalties that could include, but are not limited to
  - (a) Written warning to student
  - (b) Resubmission of assignment
  - (c) Lower grade on assignment/exam
  - (d) Zero on paper/assignment/exam
  - (e) Additional assignment
- B. Second violation within a course – Failure of the course in which the academic dishonesty occurs. The Program Director will issue a written reprimand that becomes part of the permanent student record.
- C. Multiple violations across several courses in program – Suspension/dismissal from the program. Dean may suspend the student from the program for a period of one semester or more. This does not prohibit the student from remaining at the College in another program.
- D. Determination of a repeated pattern of Academic Integrity Violations by Academic Team – dismissal from the College.

## Copyright Infringement and File Sharing

In accordance with the Higher Education Opportunity Act of 2008, the College is required to address unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing. All faculty, staff and students are expected to comply with federal copyright laws. Persons found to have engaged in such unauthorized behaviors may be subject to civil and criminal penalties, including, but not limited to: exclusion from access to specific technologies or facilities, loss of computer and network privileges, requirement to make full restitution and/or criminal prosecution. For more information, see the College's Student Handbook policy entitled Technology – Acceptable Use Policy. A copy of the College's administrative regulation (Regulation No. 191) pertaining to copyright infringement and file sharing can be obtained by requesting it from the Office of the Vice President for Academic Affairs.

## Credit Hour Policy

As outlined in the [Credit Hour Policy](#), all semester / credit hours awarded by Trocaire conform to federal and state requirements and definitions. In general, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester. A semester hour means a credit, point, or other unit granted for the satisfactory completion of a course which requires at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary assignments.

At least an equivalent amount of work as required in paragraph (1) above for other academic activities including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

## Attendance Policy

Trocaire College recognizes the relationship between student attendance and student retention, achievement and success. The College is an attendance-taking institution that requires student attendance in order for students to remain enrolled in a course. Students are expected to attend, to be on time for all scheduled courses (i.e. lectures, clinical experiences, laboratories, and internships), and to attend all courses in their entirety regardless of the course modality. Instructors are required to maintain attendance records and to report absences. Attendance is considered more than logging into an online course or physically attending a seated course.

Excessive absences will result in a grade of "FX", failure for non-attendance, and students may be required to return Title IV financial aid monies. The definition for excessive absence is being absent from a scheduled

course in a semester for more than twice the number of times a class meets in a given week. This permits two (2) absences for once a week meeting and online classes and four (4) absences in twice a week meeting courses each semester. Once a student exceeds these numbers, they will earn a grade of "FX". In most cases, excluding clinical courses, a grade of "FX" will be applied on the 11th week of the semester if the student has already exceeded the number of allowable absences but has not officially withdrawn from the course by the official last day to withdraw. Non-attendance in a course does not signify withdrawal.

Absence does not constitute an exemption from course requirements. Students are required to complete all assignments and examinations. It is the student's responsibility to take the initiative in making up any missed work. Students are expected to notify the College of any absence in accord with the program policy and/or the syllabus guidance. Only registered students may attend classes.

For purposes of this policy, attendance in online courses is more than simply logging into the course. Students must complete substantive work to be marked attended. This work may include:

- Submitting an academic assignment
- Taking or submitting an exam
- A posting by a student showing the student's participation in an online study group that is assigned by the College or attending a study group that is assigned by the College
- Participating in or posting by a student in a discussion forum showing the student's participation in an online discussion about an academic matter
- Initiating contact (email, in-person, or other documented contact) with the instructor to ask a substantive question about the academic content studied in the course (instructor discretion)

For purposes of this policy, attendance in seated course is more than simply being present. Students must appropriately engage in the course to be marked attended. This may include:

- Taking notes and asking questions during lecture
- Participating in a class or small group discussion
- Attending a class, lab or internship in-person where there is an opportunity for direct interaction between the instructor and students
- Attending at a clinical site (must be present, on time and in appropriate dress code the entire class time to be counted in attendance)

Students are expected to attend all classes and laboratory periods for which they are enrolled. The instructor and/or program defines conditions under which an absence is excused. Traditionally, students are considered excused for documented medical emergencies, the death of an immediate family member, military service and religious holidays. Under extenuating circumstances, the instructor may also consider additional substantive academic activity for attendance purposes. Programs with external accreditors, may have additional attendance requirements define in the program manual.

Students are notified if their instructor cannot meet with them during any regularly scheduled class period and/or a class is canceled. In the event that the instructor does not arrive at an appointed class within 15 minutes after the class regularly begins and after student representatives of the class have made inquiries to the Program Director and/or Dean of the course's division, students are excused from the class.

## **Religious Holidays**

The College respects students' religious beliefs and in compliance with New York State Law, students who are absent because of religious beliefs, will be given the opportunity to make up any academic requirements missed because of such absence. In the case of religious observance, students enrolled in clinical programs/placements must notify the Clinical Placement Coordinator, course faculty, and on/off Clinical Instructor in writing the first week of the academic term so that a make-up clinical experience can be arranged in advance. In accordance with New York State Education Law, students who do not attend classes on certain days because of religious beliefs should refer to the policy below.

### **New York State Education Law Section 224-a provides:**

Students unable because of religious beliefs to attend classes on certain days.

1. 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 belief, to attend classes or to participate in any examination, study, or work requirements on a particular day or days.
2. 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.
3. 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.

4. 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 requirement shall be made available on other days, where 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.
5. In effectuating the provision 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 or her availing himself or herself of the provisions of this section.
6. Any student, who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the supreme court of this county in which such institution of higher education is located for the enforcement of his or her rights under this section.

## **Course Disclosure Policy**

At the beginning of every course, the instructor distributes a written course syllabus and/or program manual to all students taking the course. The course outline describes the objectives and content for the course and the method by which students' work will be evaluated for grades. Students should refer to this on a regular basis during the semester.

## **Semester Grade Point Average (GPA) and Quality Points**

Grades received earn quality points as indicated in the following table. A grade point average is computed by dividing the number of quality points earned by the total number of credit hours for which the student is registered. A semester grade point average is computed based on courses attempted during the semester.

## **Cumulative Grade Point Average (CGPA)**

The cumulative grade point average is computed for all of the courses a student has taken at Trocaire. It changes whenever a new semester's grades are calculated and is a reflection of student progress in all work. In cases of repeated courses, the last grade earned is used in the cumulative GPA calculations, if the course is repeated at Trocaire.

## Trocaire Grading System

Quality Points	Letter Grade	Letter # Range
4.00 / 4.00	A+	97 – 100%
4.00 / 4.00	A	93 – 96%
3.67 / 4.00	A-	90 – 92%
3.33 / 4.00	B+	87 – 89%
3.00 / 4.00	B	83 – 86%
2.67 / 4.00	B-	80 – 82%
2.33 / 4.00	C+	77 – 79%
2.00 / 4.00	C	73 – 76%
1.67 / 4.00	C-	70 – 72%
1.33 / 4.00	D+	67 – 69%
1.00 / 4.00	D	63 – 66%
0.67 / 4.00	D-	60 – 62%
0.00 / 4.00	F	< 60%
0.00 / 4.00	FX	Failure, Unsatisfactory Attendance
0.00 / 4.00	W	Withdrawal (without academic penalty)
0.00 / 4.00	WF	Withdrawal Failing
0.00 / 4.00	I	Incomplete
0.00 / 4.00	IP	In Progress
0.00 / 4.00	S	Satisfactory
0.00 / 4.00	U	Unsatisfactory
0.00 / 4.00	AU	Audit
0.00 / 4.00	Z	Academic Amnesty

## Academic Warnings

Trocaire College maintains academic standards to facilitate academic progress and to assist students in reaching their educational goals and program requirements.

Faculty and staff advisors are available to assist students. The Academic Standards define requirements for degree/certificate completion, and also provide routine interventions to help students reach their goals.

Academic interventions include academic advisement and support services, referrals, as well as early alert notification and midterm warning letters.

## Student Action Alerts

At any point in the semester, course instructors and/or college staff are able to electronically submit a Student Action Form for students they have identified as needing additional supports to be successful in their course(s) or at the college. Once a Student Action Form is submitted, members of the college support staff and/or faculty will email the student to suggest interventions to assist the student with the issues identified.

## Midterm Warnings

At midterm, students will receive a midterm notification for all courses notifying them of their current standing. The communication serves to provide grade transparency and does not affect the student's status at the College or in the course. These grades do not appear on the student's transcripts.

Midterm grades serve as an important feedback to students regarding their academic progress approximately midway through the semester. Students are empowered to evaluate their current academic strategies, study techniques, and supports and make improvements where necessary. Midterm grades also prompt students to reach out to their instructors regarding questions or concerns about their progress and use this information to help develop strategies that can support academic success.

## Academic Withdrawal

Any course withdrawal may have financial and academic consequences. When considering a course withdrawal, the student should contact the instructor to review options. If the student decides to withdrawal after speaking with the instructor, the student should then meet with the financial aid and academic advisors to review the financial and academic implications of the withdrawal.

Students who chooses to withdrawal from one or more courses must submit the online [withdrawal form](#) located on the [Registrar webpage](#). Official withdrawal forms must be processed through the Registrar's Office.

A student who chooses to withdraw from class prior to the last date of the published withdrawal posted on the [academic calendar](#) will earn a grad of (W). A grade of "W" counts as a course attempt which may affect the number of times the student can repeat the course. When a student withdraws after the published withdrawal posted on the [academic calendar](#) the student will receive a withdrawal failing grade (WF).

Students who cease to attend one or more classes and do not complete a [withdrawal form](#) or formally notify the college of their intention to withdraw will receive a grade of "FX" in each course. Once a student has received a grade of FX, they are no longer registered for the course and may not attend the course for the remainder of the term.

**Students who stop attending class will not be released from financial liability.**

Students who do not attend past the add/drop period published in the [academic catalog](#) will have all courses removed from their record for that semester and their tuition refunded. **Add/drop is not considered a withdrawal.**

## Program Withdrawal

Students who wish to voluntarily withdraw from a program but remain enrolled at the College should contact their advisor and the Director of the Program. Students that withdraw from a program may apply to another program by completing the [program transfer form](#).

## College Withdrawal

When considering a college withdrawal, the student should meet with the financial aid and academic advisors to review the financial and academic implications of a college withdrawal. If the student decides to separate from the college, the student must submit the [withdrawal form](#) located on the [Registrar webpage](#).

The date of official college withdrawal is the date the [withdrawal form](#) was submitted. The Financial Aid Office will use the Official Withdrawal Date to calculate Federal & State aid eligibility based on regulations set by both entities.

The College reserves the right to request the withdrawal of any student whose academic work is unsatisfactory or whose conduct is not in accord with the spirit and aims of the College, its policies and expectations, or applicable law or regulation.

Official withdrawal forms must be processed through the Registrar's Office.

## Repeat Course Policy

Students may repeat a course in instances where they have received grades of "C-" (where a program's policy requires a minimum grade of "C") "D+", "D", "F", "FX", "W", "WF", and "U". A grade of "W" in any course counts as an attempt at taking a course but does not count as a failure. Students will be allowed to repeat a course for which they have received a grade of "W" only once.

Students may repeat a course only once, unless they have a signed authorization from the director of the academic program in which they are enrolled to repeat a course for the second time.

In cases of repeated courses, the last grade earned is used in computing the grade point average (GPA). However, all grades earned for courses taken at Trocaire remain part of the student's permanent record.

If a student chooses to repeat a course that they have passed but want to improve the grade, the credits for the repeated course cannot be included in determining a student's full-time status for the purpose of awarding New York State TAP.

Students may not take a Directed Study, Independent Study, or Challenge Exam to replace a course in which a failing grade was earned.

## Academic Standing Policy

Academic standards are designed to inform students of their academic progress toward program completion.

## Good Standing

Students are in good standing with the College unless they meet the College probation or dismissal criteria outlined below. At the program level, students who fail to meet the program-specific requirements may be dismissed from the program but remain in good standing with the College unless they meet College probation or dismissal criteria outlined below.

## Academic Probation

Academic probation results when a student's semester GPA falls below 2.0. A student placed on academic probation is expected to make an appointment with a member of the Advisement and Student Success Center to discuss the student's academic progress. **The student should make this appointment as soon as possible following the notification of being placed on academic probation.**

## Academic Dismissal

Academic dismissal from the College and loss of matriculation results from any of the following:

1. Falling below the cumulative grade point average indicated for dismissal on the chart below.
2. Failing 67% or more courses in a single semester.
3. Showing withdrawal (W or WF) from more than one-half of courses attempted in two consecutive semesters.
4. Being placed on academic probation for two consecutive semesters.
5. An academic misconduct offense

**Dismissed students may not re-apply to the College for readmission for a period of one (1) calendar year.**

Credit Hours Attempted	Minimum Cumulative GPA
1 – 14	1.3
15 – 29	1.5
30 – 44	1.8
45 – 59	2.0
60 – 74	2.0
75 – 89	2.0
90 – 104	2.0
105 +	2.0

Any extenuating circumstances will be reviewed by the Vice President for Academic Affairs upon request by the student. Contact [vpaa@trocaire.edu](mailto:vpaa@trocaire.edu) for review or appeal.

## Appeal of Academic Decisions

The College provides for an appeal process if students wish to challenge an academic decision. Students may file an appeal based upon the following grounds:

1. A practice/policy at variance with accepted College practice/policy.
2. Computer/calculation error.
3. Inconsistent application of grading standards within an instructor's sections of the same course.
4. Capricious or arbitrary application of standards concerning grading, curriculum, or placement status.
5. Allegation of academic dishonesty not supported by evidence.

## **Definitions**

The following definitions apply within the academic appeal process:

**Academic decisions** – decisions affecting the assignment of course grades, academic level placement, curriculum status, and academic dishonesty.

**Administrator** – the administrator is the director of designee.

**Appeal of Academic Decisions Form (AADF)** – form originated in the Vice President for Academic Affairs' office of the academic area in question documenting the results of each step in the appeal process.

**Appealing Academic Decisions:** The Appeal Process must be followed in sequence as described below. The only exception is the lack of availability of the respondents. In that case, the student would begin with step two.

**Business day** – day when the administrative offices of the College are open.

**Respondent(s)** – the person or persons making the academic decision.

### **Step One – Meeting with the respondents**

Step one must be completed within thirty (30) business days of the date when the student received the academic decision.

The student consults with the respondent(s), the instructor or other persons responsible for the academic decision, to discuss the issue in question. This step shall not be skipped unless the respondent(s) are unable to meet with the student. Upon notice, the supervisor of the respondent(s) shall make every effort to notify the respondent(s) concerning the appeal, but if that is unsuccessful, the student may proceed to step two.

### **Outcomes of Step One:**

If the respondent(s) find that an error has been made, or that a compromise can be reached, the respondent(s) may take appropriate steps for correction. On the other hand, the respondent(s) may uphold their decision, in which case the student may either accept the decision or proceed to Step Two.

### **Step Two – Discussion with Program Director or Supervisor**

Step two must be initiated within ten (10) business days of the completion of Step One and must be completed within the next ten business days of its initiation. In summer sessions, the administrator or Director may take up to 20 business days to render a decision. Step Two may not be skipped.

If, after the conclusion of Step One, the student feels their grievance is still valid after conferring with the instructor or other professional, he/she may present the complaint *in writing* to the Program Director or Dean of the Director if the decision has been made by a director. There shall again be an attempt at mediation. The complaint in writing must state the grounds of appeal (from items 1-5 above) and the desired outcome.

### **Outcomes of Step Two:**

A mutually agreeable resolution might be reached. Alternatively, the Director or Supervisor may find that the appeal is not timely, without merit, or does not meet the appeal criteria set forth within the appeal procedure. The Director or Supervisor may also find that he/she cannot sustain the academic decision.

In any case, the Director or Dean will note the outcome on the Form, sign it, notify both the student and the respondent(s) of the outcome, and secure their signatures on the AADF. A copy of the form will be given to all parties. At this time, if appropriate, the student will be reminded of the right to proceed to Step Three and of any impending deadlines in the appeal process.

### **Step Three – Appeal Committee**

Step Three must be initiated within five (5) business days of the completion of Step Two and must be completed within the next ten business days of its initiation. In summer sessions, Step Three may take up to twenty (20) business days.

If the grievance remains unsettled, the Director or Dean shall refer the decision to the Vice President for Academic Affairs. The student making the appeal must provide details of the appeal in writing, and each party shall advance the forms and documentation compiled in earlier steps. The student shall describe the decision from which the appeal is taken, name of the respondents, if known, and state the reason for the appeal; include any documents to be relied upon, including grades, reports, correspondence, themes or other papers; and be signed by the student. Upon receipt of the completed written appeal, the Vice President for Academic Affairs may attempt a mediation. If the parties are able to reach a resolution, the VPAA shall communicate to all parties in writing. Should no agreeable outcome be achieved, the VPAA shall appoint an Appeal Committee to hear the case.

If the appeal concerns a grade calculation only, then the appeal committee shall consist of three faculty members. For all other academic decisions, the committee will be supplemented by a Director or Dean (appointed by the Vice President for Academic Affairs) and one other professional staff member. Irrespective of the nature of the appeal, the mandated three faculty on the committee will be selected in the following manner:

1. The student selects a faculty member.
2. The respondent (example: dean or director) selects a faculty member.
3. The Vice President for Academic Affairs selects a faculty member.

Efforts shall be made to avoid conflicts of interest for any member of the Appeal Committee.

Prior to the Appeal Committee meeting, the Vice President for Academic Affairs shall send copies of the appeal to the respondent, the supervisor of the respondent, committee members and other named parties. Attendance at the Appeal Committee meeting shall be limited to only persons

with pertinent information. The student and the respondent(s) are not present when the other party is presenting.

### **Outcomes of Step Three:**

The Appeals Committee (AC) must render its decision within three business days of the date of the meeting(s).

1. The AC may reverse the decision in the previous step, with a two-thirds or greater vote of the Committee. The student and respondent(s) will be informed in writing of the ruling of the AC.
2. The AC may meet informally with either or both parties and obtain a written resolution. Such resolution may grant the student's request or establish a compromise solution.
3. The AC may decide that the appeal is not timely, is without merit, or that it does not meet the appeal criteria set forth within this administrative regulation. The student and respondent(s) will be informed in writing of the ruling of the AC.

Irrespective of the outcome of Step Three, the AADF shall be completed and signed by the respondents, the student, the supervisor of the respondent(s), and the Vice President for Academic Affairs. This shall terminate the process.

### **Incomplete Grade Request**

An Incomplete grade request is initiated by a student who has completed at least 70% of a course and holds a C or better at the time of the request. Incomplete grades are provided for exceptional circumstances that render it difficult for a student to complete the final elements of course. It is arranged in partnership with the instructor.

#### **An Incomplete must be removed from the student's record within 30 calendar days after the Incomplete was received, or it will automatically convert to an F.**

The 30 day completion requirement can be waived, under extenuating circumstances, with written permission of the Vice President for Academic Affairs.

### **Academic Amnesty**

The intended purpose of academic amnesty is to provide a student with a one-time opportunity to remove prior academic failures (defined as grades of C- or below) from inclusion in their Cumulative GPA.

The process will depend in part upon the student's willingness and ability to demonstrate how they have addressed the root cause of the academic difficulty through submission of a thoughtful educational plan and evidence of changes made since the failures occurred.

#### **Procedures:**

1. Students seeking amnesty must have been away from the College (i.e., not enrolled in credit-bearing courses) for a period of at least 1 year (12 months or two full successive semesters, not including summer)

before amnesty will be granted. Students may apply for amnesty prior to the end of the 1 year period; amnesty will not be granted / applied until the 1 year requirement has been met. In the case of extenuating circumstances, the 1 year waiting period may be waived at the discretion of the Vice President for Academic Affairs.

2. Amnesty will only apply to courses in which the student received a grade of C- or lower. Courses in which a student received a grade of C or higher will remain on the student's transcript and will be calculated into their GPA. Only courses taken previously at Trocaire are eligible for amnesty. The student will be asked to select the specific courses for which amnesty is being requested.
3. The student must submit a completed Academic Amnesty Application directly to the Office of the Vice President for Academic Affairs (VPAA). To be considered, the application must include: a) An explanation for the cause of the academic difficulty; b) A formal written statement of the changed student circumstance. This written statement can either include evidence of a changed situation or an academic action plan. The formal written statement must be developed in collaboration with and signed off by the Director of Advisement; c) An indication of the academic program the student is interested in if Amnesty is applied; and d) A listing of the courses for which amnesty is being requested. Note: Students may indicate their interest in re-entering programs from which they were previously academically dismissed.
4. Upon receipt of the completed application, the VPAA will make a decision regarding Amnesty. The VPAA may, as needed, confer with the Director of Advisement, the Program Director and/or the Dean as needed when making this decision. Granting Academic Amnesty only pertains to removing prior academic failures from the student's record and, if granted, does not guarantee that the student will be allowed to enter any particular academic program as extant program admission and/or program transfer requirements will still apply.
5. If amnesty is approved, the student must complete at least six credit hours with a minimum of a 2.0 GPA before amnesty will be applied to former grades. Course work for which the student receives a passing grade and which is completed during the semester in which the student has returned and is under the amnesty process may be applied toward completion of certificate or degree requirements. When enrolling in these 6 credits, the courses for which the student has requested amnesty will be treated as though they have never been taken previously. That is, even if a student has previously failed the same course twice, the student will be allowed to re-take that course as part of the 6 credits requirement. At the same time, the courses taken to meet the 6 credits requirement must match the student's major at the time they return.

6. When amnesty is applied to prior course grades, a grade of "Z" will be indicated on the transcript for that course. Coursework for which amnesty has been applied will no longer be computed in the student's GPA and such courses will not be counted as repeated courses or as attempts. Note: Although the College always maintains a record of courses taken, course work for which amnesty is applied will be treated for academic decisions as though the courses were never taken at the college.
7. If the student successfully completes the 6 credits, then "Z" grades will be applied to prior failures. Courses with grades of "Z" are not included in the calculation of the Cumulative GPA. The student's Cumulative GPA will be re-calculated with the new information, including the assignment of "Z" grades as well as the grades on the courses within the 6 credit requirement. This is the point at which amnesty is "applied"
8. Assuming they meet program admission requirements, the student will then be able to apply for Program Admission or Program Transfer into the program of their choice. All program requirements, such as the minimum GPA required for entry, will then be evaluated based upon the credentials the student now presents. Courses with grades of "Z" will be ignored – and will count as neither repeats nor as attempts.

#### **Guidelines:**

- Academic amnesty cannot be used for federal aid SAP purposes. Students need to visit the Financial Aid Office to complete an appeal form if financial aid eligibility is affected.
- There is no guarantee, expressed or implied, that academic amnesty will be recognized by any other college or university.
- Students seeking amnesty but who are denied may seek amnesty at a later date. Students who are denied amnesty have the right to request a meeting with the VPAA to discuss the decision. The decision of the VPAA is final.

#### **Leave of Absence**

A student in good academic standing, with a GPA of 2.0 or higher, who wishes to take a Leave of Absence must make such request in writing to the Office of the Vice President for Academic Affairs. In any calendar year, a student may be granted no more than one leave, and ordinarily it may not extend beyond one full semester. A student who does not return at the end of a Leave of Absence will be considered withdrawn from the college. This withdrawal will be effective as of the beginning date of the Leave of Absence. Except for exigent circumstances, a Leave of Absence will not be granted after Add and Drop day in each semester. Students granted a Leave of Absence for medical reasons must have a doctor's release reviewed and approved by the Director of Wellness and the Program Director of their academic area to return to the college.

#### **Registration Policy**

Students must register during the registration period noted in the [course schedule](#). Failure to adhere to this requirement will result in the student forfeiting their **guaranteed placement in the next semester**. No student may register after the "Add and Drop" period during the first week of classes.

Students are required to follow the College's withdrawal procedure for changes in registration after the "Add and Drop" period.

#### **Course Prerequisite Enrollment Policy**

Trocaire College publishes prerequisites for courses and programs in this Catalog. The College may delete the registration of a student from a course for which he/she does not meet these published course prerequisites.

Issues of safety and health may also necessitate a student's de-registration from a course, regardless of prerequisites. Such issues will be examined on a case-by-case basis

#### **Course Load Maximum**

The normal class load of a full-time student each semester is 12-19 credit hours. A student must be in good academic standing and obtain permission from the Vice President for Academic Affairs to carry more than 19 credit hours during one semester. Part-time students are those carrying fewer than 12 credit hours per semester.

Students taking more than 19 credit hours of study will be assessed an additional tuition charge for overload hours.

#### **Program Change Policy**

Students wishing to transfer out of their current major and into a new major must file a Program Transfer Request Form which is available through the Advisement and Student Service Center. This form must be completed by the student's academic advisor, and approved by the director of the program into which the student wishes to transfer.

A program transfer may necessitate adjustments to those courses not applicable to the new program. Adjustments to measure academic progress will be made at the end of the first semester in the new curriculum.

## Independent & Directed Study

### Independent Study

Instructors may provide opportunities for qualified students to engage in independent study.

Students may take a maximum of nine credit hours of Independent Study in required programs.

The purpose of Independent Study is to provide an opportunity for a student, under the direction of a faculty member, to explore a topic of interest to the student which will enhance the achievement of program learning objectives in his/her field of study. All policies related to Independent Study are included in the Independent Study Guide. Note: Independent Study must satisfy all relevant federal regulations, including the federal credit hour requirement. Student work and instructor interaction must satisfy minimal criteria for awarding of credits.

### Directed Study

Directed Study is available to students in their last semester for designated courses that are not available during the semester in which they need to register for the coursework in order to fulfill their program requirements. In some instances, this may apply to students registered for evening programs and need a course offered during the day.

Directed Study is arranged by contract, with the student meeting with the instructor in a seminar setting at regular intervals. Students must have the approval of the Vice President for Academic Affairs to register for a Directed Study Course. The College has the right to restrict the availability of Directed Study course work. Note: Directed Study must satisfy all relevant federal regulations, including the federal credit hour requirement. Student work and instructor interaction must satisfy minimal criteria for awarding of credits.

## Alternate Registration Options

### Cross Registration

Students may cross register at participating Colleges that are members of the Western New York Consortium of Higher Education during the Fall and Spring academic year. Details are listed in the [Cross Registration Agreement guidelines and registration form](#).

Some courses may also be offered through the Acadeum course sharing platform.

There are no additional fees for courses taken through the Consortium. Students are allowed to take a maximum of one cross registered course per semester.

### Audit

A student desiring to audit a course must receive the approval of the appropriate instructor and the Program Director. Students who register for an audit are expected to attend classes but their work is not subject to review by the instructor and they receive a grade of "AU" (no credit) at the completion of the class. No student may change from audit to credit after the last day of Add and Drop period. The College's attendance policy applies to audit courses.

## Honors and Awards

### Dean's List

Every semester full time (12 or more credits) and part-time matriculated students (6 – 11 credits) who earn a minimum 3.5 GPA with all grades "C" or above, merit a place on the Dean's List, which is published at the end of the Fall and Spring semesters.

### Honors Program

The Trocaire College Honors Program facilitates enhanced curricular and extracurricular opportunities for exceptional students who seek to challenge themselves academically and increase their potential to make life long contributions as members of local and global communities. The Honors Program is inclusive of the [Sisters of Mercy](#) values and Critical Concerns and offers participants the chance to interact with students and other at Trocaire College who seek to create a diverse and rigorous community of scholarship and service.

### Graduation Honors

Students who meet the following minimum criteria will receive graduation honors which are awarded on the basis of the cumulative grade point average (CGPA).

- Certificate with merit: 3.40 – 4.0 CGPA
- Degree with distinction: 3.40 – 3.59 CGPA
- Degree with high distinction: 3.60 - 4.0 CGPA
- Degree with highest distinction: 4.0 CGPA

## Graduation Requirements

### Catalog Year Changes

- A student is normally required to graduate under the provisions of the College Catalog in effect at the time of matriculation or since the student began continuous enrollment at Trocaire.
- Continuous enrollment is defined as being enrolled in classes without a break of two or more consecutive regular semesters. However, in certain circumstances, a student may request to change their program Catalog year by completing a form and submitting this request to the Registrar.
- Students must use a single Catalog and not a combination of Catalogs for application toward academic or graduation requirements. In cases when required course are no longer taught by the College, the appropriate academic department may designate a reasonable substitute.

## **Additional Graduation Requirements**

- Completion of the minimum number of semester hours of credit and program course requirements.
- A minimum average of "C" which is equal to a cumulative quality point average of 2.0.
- A 2.0 cumulative index or a minimum grade of "C" for program requirements.
- A grade of "C" in the College Seminar course.
- Meet the 25% Trocaire College credit Residency Requirement.
- Successfully complete the non-credit Mercy Action Project (MAP).

## **Commencement**

[Commencement](#) information will be posted on the [College website](#) toward the end of the semester.

### **Conferral Dates**

<b>Graduation Term</b>	<b>Conferral Date</b>
Fall	January 15
Spring	June 1
Summer (Module I)	June 30
Summer (Module II)	August 15

## **Transcripts**

Current students can print their [unofficial transcripts](#) through the [student portal](#).

Former and current students can request [official transcripts](#) through the College [transcript page](#). Transcripts will be released to students who do not have an academic hold.

## Degrees and Programs of Study

### General Education Core Requirements

Trocaire College is committed to preparing students for academic and career success through a strong foundation in General Education. The General Education core curriculum is designed to ensure effectiveness and efficiency, inclusive of work-preparedness skills and Mercy values. In keeping with New York State Educational Requirements, each degree offering requires a minimum number of General Education Credits of Liberal Arts Course work as follows:

B.S. 60 credits (1/2) from Liberal Arts courses

B.P.S. 30 credits (1/4) from Liberal Arts courses

A.A.S. 20 credits (1/3) from Liberal Arts courses

A.S. 30 credits (1/2) from Liberal Arts courses

A.A. 45 credits (3/4) from Liberal Arts courses

The General Education Core Curriculum consists of 6 general education courses (16 minimum credit hours) designed to cover each of 8 general education student learning outcomes.

