

# I: INTRODUCTION

## THE METROPOLITAN LEARNING INSTITUTE

Metropolitan Learning Institute is a private, non-profit, charitable educational institution duly licensed, approved and accredited by New York and national regulatory agencies. The school offers thorough training in specialized fields at the following locations:

**Main and Extension Campuses:** The school's three locations are in Queens and Brooklyn, New York. Modern computer technologies and internet use are fully covered in all major programs, taught by skilled educators with years of teaching and practical business experience. Specialized tracks in accounting, bookkeeping, medical office administration and medical clinical skills are featured as well as the computer instruction. English as a Second Language is a component of some of the career programs. English language courses are also available for non-career purposes, but these standalone classes are not approved by MLI's accrediting body, the Council on Occupational Education, and are not eligible for Financial Aid.

## VISION STATEMENT

In response to the ever-growing demand for skilled individuals in the field of computer use, accounting/bookkeeping, medical administration and allied health specialties, Metropolitan Learning Institute's vision is to offer thorough career training in both computer software for PC applications utilizing the latest in computer technology advances for business applications, and in preparing allied health specialists who can safely function with competence in the present complex health care industry.

The school is committed to providing a safe, supportive learning environment that promotes excellence in learning and allows students to develop, cultivate and enhance self-confidence, technical skills, critical thinking abilities, appropriate work ethics, professionalism, personal discipline and leadership. The school further aims to provide each student with purposeful training to foster the development of appropriate personal values, motivation, self-respect, responsibility and accountability.

As a non-profit organization, Metropolitan Learning Institute is conscientious with the careful selection of candidates for admission. Candidates go through a screening process that sets them up for success in their chosen field. The administration, faculty and support staff personnel are encouraged to treat each individual student with respect and courtesy in meeting their needs without sacrificing quality instruction.

Contemporary computer technologies used in industry are incorporated in all coursework to assist the new graduate with communication strategies, which are a vital part of today's global business and health care fields. Hands-on applications provide a basic foundation towards developing critical entry level skills.

Courses provide the necessary training in pursuit of personal and career advancement. Students are supported with job search and employment counseling and assistance to meet relevant and current business and health service needs.

## **MISSION STATEMENT**

**The mission of Metropolitan Learning Institute, Inc. is “to see that each graduate is prepared with the personal attributes, drive, academic education; theoretical background, practical hands-on experience and knowledge of the field which he or she needs to successfully compete for employment and provide services in today’s business and health care environment.”**

MLI offers support and guidance with effective quality instruction and long-term academic support, excellent programs and courses covering the latest and most-demanded business and allied health skills, computer resources (hardware/software) using powerful current technology, ESL training/counseling, hands-on practice and job development to prepare students for “the world of work.”

## **II : SCHOOL INFORMATION**

### **HISTORY**

Metropolitan Learning Institute is a private, non-profit organization that was first established in 1996. It went through the process of obtaining a New York State license to open a proprietary school in the State of New York and eventually obtained a license to operate in November of 1999 in Forest Hills, Queens. In 2002, a second campus offering similar courses was opened at Rego Park, Queens and in March of 2006, a third branch was opened at Jackson Heights, also in Queens. In 2007 the Forest Hills location ceased operation, while in February 2010 NYS approval was obtained to open a new location in Brooklyn, NY.

Faced with the challenging need for the education of health care professionals in the field of practical nursing, MLI initiated planning for a Practical Nursing Program in the state of New Jersey in July, 2005. The LPN program was approved in early 2008 and the first classes began in June of that year in Jersey City, NJ.

The main campus of Metropolitan Learning Institute is now in Rego Park, Queens. The school has a present population of approximately 500 students overall, with a predicted potential growth of 750 students within the next few years.

Licensed by the New York State Education Department, MLI's New York locations provide Computer Office Technology training to a mostly immigrant student population with emphasis on English as a Second Language (ESL) instruction as a key component. Additional courses such as Medical Billing and Bookkeeping, also with ESL components, have been added to this core curriculum. Evening classes are available to accommodate the steady growth of student enrollment among working adults.

In late 2007 Accounting Assistant training without ESL was approved by NYS for MLI. In 2011, a Medical Administrative Assistant (MAA) program was also launched without an ESL component to provide immediate medical administrative and computer office training and skills. In 2013 Phlebotomy was added to the MAA program. The NJ LPN program ceased admissions in 2013 with an effort to bring the program to New York State, where most students who had studied actually lived. This effort is still ongoing. In early 2015, the New Jersey location ceased operation, while at the New York locations the school added (in early 2016) newer, short courses specializing in different areas of practical clinical healthcare work.

Programs in TASC (high school equivalency) test preparation in both English and Spanish are offered by the school on weekends, subject to enrollment of a sufficient quorum of students.