### GENERAL EDUCATION CORE LEARNING OUTCOME

All students completing the General Education Core courses are expected to have achieved the following learning objectives:

- Comprehend and articulate effectively through oral communication.
- Comprehend and articulate effectively through written communication.
- Analyze, evaluate, synthesize and apply information and ideas.
- Appreciate diverse cultural and ethical perspectives and experiences.
- Interpret quantitative information, solve problems using statistical or arithmetical methods and communicate information verbally, numerically or graphically.
- Use processes, procedures, data, or evidence to solve problems and make effective decisions, and draw conclusions.
- Identify need for and evaluate information using it critically, legally and ethically to solve problems.
- Utilize, select and apply contemporary forms of technology to solve problems or compile information.

Students will take a combination of the following courses to meet this core curriculum:

**Basic Communications – Minimum of 4 credit hours** from the following courses: EN101 and GS100 or GS102

**Humanities – Minimum of 3 credit hours** from the following courses: EN102, PH103, PH201, PH205, PH206, PH350, or RS100

**Natural Sciences – Minimum of 3 credit hours** from the following courses: BIO105, BIO109/109L or BIO130/130L

**Quantitative Analysis – Minimum of 3 credit hours**

from the following courses: BU203, MA107, MA110, MA111, MA120 or MA200

**Social Sciences – Minimum of 3 credit hours** from the following courses: PSY101, SOC101, PSY303, or SOC300

### General Education Courses

#### Mathematics

MA000 Mathematics Elective

MA107 Logical Reasoning and Decision Making

MA110 College Algebra

MA111 College Algebra and Statistics with Business Applications

MA120 Statistics I

MA220 Statistics II

MA200 Statistical Methods

MA455 Quantitative Research Methods

QU000 Quantitative Analysis Elective

#### Natural Science

BIO000 Biology Elective

BIO105 Human Biology

BIO109 Essentials of Anatomy & Physiology with lab

BIO119 Medical Terminology

BIO130 Anatomy & Physiology I with lab

BIO131 Anatomy & Physiology II with lab

BIO203 Pathophysiology and Pharmacology

BIO208 Nutrition and Wellness

BIO220 Biology of the Mind

BIO223 Microbiology with lab

BIO300 Epidemiology

BIO333 Pathophysiology

CH111 General Chemistry I with lab

NAT000 Natural Science Elective

#### Social Science

EC202 Principles of Microeconomics

GS499 Capstone: Identity and Social Justice

PSY101 General Psychology

PSY102 Developmental Psychology

PSY201 Abnormal Psychology

PSY202 Human Sexuality

PSY220 Biology of the Mind

PSY301 Health Psychology

PSY303 Organizational Psychology

PSY315 Social Psychology

GS320 Research Methods and Designs

SOC000 Social Science Elective

SOC101 Principles of Sociology

SOC207 Contemporary Social Problems

SOC300 Epidemiology

SOC301 Sociology of Health and Medicine

SOC311 Coping with Illness

#### Humanities

EN101 English Composition

EN102 Introduction to Literature

EN225 Film as Literature

EN300 Public Relations Writing

EN304 Race, Gender, and Literature

HUM000 Humanities Elective

LIT000 Literature Elective

PH000 Philosophy Elective

000 Philosophy or Religious Studies Elective

PH103 Introduction to Philosophy

PH107 Logical Reasoning and Decision Making

PH201 Ethics

PH205 Ethics in Health Care

PH206 Ethics in Data Science

PH301 Philosophy of World Religions

PH350 Topics in Bioethics

RS000 Religious Studies Elective  
RS100 Introduction to Religious Thought  
RS108 Major World Religions

#### **Basic Communications**

EN101 English Composition  
EN200 Advanced Composition  
\*GS100 College Seminar  
\*GS102 College Success

These elective courses may fall in a variety of areas but do not satisfy Trocaire College's "core curriculum".

#### **FE000 – Free Elective**

The free elective provides each student with the opportunity to select a course that might not otherwise be applicable to his or her degree. Its aim is to broaden the educational experience at Trocaire College or to meet a particular interest or need.

#### **LA000 –Liberal Arts Elective**

Course types that are generally considered within the humanities, Natural sciences and social sciences. These do not include courses that often are technical and career-related, such as but not limited to: business, education, office technologies and technician fields.

#### **MT000 –Massage Therapy Elective**

## **Graduation Requirement**

A cumulative quality point average of 2.0 is required for graduation, as well as a cumulative index of 2.00 in program requirements.

#### **Associate in Arts**

Primarily this degree enables students to transfer their Associate in Arts into a variety of four-year Bachelor of Arts programs. While used for such transfer programs, the degree also provides an opportunity for new knowledge and skill enhancement, both in the workplace and for those who are searching for new careers.

The Associate in Arts degree is awarded upon completion of the minimum number of semester hours of credits and courses in a curriculum composed primarily of courses in liberal arts and sciences, including the General Education core requirements.

#### **Associate in Science**

The Associate in Science degree is used primarily for transfer to programs leading to a Bachelor of Science degree. It may also be used for learning and skill enhancement in the workplace or for helping those who, while working, are preparing for a new career.

It is awarded upon completion of the minimum number of semester hours of credits and courses in a curriculum composed primarily of courses in liberal arts and sciences and including the General Education core requirements. Less broad in scope than the Associate in Arts, this degree is for students who wish to concentrate either in the sciences or mathematics.

#### **Associate in Applied Science**

The Associate in Applied Science degree is awarded upon completion of the minimum number of semester hours of credits and the General Education core requirements.

Intended primarily for career oriented programs it may be appropriate for transfer toward a Bachelor of Science degree in some areas, such as nursing.

#### **Bachelor of Science**

The Bachelor of Science degree is awarded upon successful completion of the minimum number of semester hour credits and courses in a curriculum composed of at least 60 credits in liberal arts and sciences including the General Education core requirements as well as didactic and clinical course work specific to the major field of study.

#### **Bachelor of Professional Studies**

The Bachelor of Professional Studies degree is awarded upon successful completion of the minimum number of semester hour credits and courses in a curriculum composed of at least 30 credits in liberal arts and sciences including the General Education core requirements as well as didactic and clinical course work specific to the major field of study.

#### **Transfer of A.A.S. Degrees**

The A.A.S. Degree is designed primarily for career programs.

#### **Requirements for Receiving More than One Degree (Dual Degree)**

If a student wishes to receive more than one associate degree from Trocaire College, the student must fulfill all of the academic program requirements for each degree. Transfer students must complete at least 25% of his/her course work at Trocaire College for each degree received at Trocaire College.

## APPLIED ANALYTICS – CERTIFICATE

Individuals seeking to enhance their skills in the emerging field of data analytics will accomplish their goals in this Certificate program. The program is designed for those who possess basic knowledge of the field of data science, and who are experienced in data mining techniques, including using SQL. This certificate concentrates on the critical elements and procedures essential to manipulating and analyzing big data. The acquisition of related skills – project management, team work, and reporting skills – are also addressed in the program.

### PROGRAM LEARNING OUTCOMES

All students completing this program are expected to achieve the General Education outcomes described in the General Studies section of the catalog as well as the following learning objectives:

- Employ a contemporary big data architecture platform for data analysis tools.
- Analyze real-world problems using a contemporary big data architecture platform and associated technologies.
- Demonstrate the ability to manage and manipulate multiple data sets from internal and external systems for inclusion in analysis and reporting.
- Demonstrate competency with data science practices that allow for reproducible results.
- Apply fundamental R programming language concepts.
- Demonstrate knowledge of key project management principles.

## PROGRAM REQUIREMENTS

### First Year – 1<sup>st</sup> Semester

Courses	Credits
BU300 Project Management	3
DA105 Big Data Architecture	3
DA106 Problem Solving, Decision-Making, & Computer Applications in Business	3
DA200 Statistical Methods in Data Science	3
DA201 Data Analysis with R	3
*GS100 or College Seminar or	
*GS102 College Success	1 – 3
<b>Total Credits</b>	<b>16</b>

\*GS100 College Seminar or GS102 College Success  
must be taken at the main campus

### Additional Degree Requirements

All courses require a minimum grade of "C" and a Quality Point Average of 2.0.

## CYBERSECURITY – Certificate

The Cybersecurity Certificate program is a two-semester program that provides the foundational knowledge, skills and abilities prerequisite to a career in cybersecurity. Students will learn physical, logical, and wireless security concepts, malware concerns, social engineering exploits, operating system security settings, user authentication methods, access controls and mitigation techniques. Students will be encouraged (but not required) to sit for the CompTIA IT Fundamentals+, A+ and Network+ certification exams.

### PROGRAM LEARNING OUTCOMES

All students completing this program are expected to achieve the General Education outcomes described in the General Studies section of the catalog as well as the following learning objectives:

- Install and securely configure, operate and maintain a computer network, including intrusion protection.
- Utilize appropriate ethics in protecting networks from intrusion, including protecting the confidential nature of stored data.
- Demonstrate fundamental digital forensic examination of computer hardware, networks and security appliances.

### PROGRAM REQUIREMENTS

#### First Year – 1<sup>st</sup> Semester

##### Courses

		Credits
CNA105	IT Foundations	4
*GS100 or *GS102	College Seminar or College Success	1 - 3
CNA101	Introduction to Computer Hardware	4
CNA106	Introduction to Computer Software	3
MA110	College Algebra	3
		<b>15</b>

#### First Year – 2<sup>nd</sup> Semester: Weeks 1-7

CNA260	Network Administration II	3
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#### First Year – 2<sup>nd</sup> Semester: Weeks 9-15

CBY101	Introduction to Forensics	3
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#### First Year – 2<sup>nd</sup> Semester: 15 Weeks

CNA208	Linux/Unix	3
DA103	SQL for Data Analytics	3
PH206	Ethics in Data Science	3

\*GS100 College Seminar or GS102 College Success  
must be taken at the main campus

#### Additional Degree Requirements

All courses require a minimum grade of "C" and a Quality Point Average of 2.0.

## CYBERSECURITY – A.A.S.

Trocaire College's Cybersecurity A.A.S. degree program prepares graduates with the necessary competencies to attain entry-level positions in Information Security and Security Assurance as computer security specialists and information security analysts. Through applied learning experiences, along with group/team-based learning to simulate a professional work environment, students acquire the foundation knowledge and skills necessary to pursue entry level positions and/or move on to baccalaureate studies in the field. With outcomes aligned with national standards, graduates of the program are positioned to contribute to and capitalize on the many opportunities created by this rapidly evolving and changing global industry.

### PROGRAM LEARNING OUTCOMES

All students completing this program are expected to achieve the General Education outcomes described in the General Studies section of the catalog as well as the following learning objectives:

- Install and securely configure, operate and maintain a computer network, including intrusion protection.
- Assess cybersecurity risk management policies and recommend revisions in order to adequately protect an organization's critical information and assets.
- Utilize appropriate ethics in protecting networks from intrusion, including protecting the confidential nature of stored data.

Demonstrate fundamental digital forensic examination of computer hardware, networks and security appliances.

## PROGRAM REQUIREMENT

### First Year – 1<sup>st</sup> Semester

Courses	Credits
CNA101	4
Introduction to Computer Hardware	
CNA105	4
IT Foundations	
CNA106	3
Introduction to Computer Software	
*GS100 or *GS102	1 - 3
College Seminar or College Success	
MA110	3
College Algebra	
	15

### First Year – 2<sup>nd</sup> Semester

CNA206	3
CNA260	3
DA103	3
PH206	3
PSY101	3
	15

### Second Year – 1<sup>st</sup> Semester

CNA264	3
CBY101	3
BIO000	3
CNA204	3
EN101	3
	15

### Second Year – 1<sup>st</sup> Semester

MA107	3
CBY201	4
CNA265	4
CNA274	3
GS320	3
	17
<b>Total Credits</b>	<b>62</b>

\*GS100 College Seminar or GS102 College Success  
must be taken at the main campus

### Additional Degree Requirements

A minimum grade of "C" in CNA101, CNA102, CNA103, CNA106, CNA112, CNA115, CNA204, CNA208, CNA210, CNA240, CNA260, CNA264, CNA274, EN101 and GS100 or GS102 and a Quality Point Average of 2.0.

## DATA ANALYTICS – A.A.S.

Trocaire College's Data Analytics A.A.S. degree program prepares graduates to assume entry and midlevel management roles that oversee the identification, analysis, and interpretation of volumes of data that are collected from a wide variety of sources. Graduates of the program are prepared to identify patterns and relationships in large data sets, to resolve business questions and make data-driven decisions, and effectively communicate informed tactical and strategic business objectives. Careers include data analyst, data scientist, database administrators, and statistical assistants.

### PROGRAM LEARNING OUTCOMES

All students completing this program are expected to achieve the General Education outcomes described in the General Studies section of the catalog as well as the following learning objectives:

- Describe the purpose, potential uses, and methods of data collection and analyses in a variety of industries.
- Apply data mining methodologies.
- Apply programming to the extract, transfer, and load (ETL) process.
- Demonstrate competency with data science practices and methodologies using the Cross-Industry Standard Process for Data Mining (CRISP\_DM).
- Use common data analysis and management tools (e.g., SQL, DBMS applications, etc.) demonstrate proficiency designing, creating, querying and managing databases for analytic processing.
- Validate patterns and relationships in large data sets using statistical tools.
- Create and modify customizable tools for data analysis and visualization per the evaluation of characteristics of the data and the nature of the analysis.
- Demonstrate ability to manage a project from the design stage to the final report.
- Work collaboratively with team members in assembling, analyzing and reporting findings.
- Produce clear, written reports of data findings.

## PROGRAM REQUIREMENTS

### First Year – 1<sup>st</sup> Semester

Courses	Credits
DA101 Introduction to Data Science	3
DA102 Data Analysis	3
DA103 SQL for Data Analysis	3
*GS100 or College Seminar or	
*GS102 College Success	1 - 3
MA120 Statistics I	3
PH107 Logical Reasoning and Decision Making	3
	16

### First Year – 2<sup>nd</sup> Semester

DA105 Big Data Architecture	3
DA106 Problem Solving, Decision-Making, & Computer Application in Business	3
DA200 Statistical Methods in Data Science	3
PH215 Logic	3
PSY101 General Psychology	3
	15

### Second Year – 1<sup>st</sup> Semester

BU300 Project Management	3
DA104 Data Mining	3
DA202 Data Visualization and Business Intelligence	3
PH206 Ethics in Data Science	3
BIO000 Biology Elective	3
	15

### Second Year – 2<sup>nd</sup> Semester

GS320 Research Methods and Designs	3
DA201 Data Analysis with R	3
DA203 Advanced Data Visualization	3
DA204 Capstone Experience in Data Science	3
EN101 English Composition	3
	15

### Total Credits

61

\*GS100 College Seminar or GS102 College Success  
must be taken at the main campus

### Additional Degree Requirements

A minimum grade of "C" in GS100 or GS102, CNA101, CNA102, CNA103, CNA106, CNA112, CNA115, CNA204, CNA208, CNA210, CNA240, CNA260, CNA264, CNA274, EN101, and a Quality Point Average of 2.0.

## **DIAGNOSTIC MEDICAL SONOGRAPHY – CERTIFICATE**

The Diagnostic Medical Sonographer is a skilled person qualified by academic and clinical preparation to perform ultrasound exams under the supervision of a qualified physician. The Sonographer may provide this service in a variety of medical settings, where the physician is responsible for the use and interpretation of ultrasound procedures. Specifically, the graduate in Diagnostic Medical Sonography will be prepared with the skills necessary to perform ultrasound examinations, provide patient care and record the anatomic, pathologic and/or physiologic data for interpretation by the physician.

The program of study includes thirty-six (36) credit hours of didactic, College laboratory and clinical sessions. Learning experiences emphasize ultrasound physics, abdominal and OB/GYN sonography. Sonography related to small body structures and special procedures is also included. Clinical experiences are provided at WNY healthcare facilities. Transportation is the responsibility of the student.

The graduate is eligible to sit for The American Registry for Diagnostic Medical Sonography (ARDMS) Certifying Examination for Sonography Principles and Instrumentation (SPI).

### **PROGRAM LEARNING OUTCOMES**

All students completing this program are expected to achieve the General Education outcomes described in the General Studies section of the catalog as well as the following learning objectives:

- Demonstrate entry-level clinical competence with appropriate diagnostic medical sonographic procedures and equipment.
- Provide competent and compassionate health care to culturally diverse populations.
- Utilize critical thinking and problem solving skills necessary to practice within the profession of diagnostic medical sonography.
- Demonstrate professionalism and ethics related to the profession of diagnostic medical sonography.

### **PROGRAM REQUIREMENTS**

#### **First Semester - Fall**

<b>Courses</b>		<b>Credits</b>
DMS300	Cross Sectional Anatomy	3
DMS301	Introduction to Diagnostic Medical Sonography	3
DMS306	Physics of Ultrasound I	2
DMS310	Abdominal Sonography I	2
DMS311	Abdominal Sonography Lab I	1
DMS315	Pelvic Sonography	2
DMS316	Pelvic Sonography Lab	1
DMS320	Sonography Clinical Education I	3
		<b>17</b>

#### **Second Semester - Spring**

DMS405	Obstetrical Sonography	3
DMS406	Physics of Ultrasound II	1
DMS410	Abdominal Sonography II	2
DMS411	Abdominal Sonography Lab II	1
DMS415	Seminar/Research Course	1
DMS419	Special Sonographic Procedures	2
DMS420	Sonography Clinical Education II	3
		<b>13</b>

#### **Summer Session**

<b>Courses</b>		<b>Credits</b>
DMS430	Sonography Clinical Education III	6
	<b>Total Credits</b>	<b>36</b>

#### **Additional Degree Requirements**

A minimum grade of "C" is required in all courses and a Quality Point Average of 2.0.

## ECHOCARDIOGRAPHY – CERTIFICATE

Echocardiography is a specialized concentration within the field of ultrasound applied to heart structures. The cardiac sonographer is a skilled person qualified by academic and clinical preparation to perform echocardiography exams under the supervision of a qualified physician. The demands of the cardiac sonographer require a working knowledge of detailed anatomy and physiology of the heart and its echogenic appearance as it is presented as a 2-D image, as well as scanning techniques to obtain the optimum image.

The program of study includes thirty-six (36) credit hours of didactic, College laboratory and clinical sessions. Clinical experiences are provided at WNY healthcare facilities. Transportation is the responsibility of the student.

The graduate is eligible to sit for The American Registry for Diagnostic Medical Sonography (ARDMS) Certifying Examination for Sonography Principles and Instrumentation (SPI).

### PROGRAM LEARNING OUTCOMES

All students completing this program are expected to achieve the General Education outcomes described in the General Studies section of the catalog as well as the following learning objectives:

- Demonstrate entry-level clinical competence with appropriate echocardiography procedures and equipment.
- Provide competent and compassionate health care to culturally diverse populations.
- Utilize critical thinking and problem solving skills necessary to practice within the profession of echocardiography.
- Demonstrate professionalism and ethics related to the profession of echocardiography.

## PROGRAM REQUIREMENTS

### First Semester - Fall

Courses	Credits
DMS306 Physics of Ultrasound I	2
ECH300 Introduction to Echocardiography	1
ECH301 Echocardiography I	2
ECH302 Echocardiography College Laboratory I	1
ECH303 Echocardiography Principles and Instrumentation	3
ECH304 Anatomy & Physiology of the Heart	3
ECH320 Echocardiography Clinical Education I	3
	<b>15</b>

### Second Semester - Spring

Courses	Credits
DMS406 Physics of Ultrasound II	1
ECH401 Echocardiography II	4
ECH402 Echocardiography College Laboratory II	1
ECH403 Seminar/Research Course	2
ECH404 Pathology of the Heart	4
ECH420 Echocardiography Clinical Education II	3
	<b>15</b>

### Summer Session

Courses	Credits
ECH430 Echocardiography Clinical Education III	6
	<b>36</b>

### Additional Degree Requirements

A minimum grade of "C" is required in all courses and a Quality Point Average of 2.0.

## FUNDAMENTALS OF DATA ANALYTICS – CERTIFICATE

Individuals seeking to acquire or enhance their skills in the emerging field of data analytics will accomplish their goals in this Certificate program. The program is designed to prepare those seeking entry-level positions as well as those currently employed to enhance their on-the-job skills. Required course work provides students with the knowledge and skills to design and manage databases for analytic processing. The acquisition of related skills – project management, team work, and reporting results – are also addressed in the program.

### PROGRAM LEARNING OUTCOMES

All students completing this program are expected to achieve the General Education outcomes described in the General Studies section of the catalog as well as the following learning objectives:

- Demonstrate the ability to manage and manipulate big data from both internal and external systems for inclusion in analysis and reporting.
- Work collaboratively with team members from multiple departments in assembling, analyzing, interpreting, and reporting data findings that are helpful in decision-making.
- Develop clearly written reports that incorporate effective visualizations in support of communicating results of statistical analyses.

## PROGRAM REQUIREMENTS

### First Year – 1<sup>st</sup> Semester

Courses	Credits
DA101 Introduction to Data Science	3
DA102 Data Analysis	3
DA103 SQL for Data Analysis	3
DA104 Data Mining	3
*GS100 or College Seminar <b>or</b>	
*GS102 College Success	1 - 3
MA120 Statistics I	3
	<b>16</b>

### First Year – 2<sup>nd</sup> Semester

DA204 Capstone Experience in Data Science	3
<b>Total Credits</b>	<b>19</b>

\*GS100 College Seminar or GS102 College Success  
must be taken at the main campus

### Additional Degree Requirements

A minimum grade of "C" is required in all courses and a Quality Point Average of 2.0.

## **GENERAL STUDIES – A.S.**

The General Studies curriculum is designed to provide students with a high level of flexibility in selecting courses to meet their individual needs. The curriculum provides a solid foundation in the liberal arts and sciences. Students who already have earned an academic certificate or those students who have spent time in a program, but have decided not to continue in the program, may earn a degree in General Studies. Students may enroll in the General Studies program in order to take time to explore their career options, to determine the healthcare program that best aligns to their interest and skills, or allow them time to improve academic skills before beginning their chosen career program. Students can also build an individualized program in close consultation with an advisor.

### **Career Exploration**

Students unsure about their career options and aptitudes may choose to enter the General Studies program in order to explore their options.

### **Health Care Career Exploration**

Students interested in health care but unsure of which field is best for them might enter General Studies in order to begin their education while exploring their options and aptitudes.

### **Transitional Studies**

Students who may need to improve their academic skills before beginning their chosen programs may begin in General Studies until the time that they are ready to begin their programs.

### **Individual Studies and Transfer Opportunity**

Students who would like to determine their own programs of study may choose this option.

Students who choose this degree option should do so in close consultation with an advisor. Those who choose this option as a means to transfer to a four year College should review the requirements of that College in close consultation with an advisor and a transfer counselor.

**Quantitative Analysis** (3 credits): Mathematics Elective\* must be taken from: MA107 or MA111

**Social Sciences** (3 credits): Social Science Elective must be taken from: PSY101 or SOC101

**General Studies** (3 credits): GS201\* and GS212\*

### **PROGRAM LEARNING OUTCOMES**

All students completing this program are expected to achieve the General Education outcomes described in the General Studies section of the catalog as well as the following learning objectives:

- Articulate effectively through oral communication.
- Articulate effectively through written communication.
- Analyze, evaluate, synthesize and apply information and ideas.

- Appreciate diverse cultural and ethical perspectives and experiences.
- Interpret quantitative information, solve problems using statistical or arithmetical methods and communicate information verbally, numerically or graphically.
- Use processes, procedures, data, or evidence to solve problems and make effective decisions, and draw conclusions.
- Identify need for and evaluate information using it critically, legally and ethically to solve problems.
- Utilize, select and apply contemporary forms of technology to solve problems or compile information.

### **PROGRAM REQUIREMENTS**

<b>Courses</b>	<b>Credits</b>
EN101 English Composition	3
FE000 Free Elective	3
FE000 Free Elective	3
<b>GS100 or GS102 College Seminar or College Success</b>	<b>1 - 3</b>
MA000 Mathematics Elective**	3 - 4
SOC000 Social Science Elective	3
	<b>16</b>
<b>First Year – 2<sup>nd</sup> Semester</b>	
FE000 Free Elective	3
GS201 Information Fluency & Research	2
LIT000 Literature Elective	3
NAT000 Natural Science Elective	3 - 4
PH103 Introduction to Philosophy	3
	<b>14</b>
<b>Second Year – 1<sup>st</sup> Semester</b>	
FE000 Free Elective	3
FE000 Free Elective	3
HUM000 Humanities Elective	3
MA000 or NAT000 Math or Natural Science Elective	3 - 4
SOC000 Social Science Elective	3
	<b>15</b>
<b>Second Year – 2<sup>nd</sup> Semester</b>	
FE000 Free Elective	3
FE000 Free Elective	3
FE000 Free Elective	3
GS212 College to Career Seminar	1
000 Philosophy/Religious Studies Elective	3
SOC000 Social Science Elective	3
	<b>16</b>
<b>Total Credits</b>	<b>61</b>

### **Additional Degree Requirements**

A minimum grade of "C" in all courses except the Natural Science, Math, and Free electives and a Quality Point Average of 2.0.

## **HEALTHCARE INFORMATICS –CERTIFICATE**

Healthcare Informatics focuses on the management, analysis and reporting of data and information from healthcare systems including hospitals, medical offices, health insurance plans, government healthcare providers and medical research facilities, with the goal of using such data to improve patient care delivery. Students are prepared to turn healthcare data into useful information which will help improve patient care and enhance fiscal and system efficiencies. This is accomplished by creating or implementing databases and other technology systems, recommending informatics solutions, and effectively collecting, storing, and accessing medical data for operational assessment. Students will understand and use data interfaces within and amongst healthcare department and providers.

The certificate program is designed for those who are interested in Healthcare Informatics but do not desire to complete a degree.

### **Clinical Practicum (Internship)**

Students in the certificate program have the option to apply and integrate the knowledge and skills acquired throughout the program in an offsite healthcare informatics setting. This non-paid internship is typically offered during the day, during regular business hours. Every effort is made to accommodate students' work schedules so they will be able to complete the required hours. Transportation, parking and other costs related to the practicum site is the responsibility of the student.

### **PROGRAM LEARNING OUTCOMES**

All students completing this program are expected to achieve the General Education outcomes described in the General Studies section of the catalog as well as the following learning objectives:

- Define health care data and its uses.
- Identify and describe some of the main trends, current technologies, and management issues in quality health care management using key data informatics standards.
- Categorize and interpret health care data using appropriate graphical techniques.
- Demonstrate proficiency in Microsoft Office programs including Excel, Access, PowerPoint, and Word.
- Develop a philosophy, a strategy, and a set of methods for ongoing quality and efficiency improvement to yield better health care outcomes using a combination of simulated and real-world data within the informatics field.
- Apply policies, standards and regulatory requirements to the collection, storage, classification, access and transmission of health data.
- Interpret the legal and regulatory requirements of healthcare delivery systems, patient privacy, confidentiality and security of health data.

- Distinguish between data models and how they are used to capture the nature and relationships among data.
- Determine required and available health care data and identify an appropriate database design.
- Manipulate healthcare data using appropriate data modeling techniques
- Integrate leadership skills in the management of health data, the electronic health record (EHR), health informatics projects and organizational resources.

### **PROGRAM REQUIREMENTS**

#### **First Year – 1<sup>st</sup> Semester**

<b>Courses</b>		<b>Credits</b>
BU300	Project Management	3
HCI101	Healthcare Systems and Operations	3
HCI102	Introduction to Healthcare Informatics	3
HCI210	Healthcare Informatics Data Standards	3
HIT104	Legal Aspects of Health Information Technology	3
HIT208	Quality Assurance & Improvement	2
		<b>17</b>

#### **First Year – 2<sup>nd</sup> Semester**

DA103	SQL for Data Analysis	3
HCI300	Business Systems Analysis and Design in Healthcare	3
HCI330	Clinical Decision Support Systems	3
HCI400	Database Healthcare Management Systems	3
HCI410	Healthcare Informatics Practicum	3
MA455	Quantitative Research Methods	3
		<b>18</b>
	<b>Total Credits</b>	<b>35</b>

#### **Additional Degree Requirements**

All courses require a minimum grade of "C" and a Quality Point Average of 2.0.

## HEALTHCARE INFORMATICS – A.A.S.

Healthcare Informatics focuses on the management, analysis and reporting of data and information from healthcare systems including hospitals, medical offices, health insurance plans, government healthcare providers and medical research facilities, with the goal of using such data to improve patient care delivery. Students are prepared to turn healthcare data into useful information which will help improve patient care and enhance fiscal and system efficiencies. This is accomplished by creating or implementing databases and other technology systems, recommending informatics solutions, and effectively collecting, storing, and accessing medical data for operational assessment. Students will understand and use data interfaces within and amongst healthcare department and providers.

The Associate degree program focuses on many of the same healthcare informatics curriculum goals found within the certificate program. However, since students are entering College for the first time, the program also emphasizes computer science courses, mathematics and liberal arts. Students entering the healthcare field with an Associate degree will operate in a support role to existing systems and workflows within healthcare informatics settings. Graduates of this program will develop skills leading to positions as Healthcare Informatics Research Assistants and Healthcare Systems Analysts.

### PROGRAM LEARNING OUTCOMES

All students completing this program are expected to achieve the General Education outcomes described in the General Studies section of the catalog as well as the following learning objectives:

- Define health care data and its uses.
- Identify and describe some of the main trends, current technologies, and management issues in quality health care management using key data informatics standards.
- Categorize and interpret health care data using appropriate graphical techniques.
- Demonstrate proficiency in Microsoft Office programs including Excel, Access, PowerPoint, and Word.
- Develop a philosophy, a strategy, and a set of methods for ongoing quality and efficiency improvement to yield better health care outcomes using a combination of simulated and real-world data within the informatics field.
- Apply policies, standards and regulatory requirements to the collection, storage, classification, access and transmission of health data.
- Interpret the legal and regulatory requirements of healthcare delivery systems, patient privacy, confidentiality and security of health data.

## PROGRAM REQUIREMENTS

### First Year – 1<sup>st</sup> Semester

Courses	Credits
BU132 Information Technology I	3
CNA105 Introduction to Computer Networking	4
EN101 English Composition	3
*GS100 or College Seminar or *GS102 College Success	1 - 3
HCI102 Introduction to Healthcare Informatics	3
BIO119 Medical Terminology	3
	17

### First Year – 2<sup>nd</sup> Semester

BIO109 Essentials of Anatomy & Physiology	3
BIO109L Ess. of Anatomy & Physiology Lab	1
HCI101 Healthcare Systems and Operations	3
HIT103 Health Information Systems	3
HIT104 Legal Aspects of Health Information Technology	3
MA107 Logical Reasoning & Decision Making	3
	16

### Second Year – 1<sup>st</sup> Semester

DA101 Introduction to Data Science	3
EN200 Advanced Composition	3
HIT118 Healthcare Reimbursement	3
MA120 Statistics I	3
PSY101 General Psychology	3
	15

### Second Year – 2<sup>nd</sup> Semester

BU106 Business Communications	3
EC202 Principles of Microeconomics	3
HCI210 Healthcare Informatics Data Standards	3
HIT201 Management Principles for Health Professionals	3
HIT208 Quality Assurance & Improvement	2
PH205 Ethics in Health Care	3
	17

### Total Credits

65

\*GS100 College Seminar or GS102 College Success must be taken at the main campus

### Additional Degree Requirements

A minimum grade of "C" in the following courses: GS100 or GS102, BU106, BU132, CNA105, DA101, HCI101, HCI102, HCI210, HIT103, HIT104, HIT201, HIT208, HIT118, BIO119, BIO109/BIO109L, MA107, MA120 and a Quality Point Average of 2.0. TBD

## **HEALTHCARE INFORMATICS – B.S.**

Healthcare Informatics focuses on the management, analysis and reporting of data and information from healthcare systems including hospitals, medical offices, health insurance plans, government healthcare providers and medical research facilities, with the goal of using such data to improve patient care delivery. Students are prepared to turn healthcare data into useful information which will help improve patient care and enhance fiscal and system efficiencies. This is accomplished by creating or implementing databases and other technology systems, recommending informatics solutions, and effectively collecting, storing, and accessing medical data for operational assessment. Students will understand and use data interfaces within and amongst healthcare department and providers.

The Baccalaureate degree program in addition to expanding the curriculum learned within the Associate degree program in healthcare informatics and liberal arts will teach management and organizational skills leading graduates to positions as Decision Support Managers, Project Managers, Project Designers, and/or Research Managers.

### **Clinical Practicum (Internship)**

Students in the bachelor's program have the option to apply and integrate the knowledge and skills acquired throughout the program in an offsite healthcare informatics setting. This non-paid internship is typically offered during the day, during regular business hours. Every effort is made to accommodate students' work schedules so they will be able to complete the required hours. Transportation, parking and other costs related to the practicum site is the responsibility of the student.

Graduates may apply to write the national certification examinations\* for Certified Health Informatics Systems Professional (CHISP) administered by American Society of Health Informatics Managers (ASHIM); Certified Associate in Healthcare Information and Management Systems (CAHIMS) and Certified Professional in Healthcare Information and Management Systems (CPHIMS) administered by Healthcare Information Management Systems Society (Himss); and Certified Professional in Health Informatics (CPHI™) administered by the American Health Information management Association (AHIMA).

\*Certification requirements may include certain professional years of experience to sit for exam.

## **PROGRAM LEARNING OUTCOMES**

All students completing this program are expected to achieve the General Education outcomes described in the General Studies section of the catalog as well as the following learning objectives:

- Define health care data and its uses.
- Identify and describe some of the main trends, current technologies, and management issues in quality health care management using key data informatics standards.
- Categorize and interpret health care data using appropriate graphical techniques.
- Demonstrate proficiency in Microsoft Office programs including Excel, Access, PowerPoint, and Word.
- Develop a philosophy, a strategy, and a set of methods for ongoing quality and efficiency improvement to yield better health care outcomes using a combination of simulated and real-world data within the informatics field.
- Apply policies, standards and regulatory requirements to the collection, storage, classification, access and transmission of health data.
- Interpret the legal and regulatory requirements of healthcare delivery systems, patient privacy, confidentiality and security of health data.
- Distinguish between data models and how they are used to capture the nature and relationships among data.
- Determine required and available health care data and identify an appropriate database design.
- Manipulate healthcare data using appropriate data modeling techniques.
- Integrate leadership skills in the management of health data, the electronic health record (EHR), health informatics projects and organizational resources.

## HEALTHCARE INFORMATICS – B.S. PROGRAM REQUIREMENTS

<b>First Year – 1<sup>st</sup> Semester</b>		<b>Credits</b>	<b>Third Year – 1<sup>st</sup> Semester</b>		<b>15</b>
<b>Courses</b>			<b>BU300</b>	<b>Project Management</b>	
BU132	Information Technology I	3	HCI300	Business Systems Analy:	
CNA105	Introduction to Computer Networking	4	MA220	& Design in Healthcare	3
EN101	English Composition	3	HUM000	Statistics II	3
*GS100 or *GS102	College Seminar <b>or</b> College Success	1 - 3	SOC000	Humanities Elective	3
HCI102	Introduction to Healthcare Informatics	3		Social Science Elective	3
BIO119	Medical Terminology	3			
		<b>17</b>			
<b>First Year – 2<sup>nd</sup> Semester</b>			<b>Third Year – 2<sup>nd</sup> Semester</b>		
BIO109	Essentials of Anatomy & Physiology	3	HCI320	Leadership & Change Management	3
BIO109L	Ess. of Anatomy & Physiology Lab	1	GS320	Clinical Decision Support Systems	3
HCI101	Healthcare Systems and Operations	3	HUM000	Research Methods and Designs	3
HIT103	Health Information Systems	3	SOC000	Humanities Elective	3
HIT104	Legal Aspects of Health Information Technology	3		Social Science Elective	3
MA107	Logical Reasoning & Decision Making	3			
		<b>16</b>			
<b>Second Year – 1<sup>st</sup> Semester</b>			<b>Fourth Year - 1<sup>st</sup> Semester</b>		
DA101	Introduction to Data Science	3	HCI400	Database Healthcare Management Systems	3
EN200	Advanced Composition	3	MA455	Quantitative Research Methods	3
HIT118	Healthcare Reimbursement	3	SOC300	Epidemiology	3
MA120	Statistics I	3	HUM000	Humanities Elective	3
PSY101	General Psychology	3	SOC000	Social Science Elective	3
		<b>15</b>			
<b>Second Year – 2<sup>nd</sup> Semester</b>			<b>Fourth Year - 2<sup>nd</sup> Semester</b>		
BU106	Business Communications	3	DA103	SQL for Data Analysis	15
EC202	Principles of Microeconomics	3	HCI410	Healthcare Informatics Practicum	3
HCI210	Healthcare Informatics Data Standards	3	PH350	Topics in Bioethics	3
HIT201	Management Principles for Health Professionals	3	SOC000	Social Science Elective	3
HIT208	Quality Assurance & Improvement	2			
PH205	Ethics in Health Care	3			
		<b>17</b>			
<b>Total Credits</b>					<b>122</b>
*GS100 College Seminar or GS102 College Success <u>must</u> be taken at the main campus					
<b>Additional Degree Requirements</b>					
A minimum grade of "C" in the following courses: GS100 or GS102, BU106, BU132, CNA105, DA101, HCI101, HCI102, HCI210, HIT103, HIT104, HIT201, HIT208, HIT118, BIO119, BIO109/BIO109L, MA107, MA120 and a Quality Point Average of 2.0.					

## **HEALTHCARE MANAGEMENT – B.P.S.**

The healthcare sector is rapidly expanding, and occupations related to healthcare are among the fastest-growing in the country. The robust growth of positions in health care management creates opportunities for individuals with the right leadership skills. A Bachelor of Professional Studies (BPS) in Healthcare Management from Trocaire College can provide you with foundations in core knowledge and competencies for effective management and leadership in the dynamic environment of healthcare. This program provides you with the tools to think comprehensively and strategically about healthcare trends so you can lead innovation in the field. Our curriculum is designed with input from employers, industry experts, and scholars and includes courses in Healthcare Management, Leadership, Strategic Planning and Quantitative Analysis. You'll learn theories combined with real-world applications and practical skills you can apply on the job right away.

### **Externship Seminar (Capstone)**

Students in the program have the opportunity to apply and integrate the knowledge and skills acquired throughout the program in an offsite healthcare setting. This non-paid, externship is typically offered during the day, during regular business hours. Every effort is made to accommodate students' work schedule so they will be able to complete the required hours. Transportation, parking and other costs related the externship site is the responsibility of the student.

### **PROGRAM LEARNING OUTCOMES**

All students completing this program are expected to achieve the General Education outcomes described in the General Studies section of the catalog as well as the following learning objectives:

- Demonstrate effective use of oral and written communication skills to meet the needs of various audiences in the healthcare environment.
- Analyze and evaluate qualitative and quantitative healthcare data and information for effective decision-making in the healthcare environment.
- Apply management and leadership skills, including project management, budgeting skills, and personnel management, to effectively manage and lead their areas of responsibility.
- Integrate concepts of ethics, diversity & inclusion, privacy, law and regulation to achieve compliance, ethical behavior, and social responsibility within the personal and organizational context.
- Develop innovative solutions to strategic, tactical and operational issues in managing healthcare systems through the combined use of information, organizational knowledge, talent management and critical thinking.

### **PROGRAM REQUIREMENTS**

#### **First Year – 1<sup>st</sup> Semester**

ENG000	Basic Communication (GE core)	3
LA000	Liberal Arts Elective	3
FE000	Free Elective	3
FE000	Free Elective	3
FE000	Free Elective	3

**15**

#### **First Year – 2nd Semester**

NAT000	Natural Science (GE core)	3
LA000	Liberal Arts Elective	3
FE000	Free Elective	3
FE000	Free Elective	3
FE000	Free Elective	3

**15**

#### **Second Year – 1st Semester**

QUA000	Quantitative Analysis (GE core)	3
FE000	Free Elective	3

**15**

#### **Second Year – 2nd Semester**

FE000	Free Elective	3

**15**

#### **Third Year – 1st Semester**

HCM200	Advanced Medical Terminology	3
HIT201	Management Principles for Health Professionals	3
HCM312	Diversity & Team Building	3
LA000	Liberal Arts Elective	3
LA000	Liberal Arts Elective	3

**15**

#### **Third Year – 2nd Semester**

HCM315	Critical Management Communication	3
PH350	Topics in Bioethics	3
PSY303	Organizational Psychology	3
FE000	Free Elective	3
FE000	Free Elective	3

**15**

#### **Fourth Year – 1st Semester**

HCI320	Leadership & Change Management	3
BUS300	Project Management	3
HIT400	Healthcare Law & Compliance	3
SOC300	Epidemiology	3
FE000	Free Elective	3

**15**

#### **Fourth Year – 2nd Semester**

HCM440	Externship Seminar	3
HCM330	Strategic Planning	3
FE000	Free Elective	3
FE000	Free Elective	3
FE000	Free Elective	3

**15**

#### **Total Credits**

**120**

#### **Additional Degree Requirements**

A minimum grade of "C" is required in the following courses: BU300, HCI320, HCM200, HCM312, HCM315, HCM330, HCM440, HIT201, HIT400, PH350, PSY303, SOC300 and a Quality Point Average of 2.0.

## **HEALTH INFORMATION TECHNOLOGY – A.A.S.**

Health Information Technology (HIT) is a combination of health care and information technology. The Health Information Technology Program prepares students in the methods of collecting, organizing, analyzing and protecting traditional and electronic medical information essential to providing quality patient care. Health Information Technicians compile statistics for health information indices, disease registries, and research studies, review clinical documentation to assign codes to diseases and procedures, use storage and retrieval systems to manage the release of patient health information and retrieve health data. In addition, students will obtain the necessary technological skills required to perform the daily activities in the management of health information.

### **Potential Work Sites**

With their training and knowledge of information management, the electronic health record (EHR) and healthcare delivery systems, health information management professionals are able to work in a variety of healthcare settings, which include:

- Hospitals, physician offices, nursing homes, home health agencies, and ambulatory care clinics, etc.
- Insurance companies and HMOs
- Research and Government Agencies
- Accounting, legal and consulting firms

There are numerous job titles and career paths available in this field, which affords the health information management professional with many options and opportunities for growth. For more information about careers in health information, please visit:  
[www.ahima.org/careers](http://www.ahima.org/careers).

### **Professional Practice Experiences (Internships)**

Students build competencies in two Professional Practice Experiences (PPEs) offered during their course of study. Through these practice internships, students will obtain "hands-on" experience in actual health care settings. These non-paid internships are completed during regular business hours. Transportation, parking and other costs related to the practicum site is the responsibility of the student.

\*Please note: a background check and/or drug testing may be required for PPE placement.

### **Course Schedule**

All Health Information Technology courses are offered in the evening, thus supporting the working professional in their quest to enhance their career options. However, since Health Information Management departments are generally open during regular business hours, students will be required to complete their Professional Practice experiences one or more days of the normal work week. Every effort is made to accommodate student's work schedules so they will be able to complete the required hours. While intended to prepare individuals for immediate employment, this program also appropriate for transfer to a four-year Bachelor of Science degree in Health Information Management.

### **Certification**

Graduates may apply to write the national certification examination administered by the American Health Information Management Association (AHIMA). Upon passing this exam, the individual earns the credential of Registered Health Information Technician (RHIT). Students may also apply to write coding certification exams offered by AHIMA and the American Academy of Professional Coders.

### **PROGRAM LEARNING OUTCOMES**

All students completing this program are expected to achieve the General Education outcomes listed on page 48 as well as the following learning objectives:

- Apply policies, standards, accreditation and regulatory requirements to the collection, organization, processing, management and protection of the health information.
- Analyze clinical databases to identify trends that demonstrate quality, safety, and effectiveness healthcare.
- Interpret the legal and regulatory requirements of healthcare delivery systems, patient privacy, confidentiality and security of health data.
- Demonstrate the use of technology applications in all aspects of health information.
- Demonstrate leadership skills in the management of organizational resources.
- Apply the policies, guidelines and regulatory requirements of data, clinical documentation, classifications/terminologies and reimbursement methodologies to health information.
- Evaluate and develop policies and procedures for health information services.
- Employ and promote ethical standards of practice, as defined in the AHIMA Code of Ethics.

## HEALTH INFORMATION TECHNOLOGY – A.A.S PROGRAM REQUIREMENTS

### First Year – 1<sup>st</sup> Semester

Courses		Credits	
BIO130	Anatomy & Physiology I	3	
BIO130L	Anatomy & Physiology I Lab	1	
BU132	Information Technology I	3	
EN101	English Composition	3	
*GS100 or *GS102	College Seminar or College Success	1 - 3	
HIT101	Introduction to Health Information	4	
BIO119	Medical Terminology	3	
		<b>18</b>	

### First Year – 2<sup>nd</sup> Semester

		Credits	
BIO131	Anatomy & Physiology II	3	
BIO131L	Anatomy & Physiology II Lab	1	
HIT119	Outpatient Coding, Classification & Reimbursement Systems	3	
HIT103	Health Information Systems	3	
HIT104	Legal Aspects of Health Information Technology	3	
MA120	Statistics I	3	
		<b>16</b>	

### Second Year – 1<sup>st</sup> Semester

BIO203	Pathophysiology and Pharmacology	3
HIT200	Professional Practice Experience (PPE) I	2
HIT202	Healthcare Statistics and Data Analytics	3
HIT204	Inpatient Coding, Classification & Reimbursement Systems	4
HIT118	Healthcare Reimbursement	3
LIT000	English Literature Elective	3
		<b>18</b>

### Second Year – 2<sup>nd</sup> Semester

HIT201	Management Principles for Health Professionals	3
HIT205	Topics in Health Information	2
HIT208	Quality Assurance & Improvement	2
HIT209	Professional Practice Experience (PPE) II	2
PH205	Ethics in Health Care	3
SOC000	Social Science Elective	3
		<b>15</b>

**Total Credits**

**67**

\*GS100 College Seminar or GS102 College Success must be taken at the main campus

### Additional Degree Requirements

A minimum grade of “C” in the following courses: BU132, HIT101, HIT1119, HIT103, HIT104, HIT200, HIT201, HIT202, HIT204, HIT205, HIT208, HIT209, HIT118, BIO119, GS100 or GS102, MA120, BIO130/BIO130L, BIO131/BIO131L, & BIO203 and a Quality Point Average of 2.0.

Accreditation information is located on page 4

## MASSAGE THERAPY – CERTIFICATE

Trocaire College's newly reimagined certificate is Western New York's fastest, most efficient route to completing your massage therapy education. Our students enjoy a dependable schedule, with no nights and no weekends required for classroom or clinical work.

The program combines lecture, laboratory experiences and a clinical component to provide a well-rounded and comprehensive understanding of both Eastern and Western massage therapy techniques. In addition to staffing our on-site massage therapy clinic, students participate in a variety of off-site clinical rotations at local facilities – a unique advantage of Trocaire College's program.

As part of a Mercy College, you will experience a caring environment with wrap around support and holistic approach to student success. Educational technology and support, career services, Massage Therapy Club, Catherine's Cupboard student food pantry and fun activities organized by the Student Life office are just a few of the added benefits of being part of Trocaire College.

Healthcare has come to mean far more than hospital stays and doctor visits. Massage therapy techniques improve muscle tone and circulation and promote overall wellness, stress management and rehabilitation and massage therapists are at the forefront of a growing movement toward holistic wellness and the use of complementary techniques.

Graduates of the program will be eligible to sit for the NYS board licensure exam. Once licensed, graduates have wide-ranging career options that include wellness massage in spas, resorts, and cruise ships; sports massage in health clubs; medical massage in hospitals, rehab centers and chiropractic offices; stress-management massage in corporate offices; and owning and operating private practices. This fascinating, flexible, hands-on career is for anyone who wants to help people discover the power of preventive, proactive care.

### PROGRAM LEARNING OUTCOMES

All students completing this program are expected to achieve the General Education outcomes described in the General Studies section of the catalog as well as the following learning objectives:

- Plan and organize effective massage and bodywork sessions utilizing Eastern and Western modalities.
- Perform massage therapy and bodywork for therapeutic benefit.
- Develop and implement a self-care strategy.
- Develop successful and ethical therapeutic relationships with clients.
- Develop strategy for a successful practice, business, or employment situation.
- Identify strategies for professional development.

## PROGRAM REQUIREMENTS

### Fall Semester:

Courses	Weeks 1 – 5	Credits
BIO130	Anatomy & Physiology I	3
BIO130L	Anatomy & Physiology I Lab	1
MT104	Western Massage Therapy Theory and Application I	Continued

### Fall Semester: Weeks 6 – 10

Courses	Weeks 6 – 10	Credits
BIO131	Anatomy & Physiology II	3
BIO131L	Anatomy & Physiology II Lab	1
MT104	Western Massage Therapy Theory and Application I	3
MT211	Professional Development	Continued

### Fall Semester: Weeks 11 – 15

Courses	Weeks 11 – 15	Credits
MT204	Western Massage Therapy Theory and Application II	3
MT211	Professional Development	1
MT250	Massage Therapy Practicum I	1
<b>Semester Total</b>		<b>16</b>

### Spring Semester: Weeks 1 – 5

Courses	Weeks 1 – 5	Credits
MT110	Myology	3
MT212	Applied Pathophysiology	Continued
MT255	Massage Therapy Practicum II	Continued

### Spring Semester: Weeks 6 – 10

Courses	Weeks 6 – 10	Credits
MT111	Myology/Kinesiology	3
MT212	Applied Pathophysiology	Continued
MT255	Massage Therapy Practicum II	Continued

### Spring Semester: Weeks 11 – 15

Courses	Weeks 11 – 15	Credits
MT106	Eastern Massage Therapy	3
MT212	Applied Pathophysiology	4
MT255	Massage Therapy Practicum II	3
<b>Semester Total</b>		<b>16</b>

### Summer Session I: Weeks 1 – 5

Courses	Weeks 1 – 5	Credits
BIO243	Neurology	3
MT000	Massage Therapy Elective	3
		<b>6</b>
<b>Total Credits</b>		<b>38</b>

### Additional Degree Requirements

All courses require a minimum grade of "C" and a Quality Point Average of 2.0.

## MASSAGE THERAPY – A.A.S.

Healthcare has come to mean far more than hospital stays and doctor visits. The massage therapy industry is at the forefront of a growing movement toward holistic wellness and the use of complementary therapies. Massage therapy techniques improve muscle tone and circulation and promote overall wellness, stress management and rehabilitation. Massage is an art and science of healing with more than 4,000 years of history behind it. This fascinating, flexible, hands-on career is for anyone who wants to help people discover the power of preventive, proactive care. As part of a Mercy College, you will experience a caring environment with wrap around support and a holistic approach to student success. Educational technology and support, career services, Massage Therapy Club, Catherine's Cupboard student food pantry and fun activities organized by the Student Life office are just a few of the added benefits of being part of Trocaire College.

Trocaire College's Massage Therapy Program combines lecture, laboratory experiences and a clinical component to provide a well-rounded and comprehensive understanding of both Eastern and Western massage therapy techniques. In addition to staffing our on-site massage therapy clinic, students participate in a variety of off-site clinical rotations at local facilities – a unique advantage of Trocaire College's program.

Graduates of the program will be eligible to sit for the NYS board licensure exam. Once licensed, graduates have wide-ranging options in both the types of massage and the settings in which they will work. Possibilities include wellness massage in spas, resorts, and cruise ships; sports massage in health clubs; medical massage in hospitals, rehab centers and chiropractic offices; stress management massage in corporate offices; and general massage in private practices.

### PROGRAM LEARNING OUTCOMES

All students completing this program are expected to achieve the General Education outcomes described in the General Studies section of the catalog as well as the following learning objectives:

- Plan and organize effective massage and bodywork sessions utilizing Eastern and Western modalities.
- Perform massage therapy and bodywork for therapeutic benefit.
- Develop and implement a self-care strategy.
- Develop successful and ethical therapeutic relationships with clients.
- Develop strategy for a successful practice, business, or employment situation.
- Identify strategies for professional development.

### Additional Degree Requirements

A minimum grade of "C" in the following courses: BIO130, BIO130L, BIO131, BIO131L, BIO243, MT104, MT106, MT110, MT111, MT204, MT211, MT212, MT230, MT240, & Massage Therapy elective and a Quality Point Average of 2.0.

## PROGRAM REQUIREMENTS

First Year – Fall Semester Weeks 1 – 5		
BIO130 Anatomy & Physiology I	Continued	
BIO130L Anatomy & Physiology I Lab	Continued	
EN101 English Composition	Continued	
GS100 or College Seminar or		
GS102 College Success	Continued	
MT104 Western Massage Therapy Theory and Application I	Continued	
First Year – Fall Semester Weeks 6 – 10		
BIO130 Anatomy & Physiology I	Continued	
BIO130L Anatomy & Physiology I Lab	Continued	
EN101 English Composition	Continued	
GS100 or College Seminar or		
GS102 College Success	Continued	
MT104 Western Massage Therapy Theory and Application I	3	
First Year – Fall Semester Weeks 11 – 15		
BIO130 Anatomy & Physiology I	3	
BIO130L Anatomy & Physiology I Lab	1	
EN101 English Composition	3	
GS100 or College Seminar or		
GS102 College Success	1 - 3	
MT204 Western Massage Therapy Theory and Application II	3	
Semester Total	14	
First Year – Spring Semester Weeks 1 – 5		
BIO131 Anatomy & Physiology II	Continued	
BIO131L Anatomy & Physiology II Lab	Continued	
EN102 Introduction to Literature	Continued	
MT110 Myology	3	
First Year – Spring Semester Weeks 6 – 10		
BIO131 Anatomy & Physiology II	Continued	
BIO131L Anatomy & Physiology II Lab	Continued	
EN102 Introduction to Literature	Continued	
MT111 Myology/Kinesiology	3	
First Year – Spring Semester Weeks 6 – 10		
BIO131 Anatomy & Physiology II	3	
BIO131L Anatomy & Physiology II Lab	1	
EN102 Introduction to Literature	3	
Semester Total	13	
Second Year – First Semester Weeks 1 - 15		
BIO243 Neurology	3	
MT106 Eastern Massage Therapy I	3	
MT000 Massage Therapy Elective	3	
MT230 Clinical Practicum I	2	
PH000 Philosophy Elective	3	
PSY101 General Psychology	3	
Semester Total	17	
Second Year – Second Semester Weeks 1 - 15		
MT211 Professional Development	1	
MT212 Applied Pathophysiology	4	
MT240 Clinical Practicum II	2	
MA000 Mathematics Elective	3 – 4	
PH205 Ethics in health Care	3	
SOC000 Social Science Elective	3	
Semester Total	16	
Total Credits	60	

## MEDICAL ASSISTANT - AAS

Medical Assisting is a very versatile Allied Health Profession that supports the work of Healthcare Providers both clinically and administratively. Today's Medical Assistant is responsible for obtaining a detailed medical history, medication reconciliation and accurate vital signs for each patient's office visit. Additionally, they are a key part in patient coaching, infection control and the collection/ preparation of diagnostic lab testing including phlebotomy, spirometry and electrocardiograms. Medical Assistants are trained to assist Healthcare Providers with a variety of medical exams as well as many types of minor office surgery procedures.

As the world of healthcare evolves, Medical Assistants continue to play a vital role in collecting the information necessary to meet the increasing demand for data analytics used to make healthcare more efficient. Other administrative duties that a Medical Assistant is trained to perform include understanding and ensuring compliance with patient privacy laws, basic practice finances, medical billing and insurance coding. Medical Assistants also work closely with patients to schedule their appointments, lab services and hospital admissions.

Upon successful completion of our Medical Assisting program, graduates will earn an Associates in Applied Science Degree and be eligible to take four (4) national credentialing exams: National Certified Medical Office Assistant (NCMOA), Certified Medical Reimbursement Specialist (CMRS), Certified Coding Associate (CCA) and Certified Medical Assistant (CMA). Medical Assisting graduates will primarily find employment in outpatient or ambulatory healthcare facilities such as medical offices and urgent care clinics.

Medical Assisting is a great foundation for many positions in healthcare. You will find numerous career advancement opportunities available, such as Healthcare Management, Healthcare Informatics and Nursing.

### PROGRAM LEARNING OUTCOMES

All students completing this program are expected to achieve the General Education outcomes described in the General Studies section of the catalog as well as the following learning objectives:

- **Foundations for Clinical Practice** - Apply concepts related to Anatomy and Physiology, Applied Mathematics, Applied Microbiology/Infection Control, and Nutrition.
- **Applied Communications** - Summarize Concepts of Effective Communications.
- **Medical Business Practice** - Demonstrate Administrative Functions, Basic Practice Finances, Third Party Reimbursement, Procedural and Diagnostic Coding.
- **Medical Law and Ethics** - Analyze Legal Implications and Ethical Considerations.
- **Safety and Emergency Practices** - Demonstrate Protective Practices of the Medical Assistant.

### PROGRAM REQUIREMENTS First Year – 1<sup>st</sup>

Semester	Courses	Credits
BIO130	Anatomy & Physiology I	3
BIO130L	Anatomy & Physiology I Lab	1
BOT103	Keyboarding I & Document Processing	3
EN101	English Composition	3
GS100 or GS102	College Seminar or College Success	1 - 3
MAS134	Orientation to Medical Assisting	2
BIO119	Medical Terminology	3
		<b>16</b>
<b>First Year – 2<sup>nd</sup> Semester</b>		
BIO131	Anatomy & Physiology II	3
BIO131L	Anatomy & Physiology II Lab	1
BU132	Information Technology I	3
HIT119	Outpatient Coding, Classification & Reimbursement I	3
HIT118	Healthcare Reimbursement	3
BU213	Medical Office Systems & Procedures	3
MAS233	Medical Assistant Diagnostic and Clinical Laboratory Procedures	3
		<b>19</b>
<b>Second Year – 1<sup>st</sup> Semester</b>		
BIO203	Pharmacology & Pathophysiology	3
BU106	Business Communications	3
HIT219	Outpatient Coding, Classification & Reimbursement II	4
MA000	Mathematics Elective	3
MAS234	Medical Assistant Clinical Procedures	3
		<b>16</b>
<b>Second Year – 2<sup>nd</sup> Semester</b>		
HIT201	Management Principles for Health Professionals	3
MAS235	Medical Assistant Clinical Seminar & Externship	4
PSY101 or SOC000	General Psychology or Social Science Elective	3
PH205	Ethics in Health Care	3
		<b>13</b>
<b>Total Credits</b>		
		<b>64</b>

### Additional Degree Requirements

All courses require a minimum grade of "C" except the English, Humanities, Mathematics and Social Science elective and a Quality Point Average of 2.0.

Accreditation information is located on page 4

## NURSING- AAS

The Nursing Program at Trocaire College offers a curriculum leading to an Associate in Applied Science Degree. Completion of the program allows the graduate to take the NCLEX-RN and enter the nursing profession as a registered nurse. The Program focus is on theory and clinical experiences to prepare the graduate for a beginning level of professional practice within a diverse and changing health care system.

The curriculum emphasizes knowledge and skills needed to promote, maintain or restore health. It prepares the graduate to provide and manage care in structured settings for clients across the life span.

The nursing program offers both a day program and evening program. The evening curriculum is identical in content to the day curriculum. However, the evening curriculum is distributed over a 6 semester (3 year) time period including two summer sessions. In addition to the regularly scheduled evening experiences, selected clinical laboratory experiences for both day and evening programs are scheduled during day, evening and weekend hours. These clinical days provide a comprehensive experience of nursing care activities.

Clinical experiences are provided in a variety of WNY health care settings including hospitals and community health care agencies. **Transportation to and from the College and/or the clinical affiliates is the responsibility of the individual student.**

Cardiopulmonary Resuscitation (CPR) certification completed through the American Heart Association or a provider who meets the ILCOR standards is accepted. The CPR course may be hybrid (online lecture with in-person hands-on skill demonstration) or face-to-face training. **Online only CPR courses are not accepted.**

NYSED Office of Professions states, under the Professional Nurse Obligations, NYSED does not permit online CPR courses. CPR cards must be turned into the Wellness Office by the deadline in order participate in mandatory clinical rotations.