MLI was granted initial (candidacy) accreditation status in 2002 by the Council of Occupational Education (COE) based in Atlanta, Georgia and received a full six (6) year accreditation by the same regulatory body in 2004. In 2010 the school successfully completed its re-accreditation process with the COE and received an additional six-year term of approval.

## LOCATIONS

**Metropolitan Learning Institute is currently operating at three sites:**

**Main Campus:**  
97-77 Queens Blvd., 9<sup>th</sup> Floor  
Rego Park, NY 11374  
Phone (718) 897-0482  
Fax (718) 897-5667

**Extension:**  
82-11 37th Ave., 8<sup>th</sup> Floor  
Jackson Heights, NY 11372  
Phone (718) 651-8424  
Fax (718) 651-8423

**Extension:**  
550 59<sup>th</sup> Street  
Brooklyn, NY 11220  
Phone (718) 492-2120  
Fax (718) 492-2197

The Rego Park Main Campus has nine classrooms; seven fully computerized with 14-20 workstations each, and two arranged for traditional lectures seating 20-21 students each. The Jackson Heights Extension Campus has ten classrooms and a total of 110 computer workstations. The Brooklyn Extension Campus has ten classrooms and a total of 75 computer workstations. A Media Center is also present at each campus.

### **BUSINESS AND ADMISSION HOURS**

MONDAY TO FRIDAY                      9:00 A.M. to 10:15 P.M.

**Note:** In addition to the above hours, certain campuses are open on Saturdays and/or Sundays from 9:00 AM to 6:00 PM for make-up classes and short medical courses as needed.

### **LICENSE / APPROVAL / ACCREDITATION**

Metropolitan Learning Institute is licensed to operate by the New York State Education Department located at:

New York State Education Department/ACCESS/BPSS  
116 West 32<sup>nd</sup> Street  
New York, New York 10001  
(212) 643-4760  
[www.acces.nysed.gov/bpss/welcome-career-training-proprietary-schools](http://www.acces.nysed.gov/bpss/welcome-career-training-proprietary-schools)

Metropolitan Learning Institute (MLI) currently carries a full-accreditation status obtained in 2004 and renewed in 2010 with the Council on Occupational Education located at:

7840 Roswell Road, Bldg. 300, Suite 325  
Atlanta, GA 30350  
(770) 396-3898  
[www.council.org](http://www.council.org)

## ADMINISTRATIVE AND SUPPORT STAFF

### SENIOR MANAGEMENT

Dr. Boris Davidoff, CEO/CFO  
Dr. Albert Davydov, VP  
Mr. Robert Davydov, VP  
Mrs. Olga Davidoff, VP/Director

Mr. Vladimir Katz, Secretary  
Mr. James Bruce, Director  
Dr. Ronald Harmon, Director  
Ms. Deborah J. Marland, Director

### ADMINISTRATION

Dr. Boris Davidoff, Ph.D.	President and Chief Executive Officer / CFO
James Bruce	Campus Director, Rego Park Main Campus, NY
Ronald Harmon, Ph.D.	Campus Director, Jackson Heights Ext. Campus, NY
Olga Davidoff	Associate Director, Rego Park Main Campus, NY
Deborah J. Marland	Campus Director, Brooklyn Ext. Campus, NY
Masudul Hassan, M.D.	Medical Programs Manager
Janet Minas	Financial Aid Director*, Rego Park Campus, NY
Jian Yan Ma	Office Manager, Rego Park Main Campus, NY
Steven Nunez	Fin'l Aid Representative *, Jackson Hts. Ext. Campus, NY
	Quality Control Officer*, Rego Park Campus, NY
Jennifer Fan	Fin'l Aid Representative*, Brooklyn Ext. Campus, NY
Yomaira Estrada	Bursar Officer*, Rego Park Main Campus, NY
Fernando Colon	Network Administrator, Jackson Heights Ext. Campus, NY
Krzystof Czarnik	Network Administrator, Rego Park Main Campus, NY
Young Kwok	Network Administrator, Brooklyn Ext. Campus, NY

**\*these individuals assist students with financial aid applications**

### OUR INSTRUCTORS

Metropolitan Learning Institute has a faculty teaching cadre licensed by the New York State Education Department. Faculty members' names, degrees and institutions are given as follows:

<u>Faculty</u>	<u>Degree/Year</u>	<u>Institution Graduated From</u>
Alap, Florante	B.S. Education, 1971	Arellano University, Philippines
Batac, Fermin	B.S. Computer Science, 1987	AMA Computer College, Philippines
Becerra, Arturo C.	B.S. Bilingual Education, 1994	College of Old Westbury
Bultman, Zachary	B.S. Business Administration, 2011	San Diego State University
Carapostol, Ana	M.S. Modern Languages, 2010	University of Mississippi
Cevik, Asli	M.A. TESoL, 2013	City College of NY/CUNY