The program includes a strong foundation in the liberal arts. This enables the student to discover and confront their own values, beliefs and ideas and to sharpen their skills of critical analysis and expression. Students are encouraged to develop their critical thinking, clinical judgment, and decision-making skills as they participate in their own learning experiences.

**Licensure:** When a nursing student completes an application for licensure and first registration as a licensed practical nurse or registered professional nurse, questions are asked by the State Education Department about conviction of a crime and pending charges. These questions appear on the application form. If the answers are in the affirmative, there is an automatic referral to the State Education Department, Office of Professional Discipline and the case is assigned to an investigator. Depending upon the results of the investigation, the case may or may not require a hearing. The National Council Licensure Examination may be taken. However, the licensing process and issuance of a license will be held until the process described above is completed. At the completion of the program, graduates are eligible to write the National Council Licensure Examination for Registered Nurse licensure.

### PROGRAM LEARNING OUTCOMES

All students completing this program are expected to achieve the General Education outcomes described in the General Studies section of the catalog as well as the following learning objectives:

- Demonstrate quantitative reasoning in the practice of nursing.
- Demonstrate effective communication in the role of Registered Nurse when interacting with clients and members of the inter-disciplinary inter-professional healthcare team.
- Utilize the nursing process, critical thinking, and Maslow's Hierarchy of Needs to provide safe and effective nursing care.
- Utilize technology in the provision of safe nursing care.
- Provide culturally competent therapeutic nursing care.
- Collaborate with members of the inter-disciplinary inter professional healthcare team in the role of the practical nurse.

## NURSING- AAS DAY PROGRAM REQUIREMENTS

### Nursing Program Prerequisite Courses

BIO130	Anatomy & Physiology I	3
BIO130L	Anatomy & Physiology I Lab	1

### First Year – 1st Semester

		Credits
BIO131	Anatomy & Physiology II	3
BIO131L	Anatomy & Physiology II Lab	1
EN101	English Composition	3
GS100 or	College Seminar or	
GS102	College Success	1 - 3
NU110	Health Assessment & Promotion	1
NU112	Nursing Concepts	5
NU114	Medication Essentials I	1
NU116	Professional Issues	1
PSY101	General Psychology	3
		<b>19</b>

### First Year – 2nd Semester

BIO223	Microbiology	3
BIO223L	Microbiology Lab	1
NU115	Medication Essentials II	1
NU122	Health Restoration I	6
NU124	Maternal Newborn Nursing	2
PSY102	Developmental Psychology	3
		<b>16</b>

### Second Year – 1st Semester

EN102	Introduction to Literature	3
NU214	Health Restoration II	5
NU217	Pediatric Nursing	2
PH000	Philosophy Elective	3
SOC101	Principles of Sociology	3
		<b>16</b>

### Second Year – 2nd Semester

NU220	Mental Health Nursing	2
NU222	Health Restoration III	7
PH205	Ethics in Health Care	3
		<b>12</b>

**Total Credits**

**63**

### Additional Degree Requirements

All courses require a minimum grade of "C" and a Quality Point Average of 2.0.

Accreditation information is located on page 4

## NURSING- AAS EVE PROGRAM REQUIREMENTS

### First Year – 1<sup>st</sup> Semester

		Credits
BIO130	Anatomy & Physiology I	3
BIO130L	Anatomy & Physiology I Lab	1
EN101	English Composition	3
GS100 or	College Seminar or	
GS102	College Success	1 - 3
PSY101	General Psychology	3
		<b>11</b>

### First Year – 2<sup>nd</sup> Semester

BIO131	Anatomy & Physiology II	3
BIO131L	Anatomy & Physiology II Lab	1
EN102	Introduction to Literature	3
PSY102	Developmental Psychology	3

### First Year – Summer Session

BIO223	Microbiology	3
BIO223L	Microbiology Lab	1
PH103	Introduction to Philosophy	3

### Second Year – 1<sup>st</sup> Semester

NU110	Health Assessment & Promotion	1
NU112	Nursing Concepts	5
NU114	Medication Essentials I	1
NU116	Professional Issues	1

### Second Year – 2<sup>nd</sup> Semester

NU115	Medication Essentials II	1
NU122	Health Restoration I	6
NU124	Maternal Newborn Nursing	2

### Second Year – Summer Session

PH205	Ethics in Health Care	3
SOC101	Principles of Sociology	3

		<b>6</b>
Third Year – 1st Semester		
NU214	Health Restoration II	5
NU217	Pediatric Nursing	2

### Third Year – 2nd Semester

NU220	Mental Health Nursing	2
NU222	Health Restoration II	7
		<b>9</b>

**Total Credits**

**63**

### Additional Degree Requirements

All courses require a minimum grade of "C" and a Quality Point Average of 2.0.

Accreditation information is located on page 4

## **NURSING – Bachelor of Science**

The Bachelor of Science in Nursing degree is designed specifically for the registered nurse, drawing from and expanding upon real-life professional nursing experiences.

Students in this program develop strong leadership skills that support delivery of healthcare, to effectively function as members of the inter-professional multidisciplinary healthcare team. The curriculum exposes students to the expanded role of the professional nurse to include community nursing with a focus on health promotion and maintenance and incorporates population health, leadership, research, and integration of healthcare technology.

Graduates of this bachelor's program are prepared to be evidence-based practitioners who utilize higher level, critical thinking, clinical reasoning, and clinical judgement to deliver care and improve health outcomes.

All courses are offered in an on-line learning environment. Cardiopulmonary Resuscitation (CPR) certification completed through the American Heart Association or a provider who meets the ILCOR standards is accepted. The CPR course may be hybrid (online lecture with in-person hands-on skill demonstration) or face-to-face training. **Online only CPR courses are not accepted.**

NYSED Office of Professions states, under the Professional Nurse Obligations, NYSED does not permit online CPR courses. CPR cards must be turned into the Wellness Office by the deadline in order participate in mandatory clinical rotations.

### **Program Highlights**

- A minimum of 33 credits will be awarded for your previous learning.
- Program require 135 hours of clinical practicum.
- Four 15-week modules with rolling admissions in the fall, spring, and summer sessions. Summer sessions are 10 weeks.
- Distance education formatting for all courses
- Dean's scholarships awarded to College alumni and other eligible applicants
- Fully equipped health assessment and nursing skills laboratories
- Simulation center equipped with state-of-the-art patient simulators
- Access to educational technology including health care databases
- For students completing clinical experiences at a site where they are currently employed, such experiences may only take place on units or within departments of the health care facility which are physically and/or functionally distinct from the student's work site.

**BS/N students will be dismissed upon second course failure or attempt.**

**Students must maintain a cumulative GPA of 2.0 in order to progress in program.**

## **PROGRAM LEARNING OUTCOMES**

All students completing this program are expected to achieve the General Education outcomes described in the General Studies section of the catalog as well as the following learning objectives:

- Demonstrate quantitative reasoning in the practice of nursing.
- Demonstrate effective communication in the role of Registered Nurse when interacting with clients and members of the inter-disciplinary inter-professional healthcare team.
- Utilize the nursing process, critical thinking, and Maslow's Hierarchy of Needs to provide safe and effective nursing care.
- Utilize technology in the provision of safe nursing care.
- Provide culturally competent therapeutic nursing care.
- Collaborate with members of the inter-disciplinary inter professional healthcare team in the role of the registered nurse.

## **NURSING – Bachelor of Science PROGRAM REQUIREMENTS**

<b>Prerequisite</b>		<b>Credits</b>
Associate Degree in Nursing		60
<b>First Year – 1st Semester</b>		
<b>Courses</b>		
BIO333	Pathophysiology	3
HUM000	Humanities Elective	3
MA200	Statistical Methods	3
NU300	Comprehensive Health Assessment for Nursing Practice	4
NU318	Nursing Theory & Practice Issues	3
SOC000	Social Science Elective	3
		<b>19</b>
<b>First Year – 2nd Semester</b>		
SOC000	Social Science Elective	3
NU304	Intro to Nursing Care Informatics	2
NU308	Research Procedures in Nursing Practice	3
NU310	Family Nursing Care Across the Lifespan	3
NU470	Pharmacology for the Registered Nurse	3
SOC/BIO300 301	Epidemiology	3
		<b>17</b>
<b>*Second Year – 1st Semester</b>		
NU402	Community Health Nursing	3
NU450	Leadership & Management for Professional Practice	3
PSY303	Organizational Psychology	3
		<b>9</b>
<b>Second Year – 2nd Semester</b>		
GS499	Capstone: Identity and Social Justice	3
NU484	Clinical Seminar	2
NU486	Professional Nursing Syntheses/Clinical Capstone	4
HUM000	Humanities Elective	3
SOC000	Social Science Elective	3
		<b>15</b>
<b>Total Credits</b>		<b>60</b>

### **Additional Degree Requirements**

All courses require a minimum grade of "C" and Quality Point Average of 2.0.

Accreditation information is located on page 4

## PRACTICAL NURSING – CERTIFICATE

The Practical Nursing Program will prepare the graduate to take the NCLEX PN for a position as a licensed practical nurse (LPN). Licensed practical nurses function as an integral and important part of the health team, providing patient care.

The licensed practical nurse performs tasks and responsibilities within the framework of case finding, health teaching, and health counseling and provides supportive and restorative care under the direction of the registered professional nurse or licensed physician.

Clinical experiences are provided in a variety of WNY health care settings including hospitals and community health care agencies. **(Transportation to and from the College and/or the clinical affiliates is the responsibility of the individual student.)**

Cardiopulmonary Resuscitation (CPR) certification completed through the American Heart Association or a provider who meets the ILCOR standards is accepted. The CPR course may be hybrid (online lecture with in-person hands-on skill demonstration) or face-to-face training. **Online only CPR courses are not accepted.**

NYSED Office of Professions states, under the Professional Nurse Obligations, NYSED does not permit online CPR courses. CPR cards must be turned into the Wellness Center by the deadline in order participate in mandatory clinical rotations.

Upon successful completion of the program, graduates will be eligible to take the National Council Licensure Examination for Practical Nurse Licensure.

**Licensure:** When a Nursing student completes an application for licensure and first registration as a licensed practical nurse or registered professional nurse, questions are asked by the State Education Department about conviction of a crime and pending charges. These questions appear on the application form. If the answers are in the affirmative, there is an automatic referral to the State Education Department, Office of Professional Discipline and the case is assigned to an investigator. Depending upon the results of the investigation, the case may or may not require a hearing. The National Council Licensure Examination may be taken. However, the licensing process and issuance of a license will be held until the process described above is completed.

**Students must maintain a cumulative GPA of 2.0 in order to progress in program.**

## PROGRAM LEARNING OUTCOMES

All students completing this program are expected to achieve the General Education outcomes described in the General Studies section of the catalog as well as the following learning objectives:

- Demonstrate quantitative reasoning in the practice of nursing.
- Demonstrate effective communication in the role of Practical Nurse when interacting with clients and members of the inter-disciplinary inter-professional healthcare team.
- Utilize the nursing process, critical thinking, and Maslow's Hierarchy of Needs to provide safe and effective nursing care.
- Utilize technology in the provision of safe nursing care.
- Provide culturally competent therapeutic nursing care.
- Collaborate with members of the inter-disciplinary inter professional healthcare team in the role of the practical nurse.

## PROGRAM REQUIREMENTS

### First Year – 1st Semester

Courses	Credits
BIO130 Anatomy & Physiology I	3
BIO130L Anatomy & Physiology I Lab	1
EN101 English Composition	3
GS100 <b>or</b> GS102 College Seminar <b>or</b> College Success	1 - 3
PSY101 General Psychology	3
SOC101 Principles of Sociology	3
	<b>14</b>

### First Year – 2nd Semester

BIO131 Anatomy & Physiology II	3
BIO131L Anatomy & Physiology II Lab	1
NU114 Medication Essentials I	1
PN104 Fundamentals of Practical Nursing	7
PN105 Practical Nursing II	7
	<b>19</b>

### Second Year – 1st Semester

NU115 Medication Essentials II	1
PN106 Practical Nursing III	7
PN107 Practical Nursing IV	7
	<b>15</b>

### Total Credits

**48**

### Additional Degree Requirements

All courses require a minimum grade of "C" and a Quality Point Average of 2.0.

Accreditation information is located on page 4

## RADIOLOGIC TECHNOLOGY – A.A.S.

The Radiologic Technology Program prepares the graduate to assume the duties and responsibilities of an entry level Diagnostic Radiographer with confidence and ability. The Radiologic Technologist, as a skilled professional, and, as a member of the healthcare team, exercises independent judgment and critical thinking in technical radiographic procedures.

The Radiologic Technology course is a two year program with lecture and laboratory components provided at the College. Related clinical experience is obtained at area hospitals or health agencies affiliated with Trocaire College. In addition to basic entry level skills, the student also has the opportunity to observe the latest advanced imaging modalities. (**Transportation to and from the College and/or the clinical affiliates is the responsibility of the individual student.**)

Cardiopulmonary Resuscitation Certification (CPR) is required for all students before a student begins the clinical component of the Radiologic Technology program.

Upon completion of the academic and clinical requirements, the graduate receives an associate in applied science degree, and is eligible to take the national credentialing examination for the American Registry of Radiologic Technologists (A.R.R.T.) (R) and apply for New York State Licensure.

**Licensure:** When a Radiologic Technology Student completes an application for New York State Licensure, the A.R.R.T. (R) asks about convictions of crime and pending charges. These questions appear on both application forms. If the answers are in the affirmative, particulars and disposition of each charge must be listed. A conviction is not an automatic bar to licensure and registry, however, each case is considered and investigated on its individual merits. For additional information please contact <https://www.arrt.org/>

**Students must maintain a cumulative GPA of 2.0 in order to progress in program.**

### PROGRAM LEARNING OUTCOMES

All students completing this program are expected to achieve the General Education outcomes described in the General Studies section of the catalog as well as the following learning objectives:

- Demonstrate entry-level clinical competence.
- Provide competent and compassionate health care to culturally diverse populations.
- Utilize critical thinking and problem solving skills necessary to practice within the profession of radiology.
- Demonstrate professional behavior.

## PROGRAM REQUIREMENTS

### First Year – 1<sup>st</sup> Semester

BIO130	Anatomy & Physiology I	3
BIO130L	Anatomy & Physiology I Lab	1
EN101	English Composition	3
GS100 <b>or</b>	College Seminar <b>or</b>	
GS102	College Success	1 - 3
RT101	Image Acquisition & Evaluation I	3
RT102	Radiographic Procedures I	2
RT102L	Applied Radiographic Procedures I	1
RT103	Patient Care & Management I	1
RT104	Clinical Education I	2
		<b>17</b>

### First Year – 2<sup>nd</sup> Semester

BIO131	Anatomy & Physiology II	3
BIO131L	Anatomy & Physiology II Lab	1
BU132	Information Technology I	3
LIT000	Literature Elective	3
RT105	Image Acquisition & Evaluation II	3
RT106	Radiographic Procedures II	2
RT106L	Applied Radiographic Procedures II	1
RT107	Patient Care & Management II	1
RT108	Clinical Education II	2
		<b>19</b>

### First Year – Summer Session

RT109	Clinical Education III	6
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### Second Year – 1<sup>st</sup> Semester

MA000	Mathematics Elective	3 - 4
000	Philosophy/Religious Studies Elective	3
RT202	Radiation Physics & Protection	3
RT203	Applied Radiologic Pathology	3
RT205	Clinical Education IV	2
RT212	Sectional Anatomy for the Radiographer	1
SOC000	Sociology Elective	3
		<b>18</b>

### Second Year – 2<sup>nd</sup> Semester

PH205	Ethics in Health Care	3
RT201	Equipment Operation & Maintenance	3
RT207	Radiation Biology	2
RT209	Advanced Topics for the Radiographer	2
RT210	Clinical Education V	2
SOC000	Social Science Elective	3
		<b>15</b>

### Second Year – Summer Session

RT211	Clinical Education VI	6
	<b>Total Hours</b>	<b>81</b>

### Additional Degree Requirements

All courses require a minimum grade of "C" except EN101, BU132, Humanities, Mathematics, and Social Science electives and a Quality Point Average of 2.0.

Accreditation information is located on page 4

## **SURGICAL TECHNOLOGY – A.A.S.**

The Surgical Technology Program prepares the student to be a practitioner with a broad knowledge base from which to draw and apply to the diverse, ever changing and advancing field of Surgical Technology. National certification is available to graduates through the National Board of Surgical Technology and Surgical Assisting. Senior Surgical Technology students are eligible to sit for the CST Examination at Trocaire College. Students are eligible for student membership in the Association of Surgical Technologist's (AST). AST is the oldest and most recognized professional organization for Surgical Technologists and Surgical Assistants. AST's primary purpose is to ensure that Surgical Technologists and Surgical Assistants have the knowledge and skills to administer patient care of the highest quality.

The Surgical Technology program is offered either in the day or evening. The evening curriculum is identical in content to the day program. However, the evening curriculum is distributed over a six semester (2 year) time period including two summer sessions. In addition to the regularly scheduled evening experiences, selected clinical experiences may be mandated during the daytime and/or weekend hours. These clinical days provide a comprehensive experience of surgical cases which normally occur during the day.

Surgical Technologists are crucial members of the surgical team, working closely with surgeons, registered nurses, and anesthesiologists to provide the best possible care for the patient undergoing a surgical intervention. The primary role of the "Scrub Tech" is to prepare a sterile field and pass instruments to the surgeon during the surgical procedure. A Surgical Technologist should possess a stable temperament, manual dexterity, physical stamina, and the ability to integrate and prioritize a variety of activities. Lecture and laboratory experiences are offered at the College and experience in a hospital setting is provided.

### **Students are responsible for their own transportation to and from clinical sites.**

The curriculum leading to the A.A.S. degree is comprised of 60 credits distributed over four (4) semesters for the day program and six (6) semesters (including two summer sessions) for the evening program. The program consists of a balance of general education and Surgical Technology courses. The Surgical Technologist's professional role and concepts relating to patient needs, surgical conditions, asepsis, surgical routines, human behavior, communication, and caring provide the framework for the curriculum. As the student progresses through the curriculum, classroom theory is applied to clinical practice in the operating room setting. A mix of laboratory practice and hospital operating room experiences during the first year, introduces the student to the operating room environment. In the laboratory setting, no more than 10 students will be paired with a qualified Surgical Technology instructor. The second year emphasizes clinical experiences in a broad range of surgical specialties and operating room settings to

prepare the student for future practice as a surgical technologist.

### **Surgical Case Requirements**

In order for students to successfully complete the Surgical Technology Program, they MUST complete 120 surgical cases with a minimum grad of "C" as follows:

- 30 cases in General Surgery. Twenty of these cases must be in the First Scrub Role.
- 90 cases in various surgical specialties. Sixty of these cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. 15 is the maximum number of cases that can be counted in any one surgical specialty.

### **First and Second Scrubbing Surgical Case**

#### **Requirements**

- The surgical technology program is required to verify (through the surgical rotation), documentation of the student's progression in First and Second Scrubbing surgical procedures of increased complexity as he/she moves towards entry-level graduate abilities.
- Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. Up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases.
- Observation cases must be **documented**, but do not count toward the 120 required cases.

### **Students must maintain a cumulative GPA of 2.0 in order to progress in program.**

Surgical Technology students are allowed to repeat one Surgical Technology course one time.

Surgical Technology graduates qualify to take the exam via the web or seated at an approved CST exam site.

### **PROGRAM LEARNING OUTCOMES**

All students completing this program are expected to achieve the General Education outcomes described in the General Studies section of the catalog as well as the following learning objectives:

- Apply concepts related to care directed toward the surgical patient and/or surgical team.
- Demonstrate aseptic principles that guide the practice of sterile technique.
- Analyze the various roles and duties required of the Surgical Technologist during the preoperative, intraoperative, and postoperative phases of surgery.
- Develop an increased sensitivity to environmental awareness of the surgical environment and issue concerning biohazard waste.
- Identify and develop a clear mental image of normal human anatomy.
- Validate the correct operative procedure used to repair identified pathological conditions.
- Recognize the surgical sequence of events for the planned operative procedure and anticipate the needs of the surgeon and surgical patient prior to the need of being verbalized.
- Demonstrate the ability to make adjustments in positioning, instrumentation, medication(s), risk

factors, diagnostic abnormalities, patient concerns, cultural considerations, supplies and equipment according to variations in the surgical procedure and the surgeon's needs.

## **SURGICAL TECHNOLOGY – A.A.S. DAY PROGRAM REQUIREMENTS**

### **First Year – 1<sup>st</sup> Semester**

<b>Courses</b>		<b>Credits</b>	
BIO130	Anatomy & Physiology I	3	
BIO130L	Anatomy & Physiology I Lab	1	
GS100 or	College Seminar or		
GS102	College Success	1 - 3	
ST100	Medical Terminology for the Surgical Technologist	3	
ST101	Introduction to Surgical Technology	4	
ST103	Clinical Education I	2	
		<b>14</b>	

### **First Year – 2nd Semester**

BIO131	Anatomy & Physiology II	3	
BIO131L	Anatomy & Physiology II Lab	1	
EN101	English Composition	3	
PSY101	General Psychology	3	
ST104	Fundamentals of Surgical Technology	4	
ST106	Clinical Education II	2	
		<b>16</b>	

### **Second Year – 1<sup>st</sup> Semester**

BIO223	Microbiology	3	
BIO223L	Microbiology Lab	1	
MA110 or	College Algebra		
MA111	College Algebra and Statistics with Business Applications	3	
PH000	Philosophy Elective	3	
ST201	Advanced Surgical Technology	5	
ST202	Clinical Education III	2	
		<b>17</b>	

### **Second Year – 2nd Semester**

PH205	Ethics in Health Care	3	
SOC000	Social Science Elective	3	
ST203	Specialized Surgical Technology	5	
ST204	Clinical Education IV	2	
		<b>13</b>	

**Total Credits**

**60**

## **SURGICAL TECHNOLOGY – A.A.S. EVENING PROGRAM REQUIREMENTS**

### **First Year – 1<sup>st</sup> Semester**

<b>Courses</b>		<b>Credits</b>
BIO130	Anatomy & Physiology I	3
BIO130L	Anatomy & Physiology I Lab	1
GS100 or	College Seminar or	
GS102	College Success	1 - 3
ST100	Medical Terminology for the Surgical Technologist	3
ST101	Introduction to Surgical Technology	4
ST103	Clinical Education I	2
		<b>14</b>

### **First Year – 2nd Semester**

BIO131	Anatomy & Physiology II	3
BIO131L	Anatomy & Physiology II Lab	1
ST104	Fundamentals of Surgical Technology	4
ST106	Clinical Education II**	2
		<b>10</b>

### **First Year – Summer Session**

EN101	English Composition	3
MA110 or	College Algebra	3
MA111	College Algebra and Statistics with Business Applications	6

### **Second Year – 1<sup>st</sup> Semester**

PSY101	General Psychology	3
ST201	Advanced Surgical Technology	5
ST202	Clinical Education III	2
		<b>10</b>
BIO223	Microbiology	3
BIO223L	Microbiology Laboratory	1
PH000	Philosophy Elective	3
ST203	Specialized Surgical Technology	5
ST204	Clinical Education IV	2
		<b>14</b>

### **Second Year – Summer Session**

PH205	Ethics in Health Care	3
SOC000	Social Science Elective	3
		<b>6</b>

**Total Credits**

**60**

### **Additional Degree Requirements**

All courses except EN101, Humanities, Math, and Social Science electives require a minimum grade of "C" & a Quality Point Average of 2.0.

Accreditation information is located on page 4

\*\*Clinical Experiences will continue into the summer

## Course Descriptions

The schedule of course offerings is driven by program structure and enrollment.

Program specific courses are offered exclusively to majors in the program (for example, only students in the PN program can take courses labeled PN).

Some courses may be offered through Academus course sharing platforms.

Cross Registration opportunities with all Western New York Colleges are available to full-time Trocaire College students in the fall and spring semesters through the Western New York Consortium. Contact the Registrar's Office to obtain an application.

## DEFINITIONS

**Prerequisite** course requirements must be successfully completed *prior* to registering for the listed course.

**Corequisite** course requirements must be taken at the same time as the listed course(s). If one corequisite course requirement is dropped, then, all of the corequisite requirements will need to be dropped.

**Concurrent** course requirements that must be taken at the same time as the listed course(s). If one concurrent course requirement is dropped, the student may remain in the other requirement course.

## Elective Courses

These elective courses may fall in a variety of areas but do not satisfy Trocaire College's "core curriculum".

### FE000 – Free Elective

The free elective provides each student with the opportunity to select a course that might not otherwise be applicable to his or her degree. Its aim is to broaden the educational experience at Trocaire College or to meet a particular interest or need.

### LA000 –Liberal Arts Elective

Course types that are generally considered within the humanities, Natural sciences and social sciences. These do not include courses that often are technical and career-related, such as but not limited to: business, education, office technologies and technician fields.

## BIOLOGY

### BIO105 Human Biology (3)

A study of life structure and function from a human perspective. Human organ systems, human evolution and ecology will be presented with a focus on homeostasis, bioethics, and ecology.

### BIO109 Essentials of Anatomy and Physiology (3)

A one semester course designed for the allied health careers. It gives an introductory treatment of the structure and function of the human body including cell, skeletal, muscular, nervous, endocrine, respiratory, cardiovascular, digestive, urinary and reproductive systems.

**Corequisite:** BIO109L

### BIO109L Essentials of Anatomy and Physiology Laboratory (1)

Laboratory experience coincides with lecture topics.

**Corequisite:** BIO109

### BIO119 Medical Terminology (3)

This course is a study of the language of medicine as it relates to all body systems. Emphasis is placed on the understanding of word roots, prefixes, suffixes and abbreviations. Terminology related to anatomy, physiology, laboratory, clinical procedures and pharmacology will be covered. Pronunciation and spelling will be emphasized.

### BIO130 Anatomy & Physiology I (3)

An introduction to the general principles of human anatomy and physiology with emphasis on the structure and function of the cell, tissues, and the skeletal, muscular, and nervous systems.

**Prerequisites** high school biology with a minimum of 75% average (or equivalent), or, BIO105 with a grade of "C" or higher.

**Corequisite:** BIO130L

### BIO130L Anatomy & Physiology I Laboratory (1)

Laboratory experience coincides with lecture topics.

**Corequisite:** BIO130

### BIO131 Anatomy & Physiology II (3)

A continuation of Anatomy & Physiology I. Study of the respiratory, cardiovascular, lymphatic, endocrine, digestive, urinary and reproductive systems and senses. Fluid and electrolyte balance also studied.

**Prerequisites** BIO130/BIO130L with a grade of "C" or better

**Corequisite:** BIO131L

### BIO131L Anatomy & Physiology II Laboratory (1)

Laboratory experience coincides with lecture topics.

**Prerequisites** BIO130/BIO130L with a grade of "C" or better.

**Corequisite:** BIO131

### BIO140 Introduction to Pharmacology (3)

This course is an overview of pharmacology and medication as it pertains to the allied health professions. Major classifications of drugs and their indications will be examined, as well as the role of the health professions.

**Prerequisites** BIO130/BIO130L and BIO131/BIO131L

### BIO180 General Biology I (3)

A study of the general principles of biological science. Topics include the scientific method, structure of molecules, the origin of life, biology of the cell, energetics, reproduction and heredity, molecular genetics and evolution.

**Corequisite:** BIO180L

### BIO180L General Biology I Laboratory (1)

Laboratory experience coincides with lecture topics.

**Corequisite:** BIO180

### BIO181 General Biology II (3)

A continued study of biological principles as evidenced in the diversity of organisms. Topics include the morphology, phylogeny, physiology and ecology of major taxa with evolution as the unifying principle.

**Prerequisites:** BIO180/BIO180L

**Corequisite:** BIO181L

### BIO181L General Biology II Laboratory (1)

Laboratory experience coincides with lecture topics.

**Corequisite:** BIO181

### BIO203 Pathophysiology and Pharmacology (3)

Pathophysiology and Pharmacology is an integrated study of disease processes and the pharmacological agents used to treat them. The understanding of the actions of drugs, including absorption, distribution, metabolism, and excretion is emphasized. Focus is on description of disease by organ system, including etiology, symptoms, diagnosis, and treatment.

**Prerequisites** BIO130/BIO130L, and BIO131/131L

**BIO205 Environmental Science (3)**

This course is an introduction to how nature works, how the environment has been and is being used and abused, and what you can do to protect and improve it for yourself, and for future generations. Some topics of study include: Ecosystems, Wildlife and the Environment, Environmental Risk and Human Pollution: soil, water and air, Population Dynamics, Waste and Waste Disposal, and past and present attitudes toward the environment and environmental problems.

**BIO208 Nutrition and Wellness (3)**

A study of the principles of the science of nutrition, as it relates to daily life and well-being. Topics include personal wellness, digestion, absorption and metabolism of nutrients, planning and evaluating dietary intake. The course will consider social, economic, and psychosocial factors in relationship to dietary practices. This course provides an opportunity to explore areas of special interest such as nutrition for various age levels, weight control, and physical performance.

**BIO210 Sectional Anatomy (3)**

This course focuses on the practical application of sectional anatomy for the Health Science student. The use of sectional anatomy imaging such as Computed Tomography (CT) and MRI will be stressed.

**Prerequisites** BIO130/BIO130L and BIO131/BIO131L

**BIO220 Biology of the Mind (3)**

This course investigates the interaction between neurobiology and psychology with an emphasis on personal cognition. Specifically, students will explore the structure and function of neural tissues and apply this to major perspectives within psychology and psychotherapy. Topics to be investigated include emotion, motivation, learning and memory, sexuality and gender identity, theories of consciousness, addiction, mood disorders, anxiety disorders and dissociative disorders. Clinical applications to mental health, wellness and disease will also be emphasized.