Chen, Corinna	B.S. Computer Science, 2001	Touro College
Chernogor, Oksana	A.S. Computer Info Sciences, 2000 M.S. Food Technology, 1995	ASA Institute, New York Odessa State University, Ukraine
Chowdhury, Dilruba R.	DCH, Pediatrics, 1991	Bangladesh Inst. of Child Health
Chowdhury, Kibria	B.A. Liberal Arts, 1985	Dhaka University, Bangladesh
Cyrille, Judith	B.A. Computer Science, 1990	Queens College/CUNY
Fuzaylov, Rafael	M.A. Economics, 1981	Tashkent Inst. of Economics, Uzbekistan
Gelman, Mark	M.A. English Education, 1993	Odessa Regional Institute, Ukraine
Haq, Shabbudin	MBBS, 1978	Dhaka University, Bangladesh
Hassan, Masudul	M.D. Cardiology, 1982	King's College Hospital, London, UK
Kar, Lakshman	M.O. Ophthalmology, 1998	Nat'l Ophthalmology Inst., Bangladesh
Khan, MD	M.A. Public Health, 2003	BSMM University, Dhaka, Bangladesh
Kulla, Dorian	B.A. Philosophy/English, 2013	Brooklyn College/CUNY
Leacy, Miles	B.S. Business/Finance, 1985	College of Staten Island/CUNY
Marcus, Melvin	B.S. Management Info Science, 1997	Syracuse University
Navarro, Jane	B.S. Computer Science, 2004	NY Institute of Technology
Noel, Marjory	B.A. Psychology, 1998	Baruch College/CUNY
Noory, Ramatullah	B.B.A Computer Information Sys., 1993	Baruch College/CUNY
Pacina, Florence	B.S. Business Administration, 1976	Univ. of San Carlos, Philippines
Peng, Yu Yi	B.B.A. Business Administration, 2010	Baruch College/CUNY
Pira, Mine	B.A. English Lang/Lit., 1987	University of Tirana (Albania)
Rada-Duarte, Jaime	B.S. Economics/Comp. Sci., 1976	Gran Colombia University
Raneses, Trinidad	B.S. Business Administration, 1980	University of the East, Philippines
Surkina, Helen	B.A. English, 1976	Azerbaijan Inst. of Foreign Languages
Zaman, Mohsin	MBBS, 2011	Dhaka University, Bangladesh

## **SCHOOL HOLIDAYS**

**2016**

New Year's Day	January 1st
Martin Luther King, Jr. Day	January 18th
President's Day	February 15th
Spring or Summer Break	April/July 2016 (dates vary)
Memorial Day	May 30th
Independence Day	July 4th
Labor Day	September 5th
Columbus Day	October 10th
Yom Kippur	October 11th
Veterans' Day	November 11th
Thanksgiving	November 24th to 25th
Christmas Recess	December 26th to December 30th

Classes are not held on school holidays observed by the school. Other ethnic/religious holidays may be added at the discretion of the President. Holidays are not counted for purposes of contracted time schedule. Holiday schedule is subject to change with minimum notice.

## **III: PROGRAMS OFFERED**

### **GENERAL PROGRAM POLICIES**

Metropolitan Learning Institute retains control over the courses and content which are offered at any given time. Required classes will be offered sequentially, but MLI does not guarantee that all courses, if applicable, will be available at all times or locations. MLI may change the textbooks, materials, and/or equipment without notice, subject to approval from Local and State regulatory agencies.

In the school's locations, each course within each program of study is approved by the New York State Education Department, which also administers the teacher licensing regulations. Instructors may teach only courses for which they are licensed. Teachers are assigned to cover classes where they will most effectively support the needs of the students and the school. The NYS Education Department/BPSS sets student/teacher ratios based on classroom size and type of program and course.

If an instructor is absent, or if technical difficulties prevent a class or lab session from being held, the missed subject hour(s) will be rescheduled before the end of the course or during any applicable recess break. Hours due to be made up in this manner will be rescheduled during the classes' range of hours whenever possible (morning: 9:00 a.m. to 2:00 p.m.; afternoon: 2:15 p.m. to 5:15 p.m.; evening: 5:15 p.m. to 10:15 p.m.), or on weekends by arrangement. If the regular teacher is unavailable for make-up sessions, MLI will assign other qualified personnel as required.

### **INSTRUCTIONAL HOUR**

One (1) Clock Hour of 60 minutes is equivalent to 50 minutes of instructional time and a 10 minute break. Therefore, each fifty (50) minute class period of a term is equal to one instructional hour, which is also equivalent to one clock hour. For a program that meets 25 hours a week, 100 hours is equal to approximately one school month. Note that this definition does not apply to MLI's TASC and specialized healthcare programs of 200 hours or under, but it does apply to individual 75-hour modules taken as 'standalone' classes (cf. avocational ESL courses not part of a longer Program)

### **BOOKS AND SUPPLIES**

Materials to support each course are regularly issued to students who satisfy financial aid requirements and who make required payments in the case of textbooks. Note that in the first five days of study by a newly-enrolled student at MLI, course-appropriate materials may be used in lieu of textbooks if a student's award status is not yet verified.