**Cross Listed with PSY220.**

**Prerequisites** PSY101, BIO109 or BIO130 or equivalent

**BIO223 Microbiology (3)**

The study of scientific principles of Microbiology emphasizing the isolation and identification of pathogenic organisms to man in areas of bacteriology, mycology, virology and parasitology. The culture, morphology, general physiology, immunology and applied aspects of the representative micro-organisms will be studied.

**Prerequisites** BIO109/BIO109L, or BIO130/BIO130L, or BIO180/ BIO180L, "C" grades or better is required.

**Corequisite:** BIO223L

**BIO223L Microbiology Laboratory (1)**

Laboratory experience coincides with lecture topics.

**Corequisite:** BIO223

**BIO243 Neurology (3)**

An examination of the structure and function of neural tissue, the anatomy and physiology of the components of the Central Nervous System and the Peripheral Nervous System, embryology of the spinal cord and brain, nerve plexuses, spinal reflexes, and sensory and motor pathways.

**Prerequisites** BIO130/BIO130L.

Massage Therapy students have additional prerequisites of MT110 and MT111.

**BIO253 Cellular and Molecular Biology (3)**

This course focuses on the structure, molecular biology, and physiology of eukaryotic cells. Students will continuously explore the relationship between structure and function throughout the course. Current literature and the scientific evidence supporting the concepts will be explored.

**Prerequisite:** BIO180/L

**BIO310 Advanced Sectional Anatomy (3)**

Advanced cross sectional anatomy provides an integrated approach to learning anatomy by means of correlating cryosections and radiographic cross sectional imaging. This course focuses on the practical application of sectional anatomy for the health science student. Emphasis is placed on vessels and organs orientation and relations to other anatomical structures.

**Prerequisites** BIO130/BIO130L and BIO131/BIO131L

**BIO320 Chronic Disease and Lifespan Biology (3)**

A study of the process and consequences of aging. Topics include physical and cognitive functional disorders, chronic disease, socioeconomic influences on aging, and epidemiological analysis. **Prerequisite:** BIO180 or BIO131.

**BIO321 Community Health and Wellness (3)**

This course provides an introduction to the fundamental principles, concepts, strategies, applications, and contemporary trends related to understanding community and public health and wellness. Students will explore concepts that are key to understanding community and public health, such as the meaning of health, the concept of community, the complex determinants of health and disease, and the impact of economic, social, environmental, and cultural concerns on community health status. The course will also discuss community organizations that help shape community health, as well as the programs, policies, and practices designed to improve population and community health.

**Prerequisite:** BIO180 or BIO131.

**BIO322 Biology of Public Health (3)**

This course provides a foundation in the biological mechanisms and principles underlying major public health problems. Selected public health problems are explored from a biological perspective in order to provide fundamental information about infectious and non-infectious agents of disease, disease transmission, biological defense mechanisms, co-evolution of man and microbes, the effects of nutritional deficiency and excess, effects of respiratory exposures, the biology of cancer, aging, and other topics.

**Prerequisite:** BIO223

**BIO323 Virology (3)**

A course dedicated to the structure, classification, transmission, and replication of viruses. This course focuses on the human diseases and cellular pathology that different viruses cause.

**Prerequisite:** BIO223/L.

**BIO324 Advanced Topics in Cancer Biology (3)**

The study of the concepts of cancer biology, with an emphasis on cellular and molecular changes, etiology, and current treatment and prevention strategies. Current literature and the scientific evidence supporting the concepts will be explored.

**Prerequisite:** BIO180/L or BIO131/L.

**BIO325 Genetics (3)**

A study of basic genetic principles emphasizing the molecular basis of heredity. The course will discuss the structure, replication, and function of genetic material, transmission of genetics/inheritance, gene expression and its regulation, mechanisms of genetic recombination, and the role of genetic mutational events in promoting evolutionary change.

**Prerequisite:** BIO180/L or BIO223/L.

**BIO333 Pathophysiology (3)**

A conceptual approach to the dynamic aspects of disease and how it affects normal physiology in relation to alterations, derangements, and mechanisms involved in disease.

**Prerequisites** BIO130/BIO130L and BIO131/BIO131L or equivalent

**BIO340 Concepts of Pharmacology (3)**

This course will provide a core of fundamental information related to, and the general principles underlying, the use of pharmacological agents in the health occupations. Emphasis on sites of mechanism of action, toxicity, fate, and the uses of major therapeutic and diagnostic agents.

**Prerequisites** BIO130/BIO130L, BIO131/ BIO131L

**BIO343 Biotechnology Methods and Techniques (3)**

An introduction to common practices and methodologies of Biotechnology with an emphasis on scientific written and oral communication. Students receive hands-on experience using and maintaining laboratory instruments. Laboratory procedures include: solution preparation, aseptic technique, protein separations and assays, DNA electrophoresis, and Polymerase Chain Reaction (PCR). Lectures support the laboratory activities.

**Prerequisite:** BIO180/L and CH111/L

**BIO499 Capstone Seminar (3)**

Senior capstone course. This seminar will include reading, discussion, and analysis of primary literature in diverse areas of biology. The course will allow students from the various tracks within

biology to share perspectives and apply their knowledge to the analysis and solution of real-world biological problems. Guest seminars will be given by invited speakers who are prominent local, regional, or national professionals related to the biological sciences. Course topics will vary.

**Prerequisite:** BIO180/L and completed 90 credits.

**BUSINESS****BU101 Introduction to Contemporary Business (3)**

This is an introductory course which will familiarize the student with the following topic areas: contemporary business and its environment – blending people and technology, the social responsibility of business and ethical behavior, economic challenges, competition in global markets, options for organizing large and small businesses, the entrepreneur, the Internet and the online business environment. This course also explores marketing, business management, and e-commerce.

**BU106 Business Communications (3)**

Principles and mechanics of effective written and oral communication will be studied in relationship to work and the process using electronic technology and working with teams. International communication will be introduced and studies of listening skills as well as the writing process will be explored. Review of basic English grammar emphasizing principles of punctuation, capitalization, sentence structure and vocabulary; organizing, developing, and stylization of letters, memorandum, email, and reports will be stressed. Human relations in business writing and oral reporting will be covered.

**BU132 Information Technology I (3)**

This course includes practical applications of microcomputers through the use of software packages. Topics include an overview of the operating system, an overview of application software including expected features, comparative analysis and integration. Hands-on experience in the use of the operating system, a major spreadsheet package, a major word processing package and a major database package.

**BU201 Business Law (3)**

This course is designed to acquaint the student with an overview of the American legal system and courts. Areas to be covered are the nature and function of law, legal rights and obligations, formation, operation and discharge of contracts, and the law of

sales under the Uniform Commercial Code and business organization.

**BU203 Principles of Accounting (3)**

A sound basic knowledge of accounting terms, concepts, and procedures is stressed in this course. It offers a practical background in accounting for students embarking on business careers covering the full accounting cycle for a sole proprietorship service business. A full accounting cycle for merchandising firms, as well as the impact of microcomputers and their effect on the accounting work environment is also provided.

**BU213 Medical Office Systems & Procedures (3)**

This course covers the responsibilities performed by the medical administrative assistant in a contemporary medical office including patient relations, appointment scheduling, insurance billing and collection, management of medical records, and report generation. Various simulated office procedures are included.

**Prerequisites** BU132 and BIO119.

**BU274 Seminar and Internship (4)**

This practicum style course provides the student with the opportunity to apply skills. One hour weekly seminars will be used to review the work experience. Students will receive one hour of credit for the seminar and three hours of credit for 120 hours of internship.

**BU300 Project Management (3)**

This course covers essential concepts and framework of project management. The tools and methodologies will be introduced to help with the project execution and achievement of strategic organizational goals.

**OFFICE TECHNOLOGY COURSES (BOT)****BOT103 Keyboarding I and Document Processing (3)**

This is an introductory course focusing on a thorough understanding of the computer keyboard with touch typing techniques. Formatting of basic documents such as business letters, envelopes, memorandums, and reports as well as proofreading skills will be developed.

**BOT108 Word Processing I (3)**

This introductory course provides the student with hands-on experience in the use of word processing software. Students will learn the fundamentals such as creating, editing, saving, naming, formatting, and printing a document, as well as spell check, pagination, and mail merge.

**Prerequisite:** BOT103 or equivalent

## CHEMISTRY

### **CH100 Introduction to Chemistry (3)**

An introduction to chemical concepts for students who have little or no background in chemistry. Topics include: measurement and numbers, chemical terminology, atomic theory, the Periodic Table, chemical bonding, types of chemical reactions, phases of matter and chemical solutions.

**Prerequisite:** High school algebra or MA099

### **CH111 General Chemistry I (3)**

A detailed introduction to the basic principles and theories of chemistry. Topics include: physical measurements, matter, atomic theory, chemical reactions, stoichiometry, gas laws, thermochemistry, quantum theory, periodicity, chemical bonding, molecular geometry and chemical solutions.

**Prerequisites** High school algebra and high school chemistry or CH100.

**Corequisite:** CH111L

### **CH111L General Chemistry I Laboratory (1)**

This lab designs a course of action based on what the student knows about the principles and theories in order to solve problems by the test results of techniques employed relating to laboratory procedures. Students will interpret results of laboratory experiences and relate their procedures and findings to principles covered in the course. Topics relating to classroom lecture will be presented.

**Corequisite:** CH111

### **CH112 General Chemistry II (3)**

A continuation of General Chemistry I. Topics include: kinetics, equilibrium, acids and bases, solubility, electrochemistry, nuclear chemistry and chemistry of selected elements.

**Prerequisites** CH111/CH111L

**Corequisite:** CH112L

### **CH112L General Chemistry II Laboratory (1)**

Laboratory experiences are based on topics covered in lecture which include basic techniques and procedures for identification of various chemical substances. An understanding of proper procedures for determining specific compounds will be achieved.

**Corequisite:** CH112

### **CH250 Organic Chemistry (3)**

An introduction to the chemistry of carbon-containing compounds. Topics include: nomenclature, organic functional groups, physical properties, chemical bonds, molecular structure, synthesis, reaction mechanisms and stereochemistry.

**Prerequisites** CH111/CH111L

**Corequisite:** CH250L

### **CH250L Organic Chemistry Laboratory (1)**

Laboratory experiments will include areas of separation and synthesis of various compounds. Students will also explore the practical application of these techniques in research and industry.

**Corequisite:** CH250

### **CH253 Biochemistry (3)**

A course dedicated to the fundamentals of biochemistry with emphasis on physiologic and pathophysiologic biochemical concepts. This course explores the synthesis, function, and catabolism of the four biological macromolecules. Crucial functions of each of these organic biomolecules will be discussed along with specific pathological conditions that result from abnormal biochemistry.

**Prerequisite:** BIO180/L and CH111/L

## COMPUTER NETWORK ADMINISTRATION

### **CNA101 Introduction to Computer Hardware (4)**

This course focuses on the components of personal computers. Topics include: processors, motherboards, memory, storage, tools and test equipment. This course has a high degree of hands-on activities including upgrading and troubleshooting. Students will work with lab computers as test machines. This course prepares students for the CompTIA A+ Core 1 (220-1001) exam.

### **CNA102 Certification Review I (1)**

This course provides students with opportunity and access to certification review and practice testing materials. Students will participate in focused preparation for industry certification exam, building test-taking techniques and specialized content review.

### **CNA103 Certification Review II (1)**

This course provides students with opportunity and access to certification review and practice testing materials. Students will participate in focused preparation for industry certification exam, building test-taking techniques and specialized content review

### **CNA105 IT Foundations (4)**

This survey course provides an introduction to fundamental IT concepts, including networking. Topics include IT concepts and terminology, and an overview of: hardware, networking, software development, database fundamentals and security fundamentals. Upon successful completion of the course, the student will have a broad understanding of IT topics needed in today's technology-based workforce

### **CNA106 Introduction to Computer Software (3)**

This course covers theoretical concepts and practical applications of all computers. A number of major operating systems are covered. General topics include: installation, configuration, system management, security, maintenance and troubleshooting. Students will work with lab computers as test machines. This course prepares students for the CompTIA A+ Core 1 (220-1002) exam.

### **CNA112 Operating Systems (3)**

This course provides students with an understanding of server installation, server roles, Active Directory, server management and troubleshooting. This course prepares students for the CompTIA Server+ (SK0-004) exam.

**Prerequisite:** CNA101 or CNA106

### **CNA115 Network Infrastructure (3)**

This course covers key concepts and practical applications that allow client-server networks to function. Topics include: LANs and WANs, the OSI model, wired and wireless networks, internet protocols and services, and command line troubleshooting. This course prepares students for the MTA Networking Fundamentals exam (98-366).

**Prerequisite:** CNA101 or CNA106

### **CNA204 Cloud Fundamentals (3)**

This course provides an overview of cloud computing. The focus of this class includes Microsoft Cloud Services, Office 365 and Intune, and using and supporting cloud users. This course prepares students for the MTA Cloud Fundamentals exam (98-369).

**CNA205 Intermediate Networking (3)**

This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with virtual LANs and inter-VLAN routing in both IPv4 and IPv6 networks.

**Prerequisite:** CNA101 or CNA105

**CNA208 Linux/UNIX (3)**

This course covers the alternatives to Microsoft's current client and server operating systems (Linux and UNIX). Topics include using both Linux and UNIX as a workstation operating system and as a network operating system. The open source software business model is covered. This course is hands-on and lab computers running Linux are used to practice the concepts presented.

**CNA210 Network Administration I (3)**

This course and CNA260 are the capstone courses of the program. Network administrator knowledge and responsibilities covered in this class include: topologies, the OSI model, Ethernet, internet protocols, IP addressing and IP routing. This course along with CNA260 prepares students for the CompTIA Network+ exam (N10-007)

**Prerequisite:** CNA115

**CNA215 LAN Design and Management (3)**

This course describes the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement a WLAN in a small-to-medium network.

**Prerequisite:** CNA105

**CNA240 Desktop Support (3)**

This course focuses on key support center processes and concepts to improve overall support operations as well as customer service and interpersonal skills that improve the customer experience. Topics include: Service Level Agreements, Root Cause Analysis, ITIL processes, Security and problem solving.

**CNA260 Network Administration II (3)**

This course completes the students understanding of the roles of the Network Administrator. Topics include: Virtual LANs, wireless networking, access control, network threats, physical security, WANs, and software and hardware troubleshooting tools. This course helps prepare students for the CompTIA Network+ exam (N10-007).

**Prerequisites:** CNA101 and CNA106

**CNA264 Computer Security (3)**

This course covers the fundamentals of network security including security layers, authentication, authorization and accounting, security policies, and protecting the server and client. This course prepares students for the CompTIA Security+ exam (SYO-501).

**CNA265 Network Security Hardware (4)**

In this experience-oriented course that employs industry-relevant instructional approaches, students will receive an in-depth, theoretical understanding of network security, providing them with the knowledge and skills necessary to design and network security. Students will have significant hands-on interaction with IT equipment that prepares them for certification exams and career opportunities support.

**Prerequisite:** CNA264

**CNA274 Seminar & Internship Capstone (3)**

A supervised 90 hour, on-the-job work internship experience in a computer networked setting. The internship provides the student with the opportunity to apply skills learned during the program. As a second option, an approved research project may be completed in lieu of the internship. Seminars will be used to review the work/project experience and cover career preparation.

**CNA299 Independent Study (3)**

Study of a more advanced nature based on previous computer network course work, developed and applied by individual students on a tutorial basis. Plans must be approved by the Director of the Program.

**CNA400 Special Topics in Information Technology (3)**

The study of emerging topics in information technology, with an emphasis on strategic management of events, incidents, threats, rapidly-changing technology, and current information technology management strategies. Each semester a topic, case study, or problem will be submitted to students. In collaboration with faculty

members, students, as a team, will develop a hypothesis, conduct primary and secondary research, analyze and interpret research, and report their findings/recommendations.

**Prerequisites:** BU300 and MGT309

**CYBERSECURITY****CBY101 Introduction to Computer Forensics (3)**

This course starts with the basics of computer technology to build a foundation for understanding where evidence can be found. It introduces students to the technology and procedures of acquiring and analyzing digital evidence taken from computers. This course also exposes students to the software being used in the industry.

**Prerequisites:** CNA101, CNA106, and CNA260

**CBY201 Programming Concepts and Methodologies (4)**

This course is an introduction to the fundamental concepts and models of application development including the basic concepts of program design, data structures, programming, problem solving, programming logic, and fundamental design techniques for event-driven programs. Students receive hands-on experience with important concepts and skills necessary to write common business programs. Emphasis is on structured programming techniques and top-down.

**CBY202 Introduction to Programming: Java (4)**

Java is a programming language with flexibility to be used either on a network or stand-alone system. This course explores features that set it apart from traditional programming languages: its graphics and user-interface features along with its implementation of object-oriented program design.

**Prerequisite:** CYB201

**DATA ANALYTICS****DA101 Introduction to Data Science (3)**

In this course students receive an introduction to the concepts and procedures in data science. An overview of the data, questions, and techniques and tools that data analysts and data scientists work with are introduced and reviewed. This course provides a conceptual introduction to the ideas behind turning data into actionable knowledge and tools that will be used to analyze this data. The course will focus on the collection, organization, manipulation, assessment and analysis, and communication of data.

**DA102 Data Analysis (3)**

In this course the student will manipulate, process, clean, analyze and visualize data in a programming language. Real world datasets will be utilized. Structured data will be emphasized.

**DA103 SQL for Data Analysis (3)**

In this course students will focus on how to apply the Structured Query Language (SQL) to data analysis tasks.

Spreadsheets will be used for the visualization of data. Additionally, basic statistics will be covered. All data will be extracted from relational tables.

**DA104 Data Mining (3)**

This course will provide students with an understanding of fundamental data mining methodologies and the ability to formulate and solve problems with these methodologies. Particular attention will be paid to the process of extracting data, analyzing it from many dimensions or perspectives, then producing a summary of the information in a useful form that identifies relationships within the data. The lectures will be complemented with hands-on experience with data mining software to allow development of execution skills.

**DA105 Big Data Architecture (3)**

This course covers emerging big data architectures that deal with large amounts of unstructured and partially organized data. Focus is on the creation of applications that analyze big data stored in distributed file systems. Topics include file architecture, data retrieval, performance and data analysis.

**DA106 Problem Solving, Decision-Making, and Computer Applications in Business (3)**

This course uses computer applications and critical thinking skills to solve real-world business problems. Students integrate the use of word processing, spreadsheet, database, presentation, add-in software, and Internet resources to manage data to solve problems. Emphasis is placed on the use of software tools and analysis and modeling techniques to manage and manipulate data sources for decision-making. The course assumes prior successful experience with and knowledge of individual Microsoft Office computer applications programs.

**DA200 Statistical Methods in Data Science (3)**

Statistical concepts and applications related to data science including advanced exploratory data analysis, nonparametric inference and simulation for larger datasets, logistic regression

modeling, statistical programming, and basics of machine learning.

**Prerequisites** DA101 and MA120 or equivalent

**DA201 Data Analysis with R (3)**

This course is an applied statistics course that introduces students to key topics in data science, including exploration, statistical data analysis and communicating the results of data analyses. Major topics include advanced R programming language concepts, working as a standalone data analyst and within a team, organizing analysis projects, modeling with univariate, bivariate and multivariate data and basic clustering, classification and time series analysis and forecasting.

**Prerequisite:** MA120 or equivalent

**DA202 Data Visualization and Business Intelligence (3)**

This course introduces students to key design principles and techniques for interactively visualizing data. Students will be able to tell a story with data, communicating observations in a clear, compelling way that provides meaning and explanation. Students will study how visual representations are used in the analysis and understanding of complex data and acquire data visualization skills including designing effective visualizations, creating interactive visualizations, and drawing and presenting conclusions based on raw data from industry.

**Prerequisite:** DA102

**DA203 Advanced Data Visualization (3)**

This is the second course in the data visualization sequence. Students will apply advanced design principles and techniques for interactively visualizing data. Students will be able to both create complex data visualizations and critique data visualizations designed for multiple audiences from many sources of information. Students will make use of tools like Tableau, Plotly and Quadrigram as they graphically represent analytical patterns. Students will also create and critique different types of dashboards.

**Prerequisite:** DA202

**DA204 Capstone Experience in Data Science (3)**

A comprehensive, project-based course where partners in industry, science, and government work with faculty and students providing expertise, guidance, and real data. Course includes topics in data mining, data ethics, and reproducible research.

**DIAGNOSTIC MEDICAL SONOGRAPHY****DMS300 Cross Sectional Anatomy (3)**

This course will focus on the basic sectional anatomy of the neck, abdomen and pelvis building upon the basic knowledge of anatomy. It will prepare the student to recognize sectional anatomy of major human structures amenable to sonographic technique.

**DMS301 Introduction to Diagnostic Medical Sonography (3)**

This course provides the student with an orientation to the field of Diagnostic Medical Sonography followed by the techniques for assisting and monitoring patients. Ethics and patient care procedures pertinent to sonography will be covered. Chart reading and record keeping relative to clinical medicine will be presented. The student will study and investigate the principles underlying sonographic visualization. This will include the theoretical concepts of image reproduction, pertinent equipment considerations and alternative methods of information storage and display. This course includes College laboratory experiences on basic scanning techniques relative to College lecture material.

**DMS306 Physics of Ultrasound I (2)**

Fundamental principles of acoustical physics including wave propagation, acoustical impedance properties, and transducer characteristics will be presented. Basic types of equipment and instrumentation are discussed. Doppler Principles are introduced.

**DMS310 Abdominal Sonography I (2)**

Abdominal Sonography I provides the student with information necessary to perform an abdominal sonographic examination. Normal anatomy will be reviewed as well as an emphasis on the detection of pathology, anomalies and deviation from the normal sonographic appearance. Correlation with clinical tests and related clinical signs and symptoms will be included.

**DMS311 Abdominal Sonography Laboratory I (1)**

The student is provided with College laboratory experiences on abdominal scanning techniques, and protocol relative to abdominal structures and their physiology.

**DMS315 Pelvic Sonography (2)**

Pelvic sonography provides the student with information necessary to perform a pelvic sonographic examination. Normal anatomy will be reviewed as well as emphasis on the detection of pathology, anomalies, and deviation from the normal sonographic appearance. Correlation with clinical tests, and related signs and symptoms will be included.

**DMS316 Pelvic Sonography Laboratory (1)**

The student is provided with College laboratory experiences on pelvic scanning techniques and protocol relative to pelvic structures and their physiology.

**DMS320 Sonography Clinical Education I (3)**

This course concentrates on the development of initial practical skills in basic sonographic procedures. Emphasis is on the role of initial observer to assistant under the close supervision of faculty and sonography staff, and is provided at the on-campus DMS lab and area diagnostic medical sonography clinical sites.

**DMS405 Obstetrical Sonography (3)**

This course provides the student with the fundamentals of obstetrical scanning of both normal and abnormal anatomy. Fetal development, including abnormal etiology and diagnostic techniques are presented. The detection of abnormalities, pathologies, and deviation from normal is stressed.

**Prerequisites** DMS300, DMS301, DMS306, DMS310, DMS311, DMS315, DMS316, DMS320 with a grade of "C" or better.

**DMS406 Physics of Ultrasound II (1)**

This course focuses on practical applications of principles and concepts presented in "Physics of Ultrasound I". In addition, the student is provided opportunities for preparation for the American Registry of Diagnostic Medical Sonographers (ARDMS) certification examination in Ultrasound Physics and Instrumentation.

**Prerequisites** Grades of "C" or better in all first semester Diagnostic Medical Sonography or Echocardiography courses.

**DMS410 Abdominal Sonography II (2)**

This is a continuation of the in-depth study of abdominal sonography. The didactic and clinical knowledge necessary to perform basic sonographic examinations of anatomy classified as "small parts" will also be presented.

**Prerequisites** DMS300, DMS301, DMS306, DMS310, DMS311, DMS315, DMS316, DMS320 with a grade of "C" or better.

**DMS411 Abdominal Sonography Laboratory II (1)**

The student is provided with College laboratory experiences on advanced abdominal scanning techniques and protocol relative to abdominal structures and their physiology.

**Prerequisites** DMS300, DMS301, DMS306, DMS310, DMS311, DMS315, DMS316, DMS320 with a grade of "C" or better.

**DMS415 Seminar/Research Course (1)**

This course is devised to help the student become familiar with describing sonographic images and correlating the descriptions with clinical histories. This is accomplished with case study presentations. The student will also develop research skills by writing a paper on an approved topic. A brief presentation of their topics will complete the course.

**Prerequisites** DMS300, DMS301, DMS306, DMS310, DMS311, DMS315, DMS316, DMS320 with a grade of "C" or better.

**DMS419 Special Sonographic Procedures (2)**

This course introduces the student to the field of vascular sonography with the main focus on carotid, arterial, and lower peripheral venous systems. Obstetrical and Gynecological Doppler applications will also be presented.

**Prerequisites** DMS300, DMS301, DMS306, DMS310, DMS311, DMS315, DMS316, DMS320 with a grade of "C" or better.

**DMS420 Sonography Clinical Education II (3)**

This supervised experience continues to provide the students with development of skills in scanning abdomens, progressing into the areas of obstetrical and gynecological applications. Small parts and Doppler techniques will be introduced at the on-campus DMS lab and area sonography clinical sites.

**Prerequisites** DMS300, DMS301, DMS306, DMS310, DMS311, DMS315, DMS316, DMS320 with a grade of "C" or better.

**DMS430 Sonography Clinical Education III**

(6)

In this final and extended period of clinical study, the student progresses to full independence under the supervision of faculty and sonography staff. Upon demonstration of full competency, the student will have an opportunity to refine his/her skills through more independent practice.

**Prerequisite:** DMS405, DMS406, DMS410, DMS411, DMS415, DMS419, DMS420 with a grade of "C" or better.

**ECHOCARDIOGRAPHY****ECH300 Introduction to Echocardiography (1)**

This course provides the student with an overview to the field of echocardiography, medical terminology related to procedures and instrumentation, with indications for use. Areas covered will include the role of echocardiographer, legal/ethical issues, and universal precautions. An overview of the program will be given.

**ECH301 Echocardiography I (2)**

This course includes a study of examinations, techniques, measurements, equipment and patient preparation for 2-D Imaging, M-Mode, Doppler and Color Doppler of the normal adult and pediatric hearts. Correlation with other cardiac evaluation methods will be presented such as: angiography and cardiac catheterization, electrocardiograph, electro-physiologic studies, Holter monitoring, stress testing, radionuclide studies, other topographic imaging procedures, phono-cardiography, external pulse recordings, Thallium tests and Stress echo-cardiography.

**ECH302 Echocardiography College Laboratory I (1)**

This course includes College laboratory experiences on basic scanning techniques as presented in lecture.

**ECH303 Echocardiography Principles and Instrumentation (3)**

A study of the principles of Ultrasound instruments which includes: modes of operation, operator control options, frequency selection, scanning motions and planes in a cardiac examination, patient histories and physical signs, patient preparations and Doppler vs. Color Doppler protocols. Basic generalized pathology of the different organs will also be covered.

**ECH304 Anatomy and Physiology of the Heart (3)**

This course provides the student with the normal anatomy of the pericardial and thoracic cavities, including the skeletal framework, the normal anatomy of the heart's large vessels, embryology development, cardiac physiology, the function of circulation, coronary circulation, parameters of arterial pressure measurement and heart pressures. Students will study the normal sonographic appearances.

**ECH320 Echocardiography Clinical Education I (3)**

This course concentrates on the development of initial practical skills in basic echocardiography procedures. Emphasis is on the role of the initial observer to assistant under the close supervision of faculty and sonography staff, and is provided at the con-campus ECHO lab and area echocardiography clinical sites.

**ECH401 Echocardiography II (4)**

This course will focus on the recognition and identification of cardiac pathologies with their hemodynamics in different types of heart disease. Students will learn their echographic structures. Echocardiography diagnostic procedures will be discussed such as: stress, transesophageal and intraoperative echocardiography giving indications, limitations, technical procedures and clinical pharmacology. Fetal echocardiography will be introduced. Registry style examinations will be given.

**Prerequisite:** DMS306, ECH300, ECH301, ECH302, ECH303 ECH304, ECH320 with a grade of "C" or better.

**ECH402 Echocardiography College Laboratory II (1)**

The student is provided with College laboratory experiences on basic scanning techniques related to College lecture material.

**Prerequisite:** DMS306, ECH300, ECH301, ECH302, ECH303 ECH304, ECH320 with a grade of "C" or better.

**ECH403 Seminar/Research Course (2)**

This course is designed to help the student become familiar with describing sonographic images and correlating the descriptions with clinical histories. This is accomplished with case study presentations. Student case presentations and literature reviews will be required. The student will also develop research skills by writing a paper on an approved topic. A brief presentation of their topics will complete the course.

**Prerequisite:** DMS306, ECH300, ECH301, ECH302, ECH303 ECH304, ECH320 with a grade of "C" or better.

**ECH404 Pathology of the Heart (4)**

This course will give the student an in-depth study of the cardiac pathologies, their physiological symptoms, outcomes, and sonographic appearances. Special attention will be given to the mitral and tricuspid valves, acquired aortic and pulmonic valvular heart disease, cardiomyopathies, coronary artery disease, pericardial disease, inflammatory, neoplastic and thrombotic disease. Other areas covered will include: cardiac trauma, prosthetic heart valves and pediatric congenital heart disease.

**Prerequisite:** DMS306, ECH300, ECH301, ECH302, ECH303 ECH304, ECH320 with a grade of "C" or better.

**ECH420 Echocardiography Clinical Education II (3)**

This supervised experience continues to provide the students with development of skills in scanning procedures at the on-campus ECHO lab and area echocardiography clinical sites.

**Prerequisite:** DMS306, ECH300, ECH301, ECH302, ECH303 ECH304, ECH320 with a grade of "C" or better.

**ECH430 Echocardiography Clinical Education III (6)**

In this final and extended period of clinical study, the student progresses to full independence under the supervision of faculty and sonography staff. The student will be prepared to function as a beginning Echocardiographer and will be ready to sit for the RDCS examination given in October. This course is an extension of the learning that the student encountered during the first and second semesters.