Textbooks are issued by the school on the first day of each course, except as noted above. It is vital that every student obtain approved textbooks immediately to keep up with the coursework. Books and other materials issued to a student are expected to be maintained in good condition until the end of a course. Full market price will be charged for reissue of damaged books, or those which are lost. The school will not accept returns of textbooks purchased by students (or paid for by financial aid) for credit; they are the property of the student and may be disposed of as he or she sees fit.



## COE APPROVED PROGRAM LIST

To provide students with a good education to bolster employment opportunities in their selected career fields, MLI program offerings include up-to-date computer training using software that is popular in large and small contemporary businesses. Computer Office Technology, Bookkeeping, and Medical Billing with English as a Second Language are available. Programs without an ESL component include Accounting Assistant, Medical Administrative Assistant, and 4 short programs in healthcare areas.

All MLI career programs are approved by the New York State Education Department/Bureau of Proprietary School Supervision (NYS-BPSS), and the following occupational programs are approved by the Council on Occupational Education (COE), which accredits MLI:

- *Computer Office Technology with ESL – 1500 hours (Brooklyn campus only)*
- *Computer Office Technology/Bookkeeping with ESL-1500 hours*
- *Computer Office Technology with Medical Billing and ESL-1500 hours*
- *Accounting Assistant-1500 hours*
- *Medical Administrative Assistant-1500 hours (Abridged Version-750 hours)  
(Only at Main and Brooklyn campuses)*
- *Specialized short courses in health care fields:*
  - Nursing Assistant (CNA) (130 hours) (Only at Main Campus)*
  - EKG Technician (72 hours) (Only at Main and Jackson Heights campuses)*
  - Phlebotomy (65 hours) (Only at Main and Jackson Heights campuses)*
  - Patient Care Technician (PCT) (89 hours) (Only at Main Campus)*  
*(Program availability and locations offered are subject to change)*

## NYS-APPROVED NON-OCCUPATIONAL PROGRAM LIST

Metropolitan Learning Institute is also authorized by the NYS-BPSS to give instruction in the following:

- *TASC(High School Equivalency Test) Preparation-200 hours\**
- *Standalone ESL courses in levels I-VIII\*\*-75 hours each course*  
*(\*Program/\*\*Courses featured in Appendix G\*/K\*\* at the end of this catalog)*

The TASC Program and the avocational (non-occupational) standalone ESL courses are not accredited by the Council on Occupational Education and are not eligible for financial aid assistance for students who enroll in them.

## HOURS OF STUDY

For MLI's 1500 and 750-hour programs, two regular class sessions are available to students: Day and Evening. These classes meet within the following *range* of hours:

- Days - between the hours of 9:00 AM and 2:00 PM, Monday to Friday.
- Evenings - between the hours of 5:15 PM and 10:15 PM, Monday to Friday.

For shorter courses, such as specialized healthcare programs and the TASC program, classes may meet during the above times and also between 2:15 and 5:15 PM weekdays, and/or Saturday and Sunday between 9:00 AM to 6:00 PM. Exact schedules depend on the program and are published prior to every enrollment.

## PROGRAM OUTLINES

Information on each program of study offered by Metropolitan Learning Institute includes the program's objective, code, completion time, sessions, entrance requirements, maximum time frame and evaluation points, credential awarded, and course requirements (arranged in sequential order by term).

### Computer Office Technology with ESL (OT1500)

#### **Program Objective:**

The program commences with 600 hours of intensive ESL instruction. After completion of the ESL component, the student is introduced to software in high demand that are utilized in businesses dealing with word processing, spreadsheet data analysis, customized presentations, electronic mail messaging and information data exchange. Hands-on training in the above mentioned areas is done based on the theory of computer operations. A main feature of the program is experiencing complete intercommunication and interaction between various types of office computer applications to provide full coverage of business needs arising from a realistic business environment.

**Program Code:** OT1500-Computer Office Technology with ESL

**Program Requirements:** (in sequential order by term)

<i>Term</i>	<i>Course Title</i>	<i>Course Code</i>	<i>Hours</i>
	Intermediate ESL I	E100	75
	Intermediate ESL II	E105	75
	Intermediate ESL III	E110	75
	Intermediate ESL IV	E115	75
	Advanced ESL V	E120	75
	Advanced ESL VI	E125	75
	Advanced ESL VII	E130	75
	Advanced ESL VIII	E135	75
	COT I-Keyboarding	T100	75
	COT II-Windows OS	T105	75
	COT III-MS Word	T110	75
	COT IV-MS Excel	T115	75
	COT V-PowerPoint/Outlook	T120	75
	COT VI- Introduction to Online Living, Networks and the Internet	A100	75
	COT VII-MS Access	T130	75
	Basic Business Communication	E150	75
	Business Correspondence	E160	75
	Communication Skills Usage	E170	75
	Career Preparation	C100	75
	Internship (School Project)	M905	75