**Prerequisite:** DMS406, ECH401, ECH402, ECH403 ECH404, ECH420 with a grade of "C" or better.

**ECONOMICS****EC201 Principles of Macroeconomics (3)**

The course focuses on using economic methodology in the study of macroeconomic principles. Topics include derivation of the GNP, the impact of fiscal and monetary policy on output, employment, and cost level. Current economic issues will be discussed.

**EC202 Principles of Microeconomics (3)**

This course offers an explanation of how the market system operates in the context of limited resources. Emphasis is placed on the manner in which individual business firms and consumers determine what to produce, how to produce and for whom to produce.

**ENGLISH****EN095 Intermediate Reading (3)\***

This course is a reading comprehension and critical reasoning course that covers essential reading comprehension skills. These skills include: understanding literal and figurative meaning, identifying the main idea, recognizing supporting details and transitions and identifying quotes and paraphrases. Topics include: fact and opinion, purpose and tone, patterns of organization, critical thinking, inferences and argument.

Placement into this course  
Minimum passing grade of "C"

\*Institutional credit only

**EN099 Basics of Composition (3)\***

This course emphasizes sentence structure, paragraph development and the basic elements of composition.

Placement into this course  
Minimum passing grade of "C". Must be taken concurrently with EN101

\*Institutional credit only

**EN101 English Composition (3)**

The course seeks to aid the communication process by developing the ability to write clear, concise, expository prose, with emphasis on pre-writing and revision. It assists the student in finding a voice and an audience. A research paper is required, thus techniques of writing a formal research paper are reviewed.

**Prerequisite:** Placement Writing Sample or EN099.

**EN102 Introduction to Literature (3)**

A study of the basic elements of short fiction, poetry, and drama. By exploring form and design in the arts, this course provides opportunities for students to discover inter-relatedness of theme and type, to develop critical analysis skills, and to make connections with elements in other disciplines. Critical reading and analysis papers are required.

**EN200 Advanced Composition (3)**

The course develops critical thinking, reading, and writing skills as they apply to the analysis of primary and secondary non-fiction books, articles, and essays from a range of academic and cultural contexts. The course emphasizes the techniques and principles of effective research-based writing.

**Prerequisite:** EN101

**EN201 Readings in World Literature (3)**

A survey course focusing on selected classics of literature from Eastern, Western, and African cultures. Selections include works from ancient, medieval, and modern societies. The goal of this course is to enable student to understand the similarities that surround the human condition and to appreciate the differences evidenced in each culture's response to the complexities of human life.

**Prerequisite:** EN102

**EN205 Communication Arts (3)**

An opportunity to develop the art of communicating with ease in business and professional situations. Students will examine the relationship of speaker and audience, noting techniques of effective communication. This course will focus on multicultural verbal and non-verbal skills.

**EN209 American Literature (3)**

The study and exploration of writings that have contributed significantly to the unique quality of American Literature. Well known poems, stories, and other selections as well as lesser known works will be examined.

**Prerequisite:** EN101

**EN211 Explorations in Poetry (3)**

The study and appreciation of poetry through a consideration of poetry as an art form. This course examines poetic techniques, themes, and symbolic language through a study of selected works.

**Prerequisite:** EN101

**EN213 Short Story (3)**

An examination of a cross-section of short fiction by both American and intercontinental authors. Cultural connections, themes, and principles basic to the structure of short story will be explored.

**Prerequisite:** EN101

**EN225 Film as Literature (3)**

An investigation and focus on elements of film literature such as theme, character development, plot structure, narration, point of view, and purpose.

**Prerequisite:** EN101

**EN240 Creative Writing (3)**

An opportunity for the student to experience the process of imaging and creating various forms of prose and poetry with emphasis on original works.

**Prerequisite:** EN101

**EN299 Independent Study (3)**

Study of a more advanced nature based on previous English course work, developed and applied by individual students on a tutorial basis. Plans must be approved by the Director of Liberal Arts.

**EN300 Public Relations Writing (3)**

This course surveys various elements of public relations and public relations writing. It involves exploring the foundations and meaning of public relations, the ethical and legal issues involved in public relations writing, the principles of public relations writing, writing persuasively, writing for specific publics, writing for mass media and writing for speeches and presentations. Additionally, the course requires concentrated practice in writing for a variety of public relations circumstances: news releases, video news releases, public service announcements, advertising copy, broadcast media, print media, e-mails, memos, letters, reports, proposal, and speeches.

**Prerequisite:** EN101

**EN304 Race, Gender, and Literature (3)**

This course will seek to explore the ways in which literature addresses the issues of Race and Gender in the postmodern / postcolonial context. Breaking free from the traditional understanding of literature as an imaginative work of art, the selected readings will showcase the nexus between the literary and the political. The course will deal with the categories of 'race' and 'gender' as sociological constructs propagated within the political framework of 'othering'. The lectures and readings will examine the varied representations and negations of

the general understanding of these concepts, and how literary writers articulate their specific concerns to challenge the ideological tropes of our mainstream society. To explore the issues of race and gender, students will be introduced to works by the twentieth century African, Caribbean, African American writers, Black feminists, Queer theory, and Gay and Lesbian writing.

**Prerequisite:** EN101 or permission of instructor

**GENERAL EDUCATION****GS100 College Seminar (1)\***

The College Seminar is a course designed to provide students strategies for successful learning in College and beyond. Topics in the course include: learning styles, learning and study strategies, cognitive strategies, time management, goal-setting, note-taking, test-taking strategies, overcoming test anxiety, cultural diversity, and other issues that focus on enabling students to become better achievers.

\*Students are required to take this course in their first semester at Trocaire College and must earn a minimum grade of "C".

**GS101 Information and Research Basics (1)**

This course provides an introduction to information literacy using library research methods and resources. Students will learn to access scholarly information through a variety of resources: books, journals, databases, streaming media and different platforms of electronic resources (eBooks, reference collections, image databases). Students will learn the best practices for evaluating resources in order to obtain academic research and information. Students will learn not only how to fully use the Trocaire College Libraries as a research destination, but how to use other libraries and the Internet to become effective information users today and in the future. Topics include: creating keyword searches to effectively use databases and electronic reference collections, journals vs. periodicals in research, evaluating websites on the Internet, citation and style guides, plagiarism, library catalog searching, fair use and open source information, Interlibrary Loan and Academic Share.

**GS102 College Success (3)\***

The College Success is a course designed to provide students strategies for successful learning in College and beyond. It is part of the developmental studies curriculum. Central to the course is students' intensive work in learning strategies. Topics in the course include: learning styles, learning and study strategies, cognitive strategies, time management, goal-setting, note-taking, test-taking strategies, overcoming test anxiety, cultural diversity, and other issues that focus on enabling students to become better achievers. This course is open only to new Trocaire College Students who participate in developmental studies.

\*Students are required to take this course in their first semester at Trocaire College and must earn a minimum grade of "C". Placement is based on participation in developmental studies.

**GS201 Information Fluency and Research Skills (2)**

Students will obtain the critical thinking and information fluency skills expected in modern society. Students will learn advanced research skills using library databases, printed materials and online library catalogs. They will understand the construction, organization and the publishing cycle of print and electronic information. Students will learn methods for evaluating information presented to them through the Internet and in the media. Students will learn how to use correct MLA and APA citation styles. Students will become ethical consumers and producers of information through knowledge of copyright standards.

**GS212 College to Career Seminar (1)**

This course is designed to assist the student in the transition from College to career by developing the knowledge and skills necessary for future success. Topics include: establishing career goals, work-related values, skills and job search strategies. A professional portfolio will be developed in the class. Students will meet individually or in small groups with the instructor.

**GS320 Research Methods and Designs (3)**

This course provides students with an introduction to research methodologies from an interdisciplinary approach. Students will learn how to develop productive research questions while introducing them to the practical and ethical issues involved in a variety of research methodologies. The course also introduces students to useful strategies for searching for and evaluating relevant primary and secondary source materials in the library

and online. Students develop a well-informed, rigorous, and realistic interdisciplinary research plan grounded in knowledge from their individual disciplines. Prerequisites PSY101 and 3 credits of natural science.

**Prerequisite:** PSY101 or permission of instructor

**GS499 Capstone: Identity and Social Justice (3)**

This interdisciplinary course, grounded in the framework of social justice, to address diversity and identity. Learners' cultural competence will be enhanced through deepening reflection on values, assumptions, biases and cultural norms with the goal of preparing for engagement in diverse communities.

**Prerequisites** EN101, and minimum 6 credits of social science elective.

**HLT100 Introduction to Health Professions (3)**

This course is an introduction to various health professions including (but not limited to) the following: Health Information Technology, Healthcare Informatics, Massage Therapy, Medical Assisting, Nursing, Radiologic Technology, Surgical Technology, Phlebotomy, and Sterilization /Processing/Delivery. The course gives students a basic understanding of the U.S. healthcare system, current issues in healthcare, and an overview of the various professions available within the healthcare system. This course should help you focus your career goal(s) and understand more about the discipline in which you may work. A minimum grade of "C" is required for passing this course.

**HEALTHCARE INFORMATICS****HCI101 Healthcare Systems and Operations (3)**

This introductory course provides an overview of the health professions and U.S. healthcare delivery system. This course explores the historical perspective and current trends in today's healthcare environment. Topics include healthcare organization and delivery, regulations, finance and reimbursement, managed care, quality and cost, government oversight agencies, the electronic health record (EHR), data exchange, and emerging trends in healthcare. One area of focus will be on the hospital setting with an in-depth evaluation of its different departments, operations, finance, technologies and services rendered to patients.

**HCI102 Introduction to Healthcare Informatics (3)**

This is an introductory course for students that cover the history of the rapidly evolving discipline of healthcare informatics. Students will explore critical issues and challenges facing informatics professionals today along with an overview of new information technology applications and how they have improved the management and delivery of healthcare. Topics include HIPAA and other legislation, application of electronic health records, and other clinical and administrative applications of health information systems.

**HCI210 Healthcare Informatics Data Standards (3)**

This course examines the importance of consistency in health data, the current data standards, future federal initiatives and standards lead organizations are using. An evaluation of ontology, acronyms, coding and classifications systems utilized in health information technology will be evaluated from the perspective of the users of the systems and by those who design and maintain those systems.

**HCI300 Business Systems Analysis and Design in Healthcare (3)**

This course promotes the conceptual and skill based learning needed to understand the process of analyzing and designing information systems. The course focuses on the analysis involved in the systems development process and the steps involved in understanding and modeling the user needs in an information system solution. The course will touch on project planning, management aspects (including systems integration, testing and evaluation) and the design of computer programs in order to provide an overview of the whole information system development process. Development of architectural diagrams/design will be explored.

**HCI310 Healthcare Administration and Management (3)**

This course focuses on advanced concepts related to the delivery, quality and cost of healthcare for individuals and populations. A managerial perspective of the challenges facing professionals operating within hospitals, ambulatory care, long-term care, and public health settings will be presented. Emphasis will be on cost, financing, budgeting, organizational structures, quality outcomes, and accessibility of care.

**Prerequisite:** HCI101

### **HCI320 Leadership and Change Management (3)**

This course is designed to provide you with the information you need to successfully lead organizations. It covers topics such as change management, leadership characteristics, and what it takes to be an effective leader. Emphasis will be focused on contemporary challenges facing leaders in the workplace today.

**Cross listed with MGT320**

### **HCI330 Clinical Decision Support Systems (3)**

This course discusses the significant role clinical decision support systems play in the field of clinical knowledge management technologies. The topic will take a deep dive into their capacity to support the clinical process and use of knowledge, from diagnosis and investigation through treatment and long-term care.

**Prerequisite:** HCI102

### **HCI400 Database Healthcare Management Systems (3)**

This course will introduce fundamental database concepts used to develop and implement database systems, the relational model along with the use of structured query language (SQL). Principles of good database design to achieve the expected outcome/output will be used to illustrate the construction of databases, as well as evaluating implementation methods and approaches.

### **HCI410 Healthcare Informatics Practicum (3)**

This course provides students an opportunity to apply and integrate knowledge and skills acquired throughout the program in an offsite Healthcare Informatics setting and/or a simulated EHR environment. Students will participate in hands-on activities and real world exercises.

**Prerequisites** HCI102, HCI210, HIT104, HIT208

## **HEALTHCARE MANAGEMENT**

### **HCM200 Advanced Medical Terminology (3)**

This course is designed for individuals who may have experience in the healthcare field but lack formal educational training on uses and applications of medical terminology. Students will have the opportunity to demonstrate sufficient mastery via a competency exam. In this course, students not only learn and understand medical terms themselves, but also their

application, making them a valuable asset to a healthcare team.

### **HCM312 Diversity and Teambuilding (3)**

Students in this course learn how to foster and maintain an effective diverse workforce, starting from building an effective team, to managing for results, through to the ultimate goal of achieving greater organizational success through improved teamwork.

**Cross listed with MGT312**

### **HCM315 Critical Management Communications (3)**

This course teaches critical skills including how to manage the complex dynamics in the workplace by improving interpersonal communications, and effectively addressing the challenges that are presented across various industries.

**Cross listed with MGT315**

### **HCM330 Strategic Planning (3)**

Students in this course will explore leading-practice models and approaches for strategic planning. These models will include environmental scanning, establishing strategic goals and priorities, developing implementation strategies and change initiatives, performance measurement and evaluation, and communicating strategy and performance to diverse categories of stakeholders.

**Cross listed with MGT330**

### **HCM440 Externship Seminar (3)**

This course will allow students to demonstrate integration of baccalaureate allied health knowledge into management practice. All students complete 115 practicum hours. Emphasis is on critical thinking, communication, leadership, management and evaluation. Application of core concepts pertaining to corporate social responsibility and ethics will be highlighted. Students will work with the advisor and instructor to secure externship placements.

**Cross-listed with MGT440**

## **HEALTH INFORMATION TECHNOLOGY**

### **HEALTH INFORMATION TECHNOLOGY**

### **HIT101 Introduction to Health Information (4)**

This course is designed to provide an introduction to the field of Health Information Management (HIM). Topics include: history and development of the Health Information profession, the purposes and components of a patient health record, the various uses of health information, a Health Information Management Department's role within a

healthcare organization and an analysis of its functions such as maintaining patient information / records based on documentation, regulatory requirements and accreditation standards, patient record file/retrieval record control systems, storage and retention of health records, legal concepts as it applies to patient information and data management (i.e. indexes and registries); structure of health care organizations. The electronic health record (EHR) and common HIM computer applications will also be covered.

### **HIT103 Health Information Systems (3)**

Students learn to utilize software applications in the healthcare industry and specific to the Health Information department within a healthcare organization. Hardware, software systems, electronic health records, consumer informatics and health information exchanges (HIEs) will be included. Overview of the selection and development of a system, data quality, security confidentiality, and report management will be emphasized.

### **HIT104 Legal Aspects of Health Information Technology (3)**

Students become familiar with the health record as a legal document, the role of the Health Information department in legal proceedings, laws pertaining to the release of information, security, and confidentiality of health records. The course includes a study of the U.S. court system. Bioethical issues which supplement the course in Ethics in Health Care are presented for discussion.

### **HIT118 Healthcare Reimbursement (3)**

This course covers the principles of healthcare reimbursement. Students will learn how reimbursement systems affect healthcare organizations, providers, consumers and payers. Topics include the development of classification and information technology systems, managed care and government-sponsored healthcare programs, reimbursement methodologies, current healthcare regulations, compliance and revenue cycle management.

### **HIT119 Outpatient Coding, Classification & Reimbursement Systems (3)**

This course introduces students to principles and application of CPT and HCPCS level II procedural coding systems and ICD-10-CM diagnostic coding as it relates to ambulatory coding. The theory and practice of assigning diagnosis and procedure codes to ambulatory medical records using manual methods and encoder software systems will be used. Accurate code assignment and grouping (i.e. APCs) through interpretation of clinical documentation, the Official Coding Guidelines, regulatory requirements, and reimbursement methodologies will be covered.

**Prerequisites** BIO130/BIO130L, BIO119

**Corequisites:** BIO131/BIO131L

### **HIT200 Professional Practice Experience (PPE) I (2)**

Students will build upon prerequisite knowledge gained through the first two semesters of the HIT program through application and experiential learning with the guidance and direction of a Qualified HIM professional. Content areas of data and records management, analysis of health information statistics, federal and state required databases/indexes/registries, information governance, protection (access, disclosure, storage, privacy and security) and flow of health information within a healthcare organization will be addressed through professional practice experience (PPE), and/or simulated activities, allowing the student to demonstrate critical thinking and application of prior learning in a workforce situation.

**Prerequisite:** HIT101

### **HIT201 Management Principles for Health Professionals (3)**

This course introduces students to the principles, techniques, and concepts needed for business settings and managerial decision-making. It highlights the effective business functional areas and management principles (planning, organizing, leading, and controlling) related to the internal and external environment and issues of ethics and social responsibility.

### **HIT202 Health Statistics and Data Analytics (3)**

This course introduces students to a study of methods for compiling statistics for healthcare administration, medical staff and licensing and accrediting agencies. Vital statistics, public health statistics and hospital statistics are covered. An introduction to data analytics, data visualization, decision support and common healthcare research techniques.

### **HIT204 Inpatient Coding, Classification and Reimbursement Systems (4)**

This course introduces students to the principles and application of ICD-10-PCS. The theory and procedural coding practice of assigning ICD-10 diagnosis and procedure codes to inpatient medical records using manual methods and encoder software systems will be used. Accurate code assignments, and grouping (i.e. DRGs) through interpretation of clinical documentation, the Official Coding Guidelines, regulatory requirements, and reimbursement methodologies will be covered.

**Prerequisite HIT119**

### **HIT205 Topics in Health Information Management (2)**

This course is designed to integrate a variety of relevant and current topics in Health Information. Special topics of interest will be presented and discussed. Topics will include: health information management in alternate settings (organization, structure, health record format, functions and regulatory/accreditation standards), data governance and current trends in health care delivery. Career opportunities, networking, and interviewing techniques and RHIT exam preparation will also be covered.

### **HIT208 Quality Assurance and Improvement (2)**

This course introduces students to the areas of quality assurance (QA). The impact of change management on an organization and its processes will be covered. Other highlights of this course include projects where students apply knowledge for identifying and displaying healthcare data and utilize quality improvement tools.

### **HIT209 Professional Practice Experience (PPE) II (2)**

Students will build upon prerequisite knowledge gained through the first three semesters of the HIT program through application and experiential learning with the guidance of a Qualified HIM professional. Content areas of diagnostic and procedural classifications and terminologies, inpatient and outpatient reimbursement methodologies, clinical documentation improvement, compliance, revenue cycle management, informatics and data analytics and leadership will be addressed through professional practice experience (PPE), and/or simulated activities, allowing the student to demonstrate critical thinking and application of prior learning in a workforce situation.

**Prerequisites** HIT102, HIT200, HIT204

### **HIT219 Outpatient Coding, Classification and Reimbursement Systems II (4)**

This course is a continuation of HIT119 Outpatient Coding, Classification and Reimbursement Systems. Students are introduced at an intermediate level to principles and application of CPT and HCPCS level II procedural coding systems, ICD-10-CM diagnostic and ICD-10-PCS procedural coding as it relates to outpatient coding. This course focuses on physician office/professional coding. Evaluation and Management (E/M) services and procedural coding are emphasized. Evaluation and Management (E/M) auditing, coding compliance, clinical documentation requirements, the Official Coding Guidelines, regulatory requirements, and professional reimbursement methodologies will also be covered. Students will learn intermediate coding skills through classroom and laboratory applications by utilizing coding reference books, actual medical records and encoder software.

**Prerequisite:** HIT119

### **HIT400 Health Care Law and Compliance (3)**

This course focuses on the legal and compliance issues that directly affect both the employer and the employee regarding accreditation and compliance issues. In addition, information is given on risk management techniques including reporting that can help mitigate non-compliance.

## HOSPITALITY MANAGEMENT

**HM101 Introduction to Hospitality (3)**  
This course takes a management perspective in introducing students to the organization and structure of hotels, restaurants, food service operations, clubs, cruise ships, convention bureaus, conference centers and casino hotels. Other topics include: business ethics, franchising, management contracts, and areas of management responsibility such as human resources, marketing and sales, and advertising.

### **HM103 World Travel Geography and Cultural Awareness (3)**

From high level business negotiations to casual conversations among friends, every interpersonal interaction is shaped by cultural norms and expectations. Seldom is this more clearly brought to light than in encounters between people from different cultural backgrounds, when dissimilar communication practices may lead to frustration and misunderstanding. This thought-provoking class will present a new framework for understanding the impact of culture on communication and to help students build intercultural communication and awareness competence. With illustrative examples from around the globe, frequent hands-on experiences of different cultures, this class will show that verbal and non-verbal communication involves much more than transmitting a particular message – it also reflects each participant's self-image group identification and values, and privacy and relational needs. The class will learn to move effectively and appropriately though a wide range of transcultural situations by combining culture-specific knowledge with mindful listening and communication skills.

### **HM205 Principles of Hotel & Resort Service & Management (3)**

This course focuses on the flow of business through a hotel, from the reservations process to check-out and settlement. The course will highlight the different departments that are within a hotel, while explaining the proper management techniques and service that must be rendered to guests.

## **HM207 Leadership and Management in Hospitality (3)**

Students will learn how to improve their leadership abilities and develop an understanding of high performance teams and employee empowerment. New information will provide students with an understanding of diversity and cultural change. Practical information prepares them to put management tools into action to enhance service and boost business. Principles and mechanics of effective written and oral communication, active listening skills and human relations are developed.

### **HM210 Hospitality Sales and Marketing (3)**

This course is designed to provide students with a solid background in hospitality sales, advertising, and marketing. The textbook's main focus is on practical sales techniques for selling to targeted markets.

### **HM212 Human Resources Management in Hospitality (3)**

This course presents a systematic approach to human resources management in the hospitality industry. Student will analyze contemporary issues and practices, as well as employment laws that have an impact on the way people are managed.

### **HM220 Event Planning in Action (3)**

This course is designed to equip the student with the skills necessary to market, plan, and implement meetings and events. Site selection, program planning, logistics, material development, transportation, and food and beverage service, and lodging will be considered.

### **HM221 Current Trends in Hospitality and Tourism Management Research (3)**

This research based course will analyze current trends in the Hospitality and Tourism industry locally, domestically, and internationally. Each semester a topic, case study, or problem will be submitted to students. In collaboration with faculty members, students, as a team, will develop a hypothesis, conduct primary and secondary research, analyze and interpret research, and report their findings.

## **HUMAN RESOURCE MANAGEMENT**

### **HR101 Introduction to Human Resources (3)**

This is an introductory course that will develop theoretical and practical knowledge in the major areas of human resource management, including recruiting, selecting, training, developing, evaluating and compensating employees.

### **HR105 Recruitment, Selection & Ethics (3)**

This is an introductory course that will take a strategic approach to the identification, attraction, selection, deployment, and retention of talent within an environment that emphasizes ethical, just and fair treatment of those involved.

### **HR204 Organizational Behavior (3)**

This course explores the systematic interrelation of economic, technological, psychological, and sociological variables useful in observing, predicting, and influencing organizational behavior. Students develop ways of thinking about organizational problems to increase their effectiveness. The course will focus on HR's role in understanding and shaping culture within their organizations

### **HR210 Workplace Learning and Performance (3)**

This course combines the theory and application surrounding the learning-teaching experience to give the practitioner the ability to create training programs that advance organizational outcomes. In so doing, it pays particular attention to planning, learner motivation, and the training process – needs analysis, training design, validation, implementation, and evaluation, and training methods.

### **HR215 Employee and Labor Relations (3)**

This course examines the environment of labor relations, the activity of collective bargaining, and the need for administering an agreement after it is signed.

### **HR220 Benefits and Compensation (3)**

This is a course that will explore the art and science of compensation practice including compensation criteria, compensation system design issues, and employee benefits, challenges of compensating key employee groups, and global affects and its role in promoting companies' competitive advantage.

## **MANAGEMENT**

### **MGT300 Managerial Finance (3)**

This course provides an overview of the preparation, analysis, and understanding of financial statements and how the information is also used for internal planning, control and decision making. This course stresses the importance and usefulness of relevant accounting information and topics of financial statement presentation and analysis, costing methods, short- and long-term decision making, budgeting, and variance analysis.

### **MGT 309 Management Theory and Practice (3)**

This course presents the principles, techniques, and concepts needed for managerial analysis and decision-making. It highlights the effective management of planning, organizing, leading, and controlling related to the internal and external environment and issues of ethics and social responsibility.

### **MGT 312 Diversity and Team Building (3)**

Students in this course learn how to foster and maintain an effective diverse workforce, starting from building an effective team, to managing for results, through to the ultimate goal of achieving greater organizational success through improved teamwork.

#### **Cross listed with HCM312**

### **MGT 315 Critical Management Communications (3)**

This course teaches critical skills including how to manage the complex dynamics in the workplace by improving interpersonal communications, and effectively addressing the challenges that are presented across various industries.

#### **Cross listed with HCM315**

### **MGT 320 Leadership and Change Management (3)**

This course is designed to provide you with the information you need to successfully lead organizations. It covers topics such as change management, leadership characteristics, and what it takes to be an effective leader. Emphasis will be on contemporary challenges facing leaders in the workplace today.

#### **Cross listed with HC1320**

### **MGT 330 Strategic Planning (3)**

Students in this course will explore leading-practice models and approaches for strategic planning. These models will include environmental scanning, establishing strategic goals

and priorities, developing implementation strategies and change initiatives, performance measurement and evaluation, and communicating strategy and performance to diverse categories of stakeholders.

#### **Cross listed with HCM330**

### **MGT 440 Externship Seminar (3)**

This course will allow students to demonstrate integration of baccalaureate management knowledge into practice. All students complete 115 practicum hours. Emphasis is on critical thinking, communication, leadership, management and evaluation. Application of core concepts pertaining to corporate social responsibility and ethics will be highlighted. Students will work with the advisor and instructor to secure externship placements.

#### **Cross-listed with HCM440**

## **MASSAGE THERAPY**

### **MT000 –Massage Therapy Elective**

### **MT104 Western Massage Therapy Theory & Application I (3)**

This course provides an introduction to the practice of Western massage therapy. Special emphasis will be placed on the movements of massage, as well as positioning, muscle groups, and bony landmarks. This course also includes companion topics such as infection control and standard precautions. Health Insurance Portability and Accountability Act (HIPAA) training, and an exploration of the uses, effects and chemical ingredients of powders, oils and other products used in the practice of massage therapy. The course provides an opportunity for demonstration, practice and evaluation of skills.

### **MT106 Eastern Massage Therapy I (3)**

This course is an introduction to Asian massage, specifically 5-Element Theory and the philosophy of Shiatsu. The course will provide demonstration and practice. Students will learn to perform a complete Kata (full body Shiatsu session) with a focus on wellness.

### **MT110 Myology (3)**

This course provides an in-depth study of muscle terminology and micro anatomy and physiology of the skeletal muscle tissue. The College lab focuses on the body as a whole and how the component parts function.

### **MT111 Myology/Kinesiology (3)**

This course provides a comprehensive study of muscle terminology and gross anatomy and physiology of the

appendicular musculature. The student is introduced to kinesiology.

#### **Prerequisite: MT110**

### **MT204 Western Massage Therapy Theory and Application II (3)**

This course provides demonstration and practice in advanced treatment techniques and knowledge including, but not limited to, medical massage techniques, patient assessment, treatment planning and documentation, inter-professional communication and hydrotherapy application. Additional topics such as adaptation of treatment sessions for special populations and recognizing characteristics of abused and neglected patients are also explored.

#### **Prerequisite: MT104**

### **MT206 Eastern Massage Therapy II (3)**

This course presents a continuation of Eastern Massage Therapy I, including Yin and Yang Meridians as well as finger-pressure massage. The course provides demonstration and practice of these techniques as well as charting and intake skills. The course will be offered as a hands-on massage therapy elective.

#### **Prerequisite: MT106**

### **MT211 Professional Development (1)**

This course provides an in-depth study of professional ethics and business practices. Also included in this course are topics such as New York State law and regulations, business planning and marketing, professionalism, and career longevity.

### **MT212 Applied Pathophysiology (4)**

This course provides an overview of procedures for treating complicating pathological conditions, working with other healthcare providers, and developing massage therapy treatment plans. This course also explores additional related topics such as medical terminology, the role of the inflammatory process, and physiological effects of common medications.

#### **Prerequisites BIO130/BIO130L, BIO131/BIO131L, MT104 and MT204**

### **MT216 Sports & Rehab Massage Therapy (3)**

This course will present the basics of sports and rehabilitative massage. Myofascial and trigger point therapy work will be explored through demonstration and practice. The course will be offered as a hands-on massage therapy elective.

#### **Prerequisites MT204**

**MT217 Thai Massage (3)**

This course offers a fundamental introduction to Nuad Bo-Rarn, the traditional massage of Thailand, levels I and II. Thai massage incorporates facilitated stretching similar to assisted yoga. Students completing levels I and II will be able to perform a full body Thai massage including front, back, side and seated position. The course will be offered as a hands-on massage therapy elective.

**Prerequisite:** MT106

**MT218 Pregnancy Massage (3)**

This course will provide an opportunity to learn massage techniques and explore considerations specifically related to pregnancy. Additional aspects such as anatomy and physiology, cautions/ contraindications, emotional aspects of pregnancy, postpartum massage and marketing are also covered. The course will be offered as a hands-on massage therapy elective.

**Prerequisite:** MT204

**MT219 Reflexology (3)**

This course will provide students with a working knowledge of the basics of reflexology, a hands-on body work technique designed to promote health and wellness. The history, development, and application of this approach will be studied, as well as the specific treatment techniques. Students will be able to provide a relaxing therapeutic treatment upon completion of the course. The course will be offered as a hands-on massage therapy elective.