**Computer Office Technology/Bookkeeping and ESL (OB1500)**

**Program Objective:**

The program commences with 600 hours of intensive ESL instruction. After completing the ESL component, the student is introduced to software that is in high demand in any business dealing with word processing, spreadsheet data analysis, customized presentations and electronic mail messaging. The student applies knowledge learned in the classroom to office accounting procedures, along with specific professional software utilities. Hands-on training in the above mentioned areas is done based on theories of computer operations and bookkeeping data processing. A main feature of the program is experiencing integration between generic and specific skills based on intercommunication and interaction between different types of office computer applications to provide full coverage of bookkeeping and accounting needs arising from a realistic business environment.

**Program Code:** OB1500-Computer Office Technology/Bookkeeping and ESL

**Program Requirements:** (in sequential order by term)

<u>Term</u>	<u>Course Title</u>	<u>Course Code</u>	<u>Hours</u>
	Intermediate ESL I	E100	75
	Intermediate ESL II	E105	75
	Intermediate ESL III	E110	75
	Intermediate ESL IV	E115	75
	Advanced ESL V	E120	75
	Advanced ESL VI	E125	75
	Advanced ESL VII	E130	75
	Advanced ESL VIII	E135	75
	COT I-Keyboarding	T100	75
	COT II-Windows OS	T105	75
	COT III-MS Word	T110	75
	COT IV-MS Excel	T115	75
	COT V-PowerPoint/Outlook	T120	75
	Math for Business	K100	75
	Fundamentals of Accounting I	K105	75
	Fundamentals of Accounting II	K110	75
	Computerized Accounting with Peachtree/Sage 50	K115	75
	Computerized Accounting with QuickBooks	K120	75
	Basic Business Communication	E150	75
	Career Preparation	C100	75

**Computer Office Technology with Medical Billing and ESL (OM1500)**

**Program Objective:**

The program commences with 600 hours of intensive ESL instruction. After completion of the ESL component, the program introduces the student to software in high demand that is utilized in medical offices dealing with word processing, spreadsheet data analysis, customized presentations and electronic mail messaging. Students learn to apply medical office billing procedures in conjunction with specific

professional software utilities. Hands-on training in the above mentioned areas is provided based on theories of computer operations and medical word and document processing. A main feature of the program is experiencing integration between generic and specific skills based on intercommunication and interaction between different types of office computer applications to provide full coverage of medical offices' business needs arising from a realistic business environment.

**Program Code:** OM1500-Computer Office Technology with Medical Billing and ESL

**Program Requirements:** (in sequential order by term)

<u>Term</u>	<u>Course Title</u>	<u>Course Code</u>	<u>Hours</u>
	Intermediate ESL I	E100	75
	Intermediate ESL II	E105	75
	Intermediate ESL III	E110	75
	Intermediate ESL IV	E115	75
	Advanced ESL V	E120	75
	Advanced ESL VI	E125	75
	Advanced ESL VII	E130	75
	Advanced ESL VIII	E135	75
	COT I-Keyboarding	T100	75
	COT II-Windows OS	T105	75
	COT III-MS Word	T110	75
	COT IV-MS Excel	T115	75
	COT V-PowerPoint/Outlook	T120	75
	Medical Terminology	B100	75
	Medical Office Procedures	B105	75
	Medical Word Processing and Transcription	B110	75
	Medical Insurance, Billing and Recordkeeping	B115	75
	Basic Business Communication	E150	75
	Business Correspondence	E160	75
	Career Preparation	C100	75

**Accounting Assistant (AA1500)**

**Program Objective:**

The program commences with 525 hours of intensive introduction to software that is in high demand in any business dealing with word processing, spreadsheet data analysis, customized presentations and electronic mail messaging. The student applies knowledge learned in the classroom to office accounting procedures, along with specific professional software utilities. Hands-on training in the above mentioned areas are done based on theories of computer operations and accounts data processing. Following the Microsoft Windows component, students receive a thorough grounding in business math and principles of accounting, including payroll and tax accounting as well as training in customized accounting software packages in common use nationwide. This component is 750 hours in length. 225 hours of business communications and career preparation courses round out the program.

**Program Code:** AA1500-Accounting Assistant

**Program Requirements:** (in sequential order by term)

<b><i>Term</i></b>	<b><i>Course Title</i></b>	<b><i>Course Code</i></b>	<b><i>Hours</i></b>
	COT I-Keyboarding	T100	75
	COT II-Windows OS	T105	75
	COT III-MS Word	T110	75
	COT IV-MS Excel	T115	75
	COT V-PowerPoint/Outlook	T120	75
	COT VI- Introduction to Online Living, Networks and the Internet	A100	75
	COT VII-MS Access	T130	75
	Math for Business	K100	75
	Fundamentals of Accounting I	K105	75
	Fundamentals of Accounting II	K110	75
	Fundamentals of Accounting III	K125	75
	Fundamentals of Accounting IV	K130	75
	Income Tax Procedures I	K135	75
	Income Tax Procedures II	K140	75
	Computerized Accounting with Peachtree/Sage 50	K115	75
	Computerized Accounting with QuickBooks	K120	75
	Payroll Accounting I	K145	75
	Basic Business Communication	E150	75
	Business Correspondence	E160	75
	Career Preparation	C100	75

**Medical Administrative Assistant (MA1500)**

**Program Objective:**

The program commences with 300 hours of medical fundamentals and terminology, followed by 300 hours of intensive introduction to software that is in high demand in any business dealing with keyboarding, word processing, and spreadsheet data analysis. Following the Microsoft Windows component, students receive a thorough grounding in applied principles of medical office work, phlebotomy, EKG and clinical procedures as well as training in customized medical billing software packages in common use nationwide. This component is 750 hours in length. The student applies knowledge learned in the classroom to medical office procedures, along with specific professional software utilities. Hands-on training in the above mentioned areas are done based on theories of computer operations and medical billing. 150 hours of business communications and human relations courses round out the program.

**Program Code:** MA1500-Medical Administrative Assistant

**Program Requirements:** (in sequential order by term)

<u>Term</u>	<u>Course Title</u>	<u>Course Code</u>	<u>Hours</u>
	Anatomy and Physiology I	M101	75
	Anatomy and Physiology II	M102	75
	Medical Terminology I	B100	75
	Medical Terminology II	B101	75
	COT I-Keyboarding	T100	75
	COT II-Windows OS	T105	75
	COT III-MS Word	T110	75
	COT IV-MS Excel	T115	75
	Phlebotomy	P100	75
	Medical Office Procedures	B105	75
	Medical Law and Biomedical Ethics	M103	75
	Aseptic Techniques	M104	75
	Medical Insurance, Billing and Recordkeeping	B115	75
	Basic Concepts of EKG	M105	75
	Advanced Concepts of EKG	M106	75
	Clinical Procedure	M107	75
	Medical Office Emergencies and CPR	M108	75
	Medical Transcription	M109	75
	Basic Business Communication	E150	75
	Interpersonal Skills and Human Relations	E180	75

**Medical Administrative Assistant – Abridged (AB750)**

**Program Objective:**

The program was designed to offer students who have already completed the OM-1500 hour Medical Billing program the opportunity to take the more specialized MAA classes. Since 2014 however, the program may be taken without completion of OM-1500 as a prerequisite for enrollment. A tuition down-payment by the student of 10% of the total program cost is required before matriculation if the student utilizes Title IV financial aid. Class work commences with 225 hours of expanded medical terminology and anatomy and physiology, followed by a thorough grounding in applied principles of medical clinical work, phlebotomy, EKG and medical law/ethics. CPR and patient relations are also covered. These components are 525 hours in length. The student applies knowledge learned in the classroom to medical office procedures, along with specific professional clinical tasks.

**Program Code:** AB750-Medical Administrative Assistant (Abridged)

**Program Requirements:** (in sequential order by term)

<u>Term</u>	<u>Course Title</u>	<u>Course Code</u>	<u>Hours</u>
	Anatomy and Physiology I	M101	75

Anatomy and Physiology II	M102	75
Medical Terminology II	B101	75
Medical Law and Biomedical Ethics	M103	75
Aseptic Techniques	M104	75
Basic Concepts of EKG	M105	75
Advanced Concepts of EKG	M106	75
Clinical Procedure	M107	75
Medical Office Emergencies and CPR	M108	75
Interpersonal Skills and Human Relations	E180	75

**THE FOLLOWING APPLIES TO ALL ABOVE-MENTIONED OCCUPATIONAL PROGRAMS\*:**

**Completion Time:** Four Terms in 15 weeks each (1500 hours, 60 weeks).

\*Two Terms in 15 weeks each (750 hours, 30 weeks) for MAA-Abridged.

**Sessions:** Full time sessions are available in the morning and in the evening (see academic calendar on page 19). Students attend classes 25 academic hours per week.

**Program Readiness:**

Prospective students are typically required to take the *CELSA, COMPASS and/or ASSET tests* to determine if they possess the Quantitative and/or Verbal skills that are necessary for intensive study. Any applicant who scores below the minimum cutoff mark in any given test is advised to reconsider his/her career training choice.