**Prerequisite:** MT204

**MT230 Clinical Practicum I (2)**

The first clinical practicum experience, only offered to third semester students, provides the opportunity to practice massage therapy in a clinical setting under the supervision of a clinical instructor. The clinic is open to the public and provides hands-on practice in an environment similar to the workplace

**Prerequisites** MT104, MT110, MT111, MT204

**Prerequisite or Concurrent:** BIO243 and MT106

**MT240 Clinical Practicum II (2)**

The second clinical practicum experience, only offered to fourth semester students, continues practice opportunities for massage therapy in the student clinic and/or offsite locations under the supervision of a clinical instructor. The student clinic is open to the public and provides hands-on practice in an environment similar to the workplace. Offsite externships include

opportunities to practice in a variety of environments such as, but not limited to, palliative care, oncology, wellness, medical, spa, and chiropractic.

**Prerequisites** MT106, BIO243 and MT230

**Prerequisite or Concurrent:** MT211 and MT212

**MT250 Massage Therapy Practicum I (1)**

During the first clinical practicum experience, students practice massage therapy in a clinical setting under the supervision of a clinical instructor. The student clinic is open to the public and provides hands-on practice in an environment similar to the workplace.

**Prerequisites** BIO130/130I, BIO131/131L, MT104

**Prerequisite or Concurrent:** MT204 and MT211

**MT255 Massage Therapy Practicum II (1)**

During the second clinical practicum experience, students continue supervised practice of massage therapy in an on-campus and/or offsite externship location. The on-campus clinic is open to the public and provides hands-on practice in an environment similar to the workplace, while the clinical externships explore various massage therapy specialties such as, but not limited to, palliative care, oncology, wellness, medical, spa, and chiropractic

**Prerequisite:** MT250

**Prerequisite or Concurrent:** MT106, MT110, MT111, and MT212

include: informal logical games, logical fallacies, truth tables, logical equivalence, and sentential logic with proofs, categorical logic, probability, expected value, and decision making.

**Cross listed with PH107**

Credit will not be granted for both PH107 and MA107

**Prerequisite:** High School Regents mathematics, MA099; or placement test.

**MA110 College Algebra (3)**

A pre-calculus level algebra course. Topics include solving system of equations that contain either two or three variables, adding, subtracting, multiplying and dividing monomials and polynomials; factoring polynomials, simplifying rational expressions and solving linear equations and inequity expressions that contain absolute values.

**Prerequisite:** High school Regents mathematics or placement exam score.

**MA111 College Algebra and Statistics with Business Applications (3)**

This course provides students foundations in algebra and statistics as preparation for the demands of quantitative reasoning in the field of business. Topics on algebra include: function, linear, quadratic, radicals, exponential, logarithmic, and inverse functions. Topics on statistics include: measures of central tendency, measures of variations, and measures of positions, counting principles, probability, expected value and regressions. Applications to business and finance problems are a focus.

**Prerequisites** MA099, high school Regents mathematics, or placement test.

**MA112 College Algebra with Trigonometry (4)**

This pre-calculus course is designed to develop mathematics and skills so that students are adequately prepared for calculus and other College-level science courses. Algebra topics covered include: radicals, quadratic functions, logarithmic, exponential and their inverse functions, and systems of linear equations. Trigonometry topics include right triangle trigonometry, trigonometric ratios and identities. Graphing is emphasized in both algebra and trigonometry topics.

**Prerequisite:** MA099, two years of high school level mathematics under the Regents curriculum, or an algebra course

*\*Students are advised to earn a minimum grade of "B" in the prerequisite mathematics course.*

**MATHEMATICS****MA099 Introduction to Algebra (3)\***

A foundation level course provides essential mathematics skills for college programs which require basic algebra skills. Topics include basic operations with decimals, fractions and integers, percent applications, proportions, algebraic expressions, an introduction to solving linear equations, graphing linear equations, the metric system and solving first degree equations and inequalities.

Placement into this course

Minimum passing grade of "C" Fulfills program prerequisite for High School Algebra.

*\*Institutional credit only*

**MA107 Logical Reasoning and Decision Making (3)**

This course introduces students to both informal and formal logic; and students will use the developed logic to evaluate decisions for given situations. Topics

**MA120 Statistics I (3)**

An introduction to Statistics with modern applications to Sociology, Business, Economics, Ecology, Health Science and Psychology. Topics include descriptive statistics, central tendency, percentile rank, Z-Scores, probability, probability distribution, correlation and regression analysis.

**Prerequisite:** high school Regents mathematics or placement test.

**MA130 Calculus I (4)**

This is a study of differential and integral calculus with analytic geometry. Various types of functions with their derivatives, applications including curve plotting, maxima and minima problems and related rates. Integration problems, including the area between two curves and the trapezoidal rule.

**Prerequisite:** MA110 or Permission of Instructor

**MA200 Statistical Methods (3)**

This introductory statistics course focuses on several topics: population and samples; data organization and representation; measure of central tendency, variation, and position; basic probability and probability distribution; normal distribution; confidence interval; hypothesis testing of one population: z-test and t-test; type I and type II errors; linear regression; and non-parametric statistics. Statistics applications are drawn from several disciplines such as sociology, business economics ecology, health science, and psychology. This course uses a graphing calculator and computer statistical software.

**Prerequisites** College algebra course

**MA220 Statistics II (3)**

This course continues the study of statistics and takes up normal distribution, linear regression, sampling techniques and hypothesis testing, as well as analysis of variance and non-parametric statistics.

**Prerequisite:** MA120

**MA230 Calculus II (4)**

This course includes the transcendental functions; methods of integration with applications to volumes, polar coordinates, vectors and parametric equations, and infinite series.

**Prerequisite:** MA130

**MA455 Quantitative Research Methods (3)**

This hands-on research methods course introduces students to a variety of quantitative methods to investigate research questions. Students will collect data, and using statistics software, students will analyze and interpret data and then present the findings in formal reports. Through the experience of investigation, students will develop quantitative research, statistical analysis, and report-writing skills.

**Prerequisite:** MA200 or MA120 and MA220.

**MEDICAL ASSISTANT****MAS134 Orientation to Medical Assisting (2)**

This course is designed as a comprehensive overview of the profession of Medical Assisting. Learning opportunities are provided for the student to develop skills in the three areas of competencies for Medical Assisting Trans-disciplinary (General), Clinical and Administrative.

**MAS233 Diagnostic and Clinical Laboratory Procedures (3)**

This course introduces the student to the cognitive, psychomotor and affective skills involved in diagnostic testing that is performed in a health care setting by a Medical Assistant. Theory includes the study of assisting in blood collection, the analysis of urine, asepsis and minor office surgery procedures. Patient preparation for diagnostic testing will be emphasized.

Prerequisite: MAS134

**MAS234 Medical Assistant Clinical Procedures (3)**

This course provides the cognitive, psychomotor and affective skills involved in the clinical procedures performed in a health care setting by a Medical Assistant. Theory includes the study of pharmacology, medication administration, pediatrics, assisting with specialty exams and a basic knowledge of possible medical emergencies. The role of providing empathy and support for the patient is emphasized.

**Prerequisites** MAS134, MAS233

**MAS235 Medical Assistant Clinical Seminar and Externship (4)**

A supervised clinical experience in an appropriate medical setting provides the student with an opportunity to apply clinical and administrative procedures and competencies. One hour weekly seminars will be scheduled to review clinical competencies, the clinical

experience and current health and legal issues as it applies to the medical assistant. MAERB Core Curriculum requirements as well as affiliation agreements with clinical agencies prohibit any compensation or payment (monetary or otherwise) to student or faculty, or use of student for service while functioning within the Medical Assistant program.

**Prerequisites** MAS233 and MAS234 taken within the last academic year, a 2.0 GPA, and minimum grade of "C" in all program requirements.

**NURSING A.A.S.****NU110 Health Assessment and Promotion (1)**

This course is designed to assist students in acquiring knowledge of basic physical and psychosocial skills related to nursing practice and health promotion. Emphasis will be on normal assessment findings and recognizing deviations from normal. The campus laboratory provides the opportunity for instruction and practice of related nursing techniques.

**Prerequisite:** placement test or meet waiver criteria and BIO 130/ BIO 130L

**Prerequisite or Concurrent:**

BIO131/BIO131L, GS100, NU114, NU116, and PSY101

**Corequisite:** NU112

**NU112 Nursing Concepts (5)**

This course will focus on the nurse's role in health assessment, health maintenance, and health promotion across the life span. Students are introduced to basic principles, skills, and, concepts of nursing practice. A structured campus laboratory setting assists students in learning technical skills. Using the nursing process and clinical judgment, students will begin to integrate the core values of caring, diversity, ethics, excellence, holism, integrity, and patient centeredness through classroom, laboratory, and hospital and/or community clinical experiences.

**Prerequisite:** placement test or meet waiver criteria and BIO 130/ BIO 130L

**Prerequisite or Concurrent:**

BIO131/BIO131L, GS100, NU 114, NU116, and PSY101

**Corequisite:** NU 110

**NU114 Medication Essentials I (1)**

The theory component of this course will focus on pharmacological principles that the professional nurse applies in the administration of medications. The nursing process and clinical judgement will be used as a framework to identify nursing responsibilities related to medication administration. The campus laboratory component will provide students with the opportunity to accurately calculate, prepare, and administer oral, topical, injectable medications, weight-based calculations, and IV fluids. Critical thinking situations and clinical application will be emphasized throughout the course.

**Prerequisite:** placement test or meet waiver criteria and BIO 130/ BIO 130L

**Prerequisite or Concurrent:**

BIO131/BIO131L, GS100, PSY101, NU116

**Corequisite:** NU 112, NU 110 or PN 106, PN 107

**NU115 Medication Essentials II (1)**

The theory component of this course will focus on the pharmacological principles that the professional nurse applies in the administration of medications. The nursing process and clinical judgement will be used as a framework to identify nursing responsibilities related to major drug classifications. The campus laboratory component will provide students with the opportunity to demonstrate the application of the nursing process and clinical judgement in the monitoring patient responses to medications through the use of evolving patient care scenarios.

**Prerequisites:** BIO131/BIO131L, NU110, NU112, NU114, NU116, and PSY101 or PN 104, PN 105

**Concurrent:**

NU122, NU124 or PN106, PN107

**NU116 Professional Issues (1)**

An overview of the historical development of nursing and nursing education will be presented. Emphasis will be placed on the nurse's role in the delivery of health care and the ethical and legal responsibilities relevant to current and future nursing practice. Lecture, discussion, case studies will be utilized to promote student learning.

**Prerequisite:** placement test or meet waiver criteria and BIO 130/ BIO 130L

**Prerequisite or Concurrent:**

BIO131/BIO131L, GS100, NU110, NU112, NU114, and PSY101

**NU122 Health Restoration I (6)**

In this course the nursing process and clinical judgement will be used to identify nursing care needs of patients experiencing acute and chronic cardiovascular, respiratory, gastrointestinal, fluid and electrolyte and acid-base health deviations and diabetes. Assessment skills, basic concepts and health promotion will be incorporated. On-campus laboratory experiences will provide instruction and practice of advanced clinical skills. Clinical experience within acute care and/or community-based settings provide an opportunity for practical application of related material.

**Prerequisites:** BIO131/BIO131L, NU110, NU112, NU114, NU116, and PSY101

**Prerequisite or Concurrent:**

BIO223, BIO223L NU115, and PSY102

**Corequisite:** NU 124

**NU124 Maternal Newborn Nursing (2)**

In this course the nursing process and clinical judgement will provide a foundation for nursing care of childbearing women through pregnancy, labor and birth, the post-partum period and newborn stage. Women's health and contraception are also discussed. The nurse's role in health promotion, health maintenance and health restoration will be emphasized. Clinical experience within acute care and/or community-based settings provide an opportunity for practical application of related material.

**Prerequisites:** BIO131/BIO131L, NU110, NU112, NU114, NU116, and PSY101

**Prerequisite or Concurrent:**

BIO223, BIO223L, NU115, and PSY102

**Corequisite:** NU 122

**NU198 PN-RN Transition Course**

In this course, the nursing process and clinical judgement will be used to validate skills and reinforcing knowledge to assist with the transition to the Associate Degree Nursing program. The roles of the Associate Degree Nursing (ADN) graduate will be contrasted with those of the PN. Information from NU110, NU112, NU114, and NU116 is presented in a condensed format. The use of the nursing process and clinical judgement is utilized in the development of nursing care plans and teaching learning plans. Laboratory experiences will include a review and demonstration of basic skills, assessment skills, and IV therapy skills.

**Prerequisite:** Valid LPN license

**NU214 Health Restoration II (5)**

In this course, the nursing process and clinical judgement will be used to identify nursing care needs of patients experiencing acute and chronic endocrine, hematological, musculoskeletal, respiratory, shock, burns, genomics, breast cancer, sensory and immunological health deviations. Concepts related to cancer will also be introduced. Clinical experience within acute care and/or community-based settings provide an opportunity for practical application of related material.

**Prerequisites:** BIO223/BIO223L, NU110, NU112, NU114, NU115, NU116, NU122, and NU124

**Prerequisite or Concurrent:** NU217

**NU217 Pediatric Nursing (2)**

In this course the nursing process and clinical judgement will be utilized to provide a foundation for nursing of children and their families from birth through adolescence. The nurse's role in health promotion, health maintenance and health restoration will be emphasized. Clinical experience within acute care and/or community-based settings provide an opportunity for practical application of related material.

**Prerequisites:** BIO223/BIO223L, NU110, NU112, NU114, NU115, NU116, NU122, NU124, and PSY102

**Prerequisite or Concurrent:** NU214

**NU220 Mental Health Nursing (2)**

In this course the nursing process and clinical judgement will be utilized in providing care to patients experiencing psychosocial health deviations. The focus will be on health promotion, health maintenance, and health restoration. Clinical experience within acute care and/or community-based settings provide an opportunity for practical application of related material.

**Prerequisites:** BIO 223, BIO 223L, NU110, NU112, NU114, NU115, NU116, NU122, NU124, NU214, NU217

**Prerequisite or Concurrent:** NU222

**NU222 Health Restoration III (7)**

In this course the nursing process and clinical judgement will be utilized provide students with learning activities for patients experiencing acute and complex health deviations. Topics related to acute cardiovascular, neurological, and renal health deviations, endocrine, and disaster preparedness will be presented. Students are expected to function more independently, using previous knowledge and experience in assuming the role of educator, manager of care and member of the interdisciplinary team in the delivery of patient care. Clinical experience within acute care and/or community-based settings provide an opportunity for practical application of related material.

**Prerequisites:** BIO 223, BIO 223L, NU110, NU112, NU114, NU115, NU116, NU122, NU124, NU214, NU217

**Prerequisite or Concurrent:** NU220

**NURSING B.S.****NU300 Comprehensive Health Assessment for Nursing Practice (4)**

This course focuses on developing and utilizing comprehensive assessment skills in caring for individuals and population units across the lifespan which includes planning intervention strategies relative to the needs, problems, and level of wellness of the population unit. There is emphasis on systematic and comprehensive health assessments as a database for identifying nursing diagnoses and nursing intervention plans. This course utilizes a variety of learning activities develop advanced skills in assessment of physical, cognitive, spiritual, socioeconomic, genetic and environmental domains.

**NU304 Introduction to Nursing Care Informatics (2)**

Teaches the use of information technology to access, retrieve, organize and evaluate information related to nursing practice. Using the nursing process and clinical judgement, students will use information technology resources to examine health related problems, obtain and organize pertinent information and professionally communicate findings.

**Prerequisite:** RN License

**NU308 Research Procedures in Nursing Practice (3)**

Emphasis on accessing, analyzing and critiquing scientific literature to determine implications for practice. The importance of evidence based practice in relation to patient outcomes is

examined. Specific elements of the research process including needs assessment, problem identification, review of the literature, variables, principles of quantitative and qualitative methods of research design, sampling concepts, use of data gathering and measurement instruments and data analysis are explored. Critical evaluation of research studies and the development of a research proposal Including a review of the literature and design method will be included.

**Prerequisite:** RN License and MA200

**NU310 Family Nursing Care Across the Lifespan (3)**

This course focuses on the family as a basic unit of society and the promotion of family health across a lifespan. Utilizing the nursing process and clinical judgement, students will explore the role of the professional nurse as educator, counselor, and advocate to emphasize health promotion. Additional topics include dealing with the family unit challenged by acute, episodic illness / injury or chronic conditions / disabilities, adding, separating and dealing with the death of family members, variables affecting families, family assessment, cultural diversity, anticipatory guidance, multigenerational families and family as care giver. Major theories related to family nursing will be explored.

**Prerequisite:** RN License and NU300

**NU318 Nursing Theory and Practice Issues (3)**

This course will explore selected nursing theorists and the concepts of nursing, person, health and environment as a basis for implementing and evaluating nursing care. Current and future issues and trends that influence professional nursing practice will be discussed. This course will address how the profession of nursing has adapted to change throughout the years and how the present and future health care delivery system impacts the nursing profession.

**NU402 Community Health Nursing (3)**

Examines the nurses role in the delivery of primary health/community based services focusing on health promotion, disease prevention and management of episodic illnesses. Addresses health risks and disparities of populations across the lifespan within the context of family, culture, and socioeconomic status. Epidemiological methods, public health mandates and immunization theory will be explored and discussed in this course. Healthy People 2030 objectives and goals as well as other national initiatives will be used to

provide direction for developing nursing strategies.

**Prerequisite:** RN License,

**NU450 Leadership and Management for Professional Practice (3)**

Focuses on the role of the professional nurse as a leader in today's health care environment. Students will identify various leadership styles and compare and contrast leadership and management behaviors. Topics include organizational structure and behavior, workplace issues, important to the nurse manager, delegation and change theory. Motivational and decision making strategies, conflict management principles, patient safety goals, and quality care for positive patient outcomes will be addressed.

**Prerequisite:** RN License

**NU470 Pharmacology for the Registered Nurse (3)**

Correlates the nurse's knowledge of physiology, pathophysiology, and pharmacology. Basic concepts of pharmacokinetics, pharmacodynamics, metabolism, therapeutic and toxic effects, and drugs with multiple indications are discussed. Challenges related to drug therapy and specific body systems will be addressed. Topics include major drug classifications focused on therapeutic actions, which emphasize the nursing process and focus on patient care teaching.

Prototypes of the major drug groups are emphasized. Lifespan considerations, evidence based practice; patient safety and clinical judgement are integrated throughout the course.

**Prerequisite:** RN License

**NU484 Clinical Seminar (2)**

This seminar will focus on the application of baccalaureate level nursing knowledge pertaining to leadership, collaboration, consultation, management, and research. Using clinical judgement, the seminar activities will emphasize an evidence-based approach, with consideration of cultural, socio-economic, and diversity factors. Students will develop and evaluate clinical objectives for their own unique capstone clinical experience.

**Prerequisite:** RN License, NU300, NU304, NU308, NU310, NU318, NU402, NU450, and NU470

**Corequisite:** NU486

**NU486 Professional Nursing  
Syntheses/Clinical Capstone (4)**

This course will allow students to demonstrate integration of the bachelors of nursing knowledge and practice. The student will work with a clinical preceptor, select a clinical area of practice, and collaborate with a faculty member for an in-depth clinical experience. All students are required to complete 135 practicum hours. Emphasis is on clinical judgement, critical thinking, communication, leadership, management and evaluation. Application of core concepts pertaining to health, ethics, care, and evidence-based approaches to nursing will be highlighted.

**Prerequisite:** RN License, CPR, NU300, NU304, NU308, NU310, NU318, NU402, NU450 and NU470

**Corequisite:** NU484

**PHILOSOPHY****PH103 Introduction to Philosophy (3)**

This course is an introduction into the basic issues of philosophy from the four major branches of Ethics, Logic, Epistemology, and Metaphysics as they are found and presented in the history of Western Philosophy. Special attention is given to critical thinking skills and moral issues of relevance.

**PH107 Logical Reasoning and Decision Making (3)**

This course introduces students to both informal and formal logic; and students will use the developed logic to evaluate decisions for given situations. Topics include: informal logical games, logical fallacies, truth tables, logical equivalence, and sentential logic with proofs, categorical logic, probability, expected value, and decision making.

**Cross listed with MA107**

Credit will not be granted for both PH107 and MA107

**Prerequisite:** High school Regents mathematics or equivalent; MA099; or placement test.

**PH201 Ethics (3)**

A study of the main ethical systems found in Western Philosophy. Investigation of particular ethical concepts such as morality and the moral ideal, good and evil, right and obligation, conscience, moral responsibility and value, and how these, along with moral principle(s), are used to guide the moral life.

**PH204 Business Ethics (3)**

This course is designed to examine many of the philosophies presently operative in the business world and society. Special attention is given to such issues as corporate responsibility, morality in advertising, conflicts of interest, preferential hiring, personal morality vs. loyalty to employer, and capitalism vs. socialism.

**PH205 Ethics in Health Care (3)**

Modern medicine and health care have created new human ethical problems. This course will explore a number of medical ethical dilemmas, such as end-of-life decisions, defining the concept of death, ordinary versus extraordinary means of treatment, assisted reproduction, informed consent, confidentiality, truth-telling, withholding treatment, and the distribution of scarce medical resources, in the light of the principles of autonomy, non-maleficence, beneficence, and justice.

**PH206 Ethics in Data Science (3)**

Modern medicine and health care have created many human ethical problems. This course will explore a number of medical ethical dilemmas, such as end-of-life decisions, ordinary versus extraordinary means of treatment, informed consent, confidentiality, truth-telling, withholding treatment, and the distribution of scarce medical resources, in the light of the principles of autonomy, non-maleficence, beneficence, utility, and justice.

**PH207 Marriage and the Family (3)**

This course is designed to investigate the inner dynamism and nature of marriage and family relationships. It addresses itself to a variety of philosophical tenets, and the historical development and sociological ramifications of the institution.

**PH208 Death & Dying (3)**

Geared to the very heart of the question: What is death? The course will examine the phenomenon as well as the human response to it both yesterday and today by great men and women and not so famous men and women of the East and West.

**PH215 Logic (3)**

An introductory course to the science of logic and the principles of deductive reasoning, correct thinking and valid argumentation. Special emphasis will be placed on the traditional Aristotelian syllogism.

**PH301 Philosophy of World Religions (3)**

This course will introduce students to the philosophical approach to religion and also to religious and ethical ideas from several global cultures. It will also prepare students in medicine, business and related fields for the diversity of religious and moral views they will encounter in the modern workplace in general and health care institutions in particular.

**Prerequisite:** PH103 or permission of instructor

**PH304 Social / Political Philosophy (3)**

Course content will introduce students to the philosophical approach to ethical issues that arise in social, political and civic life. As such, it will address ethical problems at both the individual and group levels. Specifically, an overview of the major issues and theories in social-political philosophy will be discussed as well as an introduction to many of the key ethical thinkers in politics and civics arenas. This course will prepare students for careers in the medical field and similar occupations for ethical situations they will encounter in the social and political culture of the modern work place.

**PH350 Topics in Bioethics (3)**

This course will provide students with in depth coverage to various topics in Bioethics. The course will guide students through a wide range of Bioethical issues which may include topics such as abortion, euthanasia, stem cell research, cloning, scarce medical resources, and universal healthcare.

**Prerequisite:** PH205, or permission of instructor

**PHYSICS****PHY099 Preparatory Physics (3)\***

An introduction to the basic concepts of physics with an emphasis on classical mechanics, electricity and the structure of the atom. Course reviews simple algebra, vectors and vector addition. Three lecture hours. Prerequisite: High school algebra. Students placed into MA099 must complete that course before registering for PHY099.

\*Institutional credit only.

**Prerequisite:** High school algebra.

*Students placed into MA099 must complete that course before registering for PHY099.*

**PHY111 Physics I (3)**

An introduction to the concepts and laws of physics. Topics include: classical mechanics, energy, momentum, rotational motion and heat.

**Prerequisite:** High school algebra or MA099 and high school physics.

**Corequisite:** PHY111L

**PHY111L Physics I Laboratory (1)**

Laboratory experiences are based on topics covered in lecture.

**Corequisite:** PHY111

**PHY112 Physics II (3)**

A continuation of Physics I. Topics include: electricity, magnetism, light, and optics, atomic and nuclear structure.

**Prerequisites:** PHY111/PHY111L

**Corequisite:** PHY112L

**PHY112L Physics II Laboratory (1)**

Laboratory experiences are based on topics covered in lecture.

**Corequisite:** PHY112

**PHILOSOPHY****PH103 Introduction to Philosophy (3)**

This course is an introduction into the basic issues of philosophy from the four major branches of Ethics, Logic, Epistemology, and Metaphysics as they are found and presented in the history of Western Philosophy. Special attention is given to critical thinking skills and moral issues of relevance.

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**Cross listed with MA107**

Credit will not be granted for both PH107 and MA107

**Prerequisite:** High school Regents mathematics or equivalent; MA099; or placement test.

**PH201 Ethics (3)**

A study of the main ethical systems found in Western Philosophy.

Investigation of particular ethical concepts such as morality and the moral ideal, good and evil, right and obligation, conscience, moral responsibility and value, and how these, along with moral principle(s), are used to guide the moral life.

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This course will introduce students to the philosophical approach to religion and also to religious and ethical ideas from several global cultures. It will also prepare students in medicine, business and related fields for the diversity of religious and moral views they will encounter in the modern workplace in general and health care institutions in particular.

**Prerequisite:** PH103 or permission of instructor

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Course content will introduce students to the philosophical approach to ethical issues that arise in social, political and civic life. As such, it will address ethical problems at both the individual and group levels. Specifically, an overview of the major issues and theories in social-political philosophy will be discussed as well as an introduction to many of the key ethical thinkers in politics and civics arenas. This course will prepare students for careers in the medical field and similar occupations for ethical situations they will encounter in the social and political culture of the modern work place.

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This course will provide students with in depth coverage to various topics in Bioethics. The course will guide students through a wide range of Bioethical issues which may include topics such as abortion, euthanasia, stem cell research, cloning, scarce medical resources, and universal healthcare.

**Prerequisite:** PH205, or permission of instructor

**PHYSICS****PHY099 Preparatory Physics (3)\***

An introduction to the basic concepts of physics with an emphasis on classical mechanics, electricity and the structure of the atom. Course reviews simple algebra, vectors and vector addition. Three lecture hours. Prerequisite: High school algebra. Students placed into MA099 must complete that course before registering for PHY099.

\*Institutional credit only.

**Prerequisite:** High school algebra.

*Students placed into MA099 must complete that course before registering for PHY099.*

**PHY111 Physics I (3)**

An introduction to the concepts and laws of physics. Topics include: classical mechanics, energy, momentum, rotational motion and heat.

**Prerequisite:** High school algebra or MA099 and high school physics.

**Corequisite:** PHY111L

**PHY111L Physics I Laboratory (1)**

Laboratory experiences are based on topics covered in lecture.

**Corequisite:** PHY111

**PHY112 Physics II (3)**

A continuation of Physics I. Topics include: electricity, magnetism, light, and optics, atomic and nuclear structure.

**Prerequisites:** PHY111/PHY111L

**Corequisite:** PHY112L

**PHY112L Physics II Laboratory (1)**

Laboratory experiences are based on topics covered in lecture.

**Corequisite:** PHY112

**PRACTICAL NURSING****PN104 Fundamentals of Practical Nursing (7)**

Through the use of the nursing process and clinical judgement, this course is designed to familiarize students with the historical development of nursing, nursing education, and the roles and responsibilities of the practical nurse and the health care team. Development throughout the life cycle will be discussed. A structured campus laboratory setting assists students in learning and integrating technical skills. Clinical experience within acute care and/or community-based settings provide an opportunity for practical application of related material.

**Prerequisite or Concurrent:**

BIO131/BIO131L

**Prerequisite or Concurrent:**

BIO131/BIO131L

Concurrent: NU 114

Corequisite: PN 105

**PN105 Practical Nursing II (7)**

This course focuses on the basic concepts of nursing. The nursing process and clinical judgement is utilized to collect data in relation to health deviations. Psychomotor skills are demonstrated and practiced in the structured campus laboratory. Clinical experience within acute care and/or community-based settings provide an opportunity for practical application of related material.

**Prerequisite or Concurrent:**

BIO131/BIO131L, PN 104

**PN106 Practical Nursing III (7)**

This course focuses on common health deviations which affects individuals of various ages. The nursing process and clinical judgement will continue to be utilized to provide care for patients along the healthcare continuum with an emphasis in maternal, child, adolescent and family health. Assisting children and adults with a variety of health deviations will be discussed. Advanced psychomotor skills are practiced and evaluated in the on campus laboratory. Clinical experience within acute care and/or community-based settings provide an opportunity for practical application of related material.

**Prerequisites:** BIO131/ BIO131L, PN104, PN105, and NU114

**Concurrent:** NU115 and PN107

**PN107 Practical Nursing IV (7)**

This course focuses on common health deviations which affects the geriatric population. The nursing process and clinical judgement will continue to be utilized to demonstrate leadership and management skills that relate to the practical nurse's scope of practice. Additional topics include care for the patient experiencing psychosocial health deviations. Advanced psychomotor skills are practiced and evaluated in the on campus laboratory. Clinical experience within acute care and/or community-based settings provide an opportunity for practical application of related material.

**Prerequisites:** BIO131/ BIO131L, NU114, PN104, and PN105

**Prerequisite or Concurrent:** NU115

**Prerequisite or Corequisite:** PN106

**PSYCHOLOGY****PSY101 General Psychology (3)**

An introduction to the basic concepts, research methods, and implications of psychology. The major theoretical perspectives are presented through such areas as sensation and perception, learning and cognition, personality, human development, and abnormal behavior.

**PSY102 Developmental Psychology (3)**

A lifespan approach, from pre-natal development to aging and death. Emphasis will be on the interaction of psychological, biological, and social systems that influence development. Major theoretical perspectives, multicultural aspects, and research

findings are applied throughout the course.

**Prerequisite:** PSY101 or Dean Approval

**PSY201 Abnormal Psychology (3)**

The course utilizes current classifications of mental disorders to explain abnormal behavior. Case studies and other resource materials are applied to demonstrate the complexity of determining etiology, diagnosis and treatment of mental illness. The course requires a research project.