**Entrance Requirements:**

1. High school diploma or equivalent, evaluated by nationally-recognized translation/evaluation service if issued outside the USA, Puerto Rico or Guam. Note that some HS completion certificates such as an IEP may not be acceptable.
2. Each applicant for 1500 hour programs *with* an ESL component will be tested to establish his or her need for Intermediate ESL instruction before enrollment, as well as for quantitative skills. To qualify, applicants must achieve a minimum score of 33 on the Numerical part of the ASSET test or 25 Numerical on the COMPASS test and also achieve a 97 or greater score on the CELSA (English) test.

Each applicant for 750-1500 hour programs *without* an ESL component will be tested to establish his or her reading, writing and quantitative skills. To qualify, applicants must achieve a minimum composite score of 35/35/33 on the Reading/Writing/Numerical parts of the ASSET test or 62/32/25 on the Reading/Writing/Numerical parts of the COMPASS test.

**ALL TESTING MUST BE COMPLETED PRIOR TO STARTING THE CHOSEN PROGRAM.**

Applicants with a U.S HSD or TASC/GED are exempt from this testing.

3. At the end of the Intermediate ESL VIII course (if applicable), students who receive a minimum of 70 (C) in their Level VIII ESL course and are in good academic standing will begin the computer-based portion of their program.

4. Any student who fails to achieve the minimum passing grades in their ESL levels must repeat appropriate units of Intermediate ESL (Remedial placement will be decided by the Campus Director and will consider the student's circumstances on a case-by-case basis).

**Maximum Time Frame and Evaluation Points:**

The maximum time frame to satisfy program requirements is six terms (2250 hours). Evaluation points are every term (375 hours).

**Credential Awarded:** Diploma

**COURSE DESCRIPTIONS**

**Foundation Courses :**

**Basic Business Communications-E150 - 75 hours**

This course develops needed written and oral communication skills for use in business. It features an introduction to communications, structure and style of the English language, being an effective listener, business vocabulary, and the applied practice of oral communications in an office environment.

**Business Correspondence - E160 - 75 hours**

This course consists of developing effective business writing skills and studying vocabulary frequently used in selected business areas. The course features basic letter writing, such as formatting letters, messages and memos. E-mails and other e-correspondence are prominently featured.

**Career Preparation-C100 - 75 hours**

This course gives students training in job search procedures. It demonstrates ways to decide on job objectives, locate unlisted jobs, identify possible employers and research them in advance, develop a personal contact network, and practice interviewing skills. At the conclusion of the course, each student generates a complete and updated resume, and learns how to write effective cover letters and follow-up correspondence.

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**COT I-Keyboarding-T100 - 75 hours**

This course teaches the student to learn and apply main keyboarding techniques in blind typing and demonstrate a typing speed of 30- 40 wpm upon course completion.

**COT II-Windows OS-T105 - 75 hours**

This course allows students to obtain basic knowledge of the latest release of “Windows Operating System” giving them the ability to navigate a computer (PC or laptop) and access the Internet.



**COT III-MS Word-T110 - 75 hours**

This course teaches the student to produce documents using word processing techniques for keying, editing, formatting, printing, and to apply a variety of templates to speed up the production of documents.

**COT IV-MS Excel-T115 - 75 hours**

This course teaches the student to produce spreadsheets, handle and analyze data, utilize worksheet formulas and functions and apply “Excel” templates to generate standard documents.

**COT V-PowerPoint/Outlook-T120 - 75 hours**

This course enables the student to implement “PowerPoint” as a presentation builder, learn and utilize “Outlook” information management features, and compose, receive/send e-mail messages and documents.

**COT VI Introduction to Online Living, Networks and the Internet-A100 - 75 hours**

Upon Completion of the course students will be able to identify how the Internet works and know the uses of and issues relating to Social Media in information organizations and related disciplines.

**COT VII-MS Access-T130 - 75 hours**

This course enables the student to create and manage databases and to merge data using MS-Access.

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**Intermediate ESL I - E100 - 75 hours**

This is a course for students who are recent immigrants or who have not improved their English since coming to the USA. The students are not expected to be absolute beginners and will have had some contact with the language, even if passively. Basic sentence construction, spelling, punctuation and grammar are the featured class subjects.

**Intermediate ESL II - E105 - 75 hours**

This course introduces students to basic conversation practice and begins simple reading and writing exercises. Dialogues and sentence structure are stressed. (Prerequisite: E 100)

**Intermediate ESL III -E110 - 75 hours**

Clear and organized writing skills and the further exercise of conversation, listening and phonetics are the topics of this class. (Prerequisites: E100 and E105).