**Prerequisite:** PSY101

**PSY202 Human Sexuality (3)**

An exploration of human sexuality in Western society through lecture, group discussions, and experiential learning activities. Students will assess their personal attitudes, values, and knowledge of topics in sexuality. Efforts to understand and respect value systems that differ from personal beliefs will be stressed. The course requires a research project

**Prerequisite:** PSY101

**PSY220 Biology of the Mind (3)**

This course investigates the interaction between neurobiology and psychology with an emphasis on personal cognition. Specifically, students will explore the structure and function of neural tissues and apply this to major perspectives within psychology and psychotherapy. Topics to be investigated include emotion, motivation, learning and memory, sexuality and gender identity, theories of consciousness, addiction, mood disorders, anxiety disorders and dissociative disorders. Clinical applications to mental health, wellness and disease will also be emphasized. Cross Listed with BIO220.

**Prerequisites:** PSY101, BIO109, BIO130

**PSY301 Health Psychology (3)**

Health Psychology examines how biological, psychological, and social factors interact with and affect the efforts people make in promoting good health and preventing illness. The course explores how effectively people cope with and reduce pain and the recovery, rehabilitation, and psychological adjustment of serious health problems. The course also focuses on the role of stress and certain lifestyle factors, such as smoking and weight control, as well as specific chronic illnesses such as cancer and heart disease. The course requires a research project.

**Prerequisite:** PSY101 or permission of instructor

**PSY303 Organizational Psychology****(3)**

Organizational Psychology attempts to understand and explain human behavior in organizational settings; including culture, structures, and communications. This course will introduce the methods, practices, theories, and research, which includes the psychological aspects such as work attitudes and motivation, as well as group dynamics, organizational communication-and structures—This course requires a research project.

**Prerequisite:** PSY101, or permission of instructor

**PSY315 Social Psychology (3)**

Social Psychology attempts to understand and explain human affect, behavior, and cognitions through intrapersonal, interpersonal, and group dynamics. Emphasis is on social influence, social perception, social relations, with an application to Western culture. Major theoretical perspectives and research findings, including multicultural aspects, are applied throughout the course. The course requires a research project.

**Prerequisite:** PSY101 or permission of instructor

**RADIOLOGIC TECHNOLOGY****RT101 Image Acquisition and Evaluation I (3)**

This course begins with the basics of conventional imaging and x-ray tube construction. Students then examine exposure factors and investigate density/brightness, contrast, geometric blur, distortion, beam restriction, filtration, grid use and scatter radiation and their effects on image quality. When appropriate, students work in class on mathematical calculations, study image quality, and take images in the RT laboratory that are used for evaluation.

**Prerequisite or Concurrent**

BIO130/BIO130L

**RT102 Radiographic Procedures I (2)**

This lecture component course begins with an introduction to the specific nomenclature, as well as underlying principles of radiographic positioning. Routine and advanced positioning studies, correlated with anatomy of the upper and lower extremities, chest, abdomen, thorax, and the urinary and digestive systems are presented.

**Prerequisite or Concurrent**

BIO130/BIO130L

**RT102L Applied Radiographic Procedures I (1)**

The College laboratory component of Radiographic Procedures I contains anatomy and positioning applications, as well as image-critique sessions. A competency-based system of evaluation is utilized.

**Prerequisite or Concurrent**

BIO130/BIO130L

**RT103 Patient Care and Management I (1)**

This course is designed to assist the student to develop both general and specific interactive skills in patient care. It focuses on record maintenance and administrative procedures, ethics and medico-legal issues, patient safety and transfers, vital signs, emergency situations, infection control, oxygen delivery, EKG monitoring, and contrast media.

**Prerequisite or Concurrent**

BIO130/BIO130L

**RT104 Clinical Education I (2)**

This course requires practical clinical application of knowledge and skills, and involves clinical experiences in general radiographic areas and contrast studies. It is taken concurrently with the didactic components of the semester, and is provided at the on-campus RT lab and the College's clinical affiliates. A competency-based system of evaluations is utilized.

**Prerequisite or Concurrent**

BIO130/BIO130L

**RT105 Image Acquisition and Evaluation II (3)**

This course continues instruction on radiographic imaging principles discussed in RT101. Students first learn technique selection and the use of automatic exposure control and technique charts. Mathematical formulas (algebra level) are utilized for technique compensation. Then focus turns to computer basics and digital imaging. Computerized radiography (CR) and direct readout (DR) digital radiography are discussed in terms of image receptors, image acquisition, spatial resolution, contrast resolution, and processing.

**Prerequisites** RT101, RT102, RT102L, RT103, RT104, and BIO130/BIO130L

**Prerequisite or Concurrent**

BIO131/BIO131L

**RT106 Radiographic Procedures II (2)**

This course focuses on radiographic anatomy and technical positioning

components of the lower vertebral column, thorax, contrast exams of the upper and lower gastrointestinal tract and cranial examinations.

**Prerequisites** RT101, RT102, RT102L, RT103, RT104 and BIO130/BIO130L

**Prerequisite or Concurrent**  
BIO131/BIO131L

**RT106L Applied Radiographic Procedures II (1)**

The College laboratory component of Radiographic Procedures II contains anatomy and positioning applications of lower vertebral column, thorax, contrast exams of the upper and lower gastrointestinal tract and cranial examination correlating with image critique sessions. A competency-based system of evaluation is utilized.

**Prerequisites** RT101, RT102, RT102L, RT103, RT104 and BIO130/BIO130L

**Prerequisite or Concurrent**  
BIO131/BIO131L.

**RT107 Patient Care and Management II (1)**

This course includes units on pharmacology, drug administration, and monitoring of medical equipment. In addition, specialized radiographic procedures are discussed throughout this semester.

**Prerequisites** RT101, RT102, RT102L, RT103, RT104 and BIO130/BIO130L

**Prerequisite or Concurrent**  
BIO131/BIO131L

**RT108 Clinical Education II (2)**

In this semester, clinical experiences are provided in general radiographic areas and contrast studies to include radiography of the skull and spinal column. It is taken concurrently with the didactic components of the semester and is provided at the Colleges' clinical affiliates. A competency-based system of evaluation is utilized.

**Prerequisites** RT101, RT102, RT102L, RT103, RT104 and BIO130/BIO130L

**Prerequisite or Concurrent**  
BIO131/BIO131L

**RT109 Clinical Education III (6)**

In the first summer clinical component, the student continues to gain experience in general radiographic and contrast studies, as well as portable and surgical radiography. Experiences are provided at the College's clinical affiliates. A competency-based system of evaluation continues to be utilized.

**Prerequisites** RT105, RT106, RT106L, RT107, RT108 and BIO131/BIO131L

**RT201 Equipment Operation and Maintenance (3)**

This course covers basic electrical and mechanical examples as applicable to the structure and operation of radiologic equipment. Radiographic generating equipment, image intensification, quality management, and discussion on digital imaging topics as related to digital radiographic equipment and PACS are included.

**Prerequisite:** RT202, RT203, RT205, RT212

**RT202 Radiation Physics and Protection (3)**

This course explores the interactions between radiation and matter, the electro-magnetic spectrum, and related radiation concepts. Students learn about radiation detection and monitoring and the appropriate units of measurement. All aspects of radiation protection and dose reduction for patients and occupational radiation workers are explained.

**Prerequisite:** RT109

**RT203 Applied Radiologic Pathology (3)**

This course provides the student with investigation into the basic principles of radiographic pathology. The student will research a pathologic condition and place emphasis on the disease/injury process, the radiographic appearance and treatment. Normal anatomy and physiology is reviewed and compared with pathologic abnormalities. There is a focus on the changes which occur as a result of disease and injury which necessitates alteration of standard radiographic exposure applications.

**Prerequisite:** RT109

**RT205 Clinical Education IV (2)**

In the second year, students continue to gain general radiographic experiences, as well as begin experiences with special procedures, the emergency room, and other imaging areas. These areas may include CT (computerized tomography), MRI (magnetic resonance imaging), and Sonography. All experiences are offered at the College's clinical affiliates. A competency-based system of evaluation continues to be utilized.

**Prerequisite:** RT109

**RT207 Radiation Biology (2)**

This course explores radiation effects on living things. Pertinent research and historical incidence of radiation exposure are discussed. The effects of

radiation on normal cell biology are outlined and factors influencing radio sensitivity and molecular and cellular responses are explained. Radiation effects are divided into early and late effects, and students further define as deterministic and/or stochastic (probabilistic). The effects of radiation on tissue, organs, and the whole body systems are presented with in-vitro and genetic effects.

**Prerequisites:** RT202, RT203, RT205, and RT212

**RT209 Advanced Topics for the Radiographer (2)**

This course offers the student a variety of integrated topics such as: advanced positioning methods, special procedures, interventional radiography and computerized tomography (CT). Career development engages the student with resume preparation and mock interviewing. The student technologist will be prepared to contribute to the diagnostic imaging team upon completion of this course.

**Prerequisites:** RT202, RT203, RT205, and RT212

**RT210 Clinical Education V (2)**

Specialty clinical experiences continue as the students demonstrate applications of knowledge and skill. This course is taken concurrently with the didactic components of the semester and is provided at the College's clinical affiliates. A competency-based system of evaluation continues to be utilized.

**Prerequisites:** RT202, RT203, RT205, and RT212

**RT211 Clinical Education VI (6)**

Clinical experience involving general radiography, contrast studies, portable radiography, surgery, and specialty examinations. In addition, the student is provided review opportunities for the American Registry of Radiologic Technologists (R) Examination.

**Prerequisites:** RT201, RT207, RT209, and RT210

**RT212 Sectional Anatomy for the Radiographer (1)**

This course is designed to provide the Radiologic Technology student with an introductory overview of human anatomy, viewed in body sections, as it relates to imaging. Anatomical structures are viewed in the axial, coronal and sagittal planes. Emphasis is placed on the head, neck, thorax, abdomen, pelvis, and an overview of extremities.

**Prerequisites:** BIO130/BIO130L, BIO131/BIO131L and RT109

**RELIGIOUS STUDIES****RS100 Introduction to Religious Thought (3)**

An introductory course into the fundamental concepts associated with religious thought. The student will be introduced to the concepts of the sacred, the symbol, ritual and rites of passage, faith, re-birth, mystery, myth, good, evil, the relationship of one to self, community and the Absolute.

**RS101 Introduction to Scripture (3)**

An introductory level survey of the historical development and contents of the Bible. Major focus will be on the purpose of scripture and its role in divine revelation.

**RS103 An Introduction to Christian Thought (3)**

An introductory inquiry into the Christian church as a community of faith. Major focus will be on the doctrinal concepts of the Nicene Creed.

**RS108 Major World Religions (3)**

An introductory survey of the major religions of the world. The major focus will be on the basic beliefs and practices found in Buddhism, Christianity, Hinduism, Islam, Judaism and Shintoism.

**SOCIOLOGY****SOC101 Principles of Sociology (3)**

A basic survey of the history and fundamental principles of sociology. Examines several of the important contributors to the discipline, its operative concepts, and its terminology. Also, studies human groups and interactions, social institutions, and the role of the group in human socialization and development.

**SOC207 Contemporary Social Problems (3)**

This course selects, presents, and examines a given social problem such as poverty, racism, crime, drug and alcohol addiction, the problems of aging, etc.

### **SOC300 Epidemiology (3)**

An introduction to epidemiology, this course covers the principles and methods of epidemiologic investigation including describing the patterns of illness in populations and research designs for investigating the etiology of disease. The course introduces quantitative measures to determine risk, association and procedures for standardization of rates.

**Cross listed with BIO300.** Credit will not be granted for both SOC300 and BIO300.

**Prerequisite:** SOC101 or PSY101

### **SOC301 Sociology of Health and Medicine (3)**

This course is an introduction to the field of medical sociology. Its main thrust is on the sociological analysis of health or medical organizations and institutions. Another focus will include an examination of the social disparities in health care with respect to epidemiology and social status or age, sex, race, ethnicity, gender, and social class. The role of health professions in the United States will also be explored.

**Prerequisite:** SOC101 or permission of instructor

### **SOC311 Coping with Illness (3)**

This course offers a broad overview of the sociological aspects of Coping with Illness in our society. Topics include attitudes toward and preparation for death; attitudes towards serious illness in society; the understanding of and care for terminally ill patients; funeral rituals, grief counseling; suicide and euthanasia. Readings and classroom activities will be supplemented by students' self-exploration and writing on feelings, attitudes, and beliefs about Coping with Illness.

**Prerequisite:** SOC101 or permission of instructor

## **SURGICAL TECHNOLOGY**

### **ST100 Medical Terminology for the Surgical Technologist (3)**

This course will present the student with a study of medical terminology mostly relating to the field of surgery. Prefixes, suffixes, root words, combining forms, special endings, pleural forms, abbreviations, and symbols will be included in the content. A programmed learning, word building system will be used to learn word parts that are used to construct and/or analyze new terms. This will provide the student with the opportunity to decipher unfamiliar terms and check their spelling. Emphasis will

be placed on spelling, definition, usage and pronunciation. Abbreviations will be introduced as related terms are presented.

**Prerequisite:** Cardiopulmonary Resuscitation Certification

**Prerequisite or Concurrent:** BIO130/BIO130L, ST101, and ST103

### **ST101 Introduction to Surgical Technology (4)**

This course introduces the student to the role of the health care team. Operating room organization, medical terminology, aseptic technique, surgical supplies, basic instrumentation and basic surgical routines will be emphasized. Introductory surgical regional anatomy will be discussed, as will surgical microbiology as it pertains to sterilization and disinfection. Beginning aspects of the ethical/legal aspects of patient care will be introduced. Learning activities will take place in the classroom, the simulated on-campus operating room, a hospital operating room and the Central Service Department of the hospital.

**Prerequisite:** Cardio-pulmonary Resuscitation Certification

**Prerequisite or Concurrent:** BIO130/BIO130L, ST100, and ST103

### **ST103 Clinical Education I (2)**

This clinical laboratory experience takes place primarily in the simulated on-campus laboratory. There will be limited experiences in the hospital operating room setting during the course. Students are taught the basic skills necessary to begin practice in the surgical setting. Mandatory competencies of this course include scrubbing, gowning and gloving, gowning and gloving team members, back table and instrument setups, simulated draping, "opening of the abdomen", sequence of instruments and equipment, sterilization/processing/delivery.

**Prerequisite:** Cardio-pulmonary Resuscitation Certification

**Prerequisite or Concurrent:** BIO130/BIO130L, ST100, and ST101

### **ST104 Fundamentals of Surgical Technology (4)**

This course focuses on the scrub duties and expanded instrumentation. Sterilization and disinfection will be continued as will further exploration of the ethical/legal aspects of surgical patient care and student accountability. Assisting with circulating duties and wound healing and closure concepts will be introduced. Wound closure materials and stapling devices will be explored in

detail. Specialty equipment such as the use of electro-cautery and use of LASER equipment will also be introduced. Regional surgical anatomy will continue to be discussed. The care of the anesthetized patient will be included. Learning activities will take place in the classroom, in the simulated on-campus operating room and hospital operating rooms.

**Prerequisite:** BIO130/BIO130L, ST101, and ST103

**Prerequisite or Concurrent:** BIO131/BIO131L

**Concurrent:** ST106

### **ST106 Clinical Education II (2)**

Clinical experiences are provided in a hospital operating room. The student will be primarily assigned to the scrub technologist's role performing and applying those skills learned in the first semester.

**Prerequisite:** BIO130/BIO130L, ST101, and ST103

**Prerequisite or Concurrent:** BIO131/BIO131L

**Concurrent:** ST104

### **ST201 Advanced Surgical Technology (5)**

This course will focus on an overview of the surgical specialties: general surgery which includes gastrointestinal and biliary surgical procedures, gynecology, genitourinary surgery, ear, nose and throat surgery, and head and neck surgery. Surgical procedures will be discussed in relation to supplies, instrumentation and equipment. Surgical pathology, intra-operative patient care, the sequence of the surgical procedures, as well as potential complications will be presented. Clinical practice takes place in hospital operating rooms, as well as other intraoperative care facilities.

**Prerequisite:** BIO131/BIO131L, ST104, and ST106

**Prerequisite or Concurrent:** BIO223/223L and ST202

### **ST202 Clinical Education III (2)**

Student clinical experiences are broadened in a hospital setting with the student expanding experience in the specialty surgical areas. The student will also begin to assist with circulating duties of the technologist.

**Prerequisite:** BIO131/BIO131L, ST104, and ST106

**Prerequisite or Concurrent:** BIO223/223L and ST201

**ST203 Specialized Surgical Technology (5)**

This course is a continuation of ST201. This course will focus on an overview of surgical specialties. Special consideration of the pediatric and older adult will be discussed. Transplant surgery including kidney, heart and lung will be explored. Clinical practice takes place in hospital operating rooms, as well as other intraoperative care facilities. During this last semester, as the student prepares for professional practice, further legal, and employment dimensions will be discussed.

**Prerequisite:** BIO223/BIO223L, ST201, and ST202

**Concurrent:** ST204

**ST204 Clinical Education IV (2)**

In this clinical course, students continue to gain experience in a variety of surgical settings with emphasis on more complex and specialized procedures.

**Prerequisite:** BIO223/BIO223L, ST201, and ST202

**Concurrent:** ST204

**SOC300 Epidemiology (3)**

An introduction to epidemiology, this course covers the principles and methods of epidemiologic investigation including describing the patterns of illness in populations and research designs for investigating the etiology of disease. The course introduces quantitative measures to determine risk, association and procedures for standardization of rates.

**Cross listed with SOC300.** Credit will not be granted for both SOC300 and BIO300.

**Prerequisite:**

SOC101 or PSY101

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<b>In addition to the faculty member listed above, the College is privileged to draw upon the expertise of part-time adjunct instructors as well as part-time clinical/lab instructors.</b>	

## Clinical Affiliation Agreement/Contract Member Listing

### COMPUTED TOMOGRAPHY

VA Medical Center

### DIAGNOSTIC MEDICAL SONOGRAPHY

Bertrand Chaffee Hospital  
Buffalo Medical Group  
Buffalo Ultrasound  
Dent Neurologic Group  
Eastern Niagara Health System  
Empire Ob/GYN  
Erie County Medical Center  
Great Lakes Medical Imaging  
Mercy Diagnostic & Treatment Center  
Millard Fillmore Suburban Hospital  
Mt. St. Mary's Hospital  
Niagara Falls Memorial Hospital  
University at Buffalo Surgeons  
Veterans Hospital  
WNY MRI

### ECHOCARDIOGRAPHY

Buffalo General Hospital  
Dr. Avino  
Erie County Medical Center  
Kenmore Mercy Hospital  
Niagara Falls Memorial Medical Center  
Pediatric Cardiology Associates  
Sisters of Charity Hospital  
Trinity Cardiology

### HEALTHCARE INFORMATICS

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Health eLink  
Kaleida Health System  
Lutheran Health System  
VA Medical Center

### HEALTH INFORMATION TECHNOLOGY

Beechwood Homes  
Brooks Memorial  
BryLin Hospitals, Inc.  
Buffalo Gastroenterology Associates  
Buffalo Medical Group  
Catholic Health System  
Crestwood Healthcare Center  
Eastern Niagara Health System (Lockport & Newfane)  
Erie County Medical Center  
Greater Buffalo United Accountable Healthcare Network  
Greenfield Health Rehabilitation Center  
Harris Hill Nursing Facility  
Highgate Medical Group, PC  
Hospice Center  
Independent Health  
Kaleida Health System  
Landmark MSO, LLC (Home Health)  
Medina Memorial Hospital  
Niagara Falls Memorial Hospital  
OB/GYN Associates of WNY  
O.P.W.D.D.  
Roswell Park Cancer Institute  
UNYTS (Upstate NY Transplant Services)  
WNY D.D.S.O.  
Wyoming County Community Hospital

### MASSAGE THERAPY

Hospice Buffalo  
Invision Health/Spa 400  
Peak Performance Chiropractic & Wellness  
Roswell Park Cancer Institute

Sisters of Charity Hospital  
Soma Cura Wellness Center

### MEDICAL ASSISTANT

Buffalo Medical Group  
Catholic Health System  
DLC Pediatrics  
Hamburg Primary Care  
Highgate Medical Group  
Jericho Road Community Health Center  
Kenmore Family Medicine  
Mercy Comprehensive Care Center  
(Catholic Health)  
Northtown Medical Associates  
Orchard Park Family Practice, P.C.  
Town Garden Pediatrics

### NURSING- AAS, BSN, and PN

Autumn View Health Care  
Best Self  
Brooks-TLC Hospital Systems, Inc.  
Brothers of Mercy  
Brothers of Mercy  
BryLin Hospitals, Inc.  
Buffalo General Hospital  
Buffalo Public School District  
Buffalo Seminary  
Catholic Health System  
Community Health Center of Buffalo, Inc.  
Elderwood  
Elderwood Health Care at Lakewood  
Elderwood Health Care at Maplewood  
Enterprise Charter School  
Erie County Department of Health  
Erie County Medical Center  
Erie County Medical Center  
Evergreen Health  
Father Baker Manor  
Garden Gate Health Care  
Greenfield Health & Rehab Center  
Greenfield Health & Rehab Center  
Harris Hill Nursing Facility  
Head Start  
Headstart Program- CAO  
Health Works of WNY  
Hospice & Palliative Care  
Hospice & Palliative Care, Buffalo  
Kaleida Health  
Lockport Memorial Hospital  
McAuley Residence  
McGuire Group  
Millard Fillmore Suburban Hospital  
Niagara County Sheriff's Office  
Niagara Falls Memorial Medical Center  
OB/GYN Associates of WNY  
Roswell Park Comprehensive Cancer Center  
Seneca Health Care Center  
South Buffalo Charter School  
South Buffalo Charter School  
Tapestry Charter School  
Town Garden Pediatrics  
Trinity Medical, WNY PC  
VA Medical Center  
VA WNY Healthcare System  
Visiting Nurses Association  
VIVE  
Wyoming County Community Hospital

### PHLEBOTOMY

Bertrand Chaffee Hospital

Brooks Memorial Hospital  
Buffalo General Hospital  
DeGraff Memorial Hospital  
Eastern Niagara Hospital  
Kenmore Mercy Hospital  
Lakeshore Hospital  
Mercy Hospital  
Millard Fillmore Suburban Hospital  
Mt. St. Mary Hospital  
Oishei Children's Hospital  
Quest Diagnostics

Roswell Park Cancer Institute  
Sisters of Charity Hospital  
St. Joseph Hospital  
Summit Park Medical Mall  
United Memorial Hospital  
Wyoming County Community Health System

### RADIOLOGIC TECHNOLOGY

Bertrand Chaffee Hospital  
Brooks Memorial Hospital  
Buffalo General Hospital  
Buffalo Medical Group  
DIA Invision Health  
Erie County Medical Center  
Excelsior Orthopedics  
Great Lakes Medical Imaging  
Kenmore Mercy Hospital  
Mercy Ambulatory Care Center  
Mercy Diagnostic & Treatment Center  
Mercy Hospital  
Oishei Children's Hospital  
Pinnacle Orthopedic  
Roswell Park Cancer Institute  
Seton Imaging  
Sisters of Charity Hospital  
Southtowns Imaging  
St. Joseph Hospital  
University Orthopaedics (UBMD)  
United Memorial Medical Center / Jerome Center / Genesee Orthopaedics  
VA Medical Center  
Windsong Radiology  
WNY Imaging Group

### STERILE PROCESSING & DISTRIBUTION (SPD) TECHNICIAN

Kenmore Mercy Hospital  
Mercy Hospital  
Sisters of Charity Hospital  
St. Joseph Hospital

### SURGICAL TECHNOLOGY

Buffalo General Hospital  
Erie County Medical Center  
Kenmore Mercy Hospital  
Mercy Hospital  
Millard Fillmore Suburban Hospital  
Mt. St. Mary's Hospital  
Oishei Children's Hospital  
Roswell Park Cancer Institute  
St. Joseph Hospital  
United Memorial Medical Center

## Advisory Councils

### HEALTHCARE INFORMATICS

**Karen Chiantella Camacho**, Clinical Informatics Analyst, Elderwood Administrative Services

**Carol Ott**, Trocaire College Alumni/ Business Manager Outpatient Rehabilitation, Catholic Health System

**Kim Storfer**, Sr. Manager of Client Engagements, Zen Healthcare IT, LLC

### HEALTH INFORMATION TECHNOLOGY

**Betsy Koch**, RHIT

**Maris Grosenbaugh**, RHIA

**Linda Hauck**, MA, RHIA, CTR, Asst. Director, HIM, Roswell Park Cancer Institute

**Maryann O'Brien**, MS, RHIA, Manager, Hospital Clinical & Coding Operations, Independent Health

**Cheryl Quarantello**, RHIA, Director of Health Information Management, Niagara Falls Memorial Medical Center

**Deneen Sprague**, RHIT, CCS-P, UB Physician's Group

**Jan Stevens**, RHIA

**Wendy Stoklosa**, RHIT, CTR, Manager, HIM, Kaleida Health-Larkin

**Nicolette Wilson**, MBA, Director, Revenue Cycle, Niagara Falls Memorial Medical Center

### MASSAGE THERAPY

**Susan Hanlon**, LMT, Massage Therapy Department Manager, Sisters of Charity Hospital

**John Holtje**, B.S., Admissions Counselor, Trocaire College

**Nicholas Jones**, DC, Chiropractor, Covell Chiropractic, Faculty, Trocaire College

**Linda Kerwin**, CST, RN, Ed.D, Dean of Health Professions, Trocaire College

**Dr. Allyson Lowe**, Vice President for Academic Affairs, Trocaire College

**Carolyn Mader-Beuler**, LMT, Independent Massage Therapist, Alumnus, Trocaire College

**Elizabeth Schmitt**, LMT, Director of Ancillary Services, Invision Health, Spa400 Manager

**Stephanie Tasulis**, B.A., LMT, CLT Independent Massage Therapist, Trocaire College Faculty

### MEDICAL ASSISTANT

**Amanda Gillespie**, Trocaire College Medical Assisting Student

**Candy Ingwersen**, MBA, JD., Independent Legal Writer

**Kimberly Jackson**, BSN, RN, Nurse Manager, Jericho Road Community Health Center

**Gabriela Jenica**, MS, RHIA, CMA, Full Time Medical Assistant Faculty, Trocaire College, Office Manager Highgate Medical Group

**Linda Kerwin**, Ed.D, CST, RN, MA, MSN, Dean of Health Professions, Trocaire College

**Kristen Magno**, CMA, Trocaire College Alumni, ECMC

**Jeanne O'Hara**, Office Manager, Mercy Comprehensive Care Center

**Maureen Rickard**, RHIT, CMBS, Office Manager, Frederick J. Piwko, MD, PC

**Renee Sawka**, RPA-C, Registered/Certified Physician Assistant

### NURSING – A.A.S. and B.S.

Catholic Health  
Hospice Buffalo  
Kaleida Health  
Kenmore Mercy Hospital  
Mercy Hospital of Buffalo  
Musculoskeletal Transplant Foundation  
Roswell Park Cancer Institute  
St. Joseph's Hospital  
The GreenFields  
Trocaire College Alumni  
Veteran's Affairs Medical Center  
BryLin Behavioral Health System

**Mildred Haskins**, Nurse Educator, Sisters of Charity Hospital

**Dr. Allyson Lowe**, Vice President for Academic Affairs, Trocaire College

**Steve Marks**, VP Education, Catholic Health

**Mary Rhinehart**, Nurse Educator, Erie County Medical Center

### PRACTICAL NURSING

Autumn View Health Care Facility  
Beechwood Homes  
Brothers of Mercy  
Elderwood  
Garden Gate Health Care Facility  
Harris Hill Nursing Facility  
Health Works of WNY  
McAuley Group  
Northgate Health Care Facility  
Seneca Health Care Center  
The GreenFields  
Trocaire College Alumni  
Trocaire College Student  
Weinberg Campus

**Myra Dunning**, PN Clinical, Trocaire College

**Dr. Phillip Fiorello**, Nursing Faculty, Trocaire College

**Dr. Allyson Lowe**, Vice President for Academic Affairs, Trocaire College  
**RADIOLOGIC TECHNOLOGY & MEDICAL IMAGING**

**Andrea Dickens**, BS, RT(R), Clinical Placement Coordinator, Trocaire College

**Amanda Machtel**, RT(R), RDCS, Echo Program Faculty, Trocaire College

**Terra ManWarren**, RDMS(OB/GYN), RVT, DMS Program Faculty, Trocaire College

**Lisa Hanavan**, MSRS, RT(R)(MR)(RA), RT Clinical Preceptor, Trocaire College

**Jessica Frampton-Setlock**, RT(R), RT Clinical Preceptor, Trocaire College

**Alexander Mikol**, RT Student, Trocaire College

**Dane Franklin**, RT(R), Imaging Manager Sisters of Charity Hospital

**Debbie Clark**, RT(R), Imaging Manager Erie County Medical Center

**Cynthia Battista**, President/Executive Director Grace Guest House

### SURGICAL TECHNOLOGY

**Mary Kathryn Peacock**, ST student

**Cheresse Paglia**, ST Program Graduate, CST, Erie County Medical Center

**Jaclyn Bianchi**, ST Clinical Coordinator and Program Faculty, CST, B.S., Trocaire College

**Taylor Swan**, ST Program Faculty, CST, B.S., Trocaire College

**Dr. Richard Linn**, Senior Vice President, Trocaire College, Administration

**Dr. Allyson Lowe**, Vice President for Academic Affairs, Trocaire College, Administration

**Doreen Kerner**, RN, Director of Perioperative Services, Mercy Hospital, ST Employer

**Gregory Czajka**, Physician Assistant, MPAS, PA-C, DFAAPA, Daemen College

**Caitlin Purcell**, Practicing CST, Buffalo Ambulatory Surgery Center

**Kimberlie Miller**, Executive Secretary, Public Member

**Peter Frederick**, MD, FACOG, Roswell Park Comprehensive Cancer Center, Surgeon



TROCAIRE  
C O L L E G E

**MAIN CAMPUS**  
360 Choate Avenue  
Buffalo, NY 14220  
716-826-1200

2262 Seneca Street  
Buffalo, NY 14210  
716-826-1200

**EXTENSION CENTER**  
(Trocaine Achievement Complex)  
6681 Transit Road  
Williamsville, NY 14221  
716-827-4300