### **Intermediate ESL IV-E115 - 75 hours**

Emphasizing conversation practice, this course reinforces grammar and vocabulary-building. It also continues the development of reading and writing skills. (Prerequisites: E100, E105 and E110)

### **Advanced ESL V - E120 - 75 hours**

Writing about specific topics in depth is introduced in this course. Students participate in group discussions and make oral presentations to the class as a whole. Work-related terminology (Particularly concerning the modern office environment) is introduced as new vocabulary in career-based ESL classes. (Prerequisites: E100, E105, E110 and E115)

### **Advanced ESL VI - E 125 - 75 hours**

Development of effective business-related communications is stressed in this course. Students learn listening and note-taking, quick reading for comprehension, basic presentation techniques in the context of business and productive writing skills. (Prerequisites: E100, E105, E110, E115, and E120)

### **Advanced ESL VII - E130 - 75 hours**

This course expands on the business communication techniques previously learned. New topics include telephone skills, problem solving and job interview skills. (Prerequisites: E100, E105, E110, E115, E120, and E125)

### **Advanced ESL VIII-E 135 – 75 hours**

A final review of grammar and writing is the focus of this course. Basic and advanced correspondence preparation is stressed to achieve certain desired goals, such as informing, replying and requesting. (Prerequisites: E100, E105, E110, E115, E120, E125, and E130)

### **Computer Office Technology with ESL – 1500 Hours**

#### **Communication Skills Usage – E170 – 75 hours**

Course includes intense coverage of grammar, punctuation, and word usage skills required by business professionals. The goal is to further improve both written and oral communication skills as required for success in business. (Prerequisites: E150, E160).

#### **Internship (School Project) - M905 - 75 hours**

This is an in-school internship intended to support the work covered in the Computer Office Technology course. Students must participate on a team approach under the guidance of a project manager, and work in an office computer application environment.

### **Computer Office Technology/Bookkeeping and ESL – 1500 Hours** **Accounting Assistant – 1500 Hours**

#### **Computerized Accounting with –Peachtree/Sage 50-K115 - 75 hours**

Upon Completion of the course students will be able to utilize special software tools to make general ledger entries, handle banking procedures, calculate and produce payrolls, and generate special forms

and reports.

**Computerized Accounting with Quickbooks-K120 - 75 hours**

Upon Completion of the course students will be able to utilize special software tools to make general ledger entries, calculate and produce payrolls, generate special forms and reports.

**Fundamentals of Accounting I-K105 - 75 hours**

Upon Completion of the course students will be able to make general ledger entries, handle banking procedures, calculate and produce payrolls. *(Included in LAA1500 program)*

**Fundamentals of Accounting II-K110 - 75 hours**

Upon Completion of the course students will be able to implement accounting procedures for merchandise inventory, calculate property cost, plant, and equipment. They will be capable to make assessment of capital expenditures and revenues.

**Fundamentals of Accounting III-K125 - 75 hours**

Upon completion of the course students will be able to account for bad debts, account for notes, account for merchandise inventory, and account for property, plant, equipment, and prepare financial statements for a partnership.

**Fundamentals of Accounting IV-K130 - 75 hours**

Upon completion of the course students will be able to account for stocks and bonds, prepare a Statement of Cash Flow, and analyze financial statements.

**Income Tax Procedures I-K135 - 75 hours**

Upon completion of the course students will be able to prepare an income tax return for an individual.

**Income Tax Procedures II-K140 - 75 hours**

Upon completion of the course students will be able to prepare an income tax return for a partnership or a corporation.

**Payroll Accounting I-K145 - 75 hours**

Upon completion of the course students will be able to compute payroll amounts and prepare all payroll records in compliance with FLSA regulations.

**Math for Business-K100 - 75 hours**

Upon Completion of the course students will be able to implement a mathematical approach and apply math operations to calculate business data.

**Computer Office Technology with Medical Billing and ESL – 1500 Hours**  
**Medical Administrative Assistant – 1500 Hours**  
**Medical Administrative Assistant – Abridged-750 Hours**

**Medical Terminology I-B100 – 75 hours**

Upon Completion of the course students will be able to distinguish basic medical office forms and documents, implement and utilize medical terminology to fill out basic documents.

**Medical Terminology II-B101 – 75 hours**

Upon Completion of the course students will be able to distinguish advanced medical office forms and documents, implement and utilize medical terminology to fill out advanced charts and forms.

**Medical Office Procedures-B105 - 75 hours**

Upon Completion of the course students will be able to define most common medical office procedures and handle basic medical office routines.

**Medical Word Processing and Transcription-B110 – 75 hours**

Upon Completion of the course students will be able to produce most common medical documents and implement transcription routines.

**Medical Insurance, Billing and Recordkeeping-B115 - 75 hours**

Upon Completion of the course students will be able to produce insurance claims, handle billing procedures, and enter and manage medical records.

**Anatomy and Physiology I-M101 – 75 hours**

Upon Completion of the course students will be able to distinguish basic concepts and features of the human body and its musculoskeletal system.

**Anatomy and Physiology II-M102 – 75 hours**

Upon Completion of the course students will be able to distinguish advanced vocabulary and concepts relating to the human body's nervous and circulatory/organ systems, biochemistry, reproductive system, and illnesses and emergency conditions.

**Medical Law and Biomedical Ethics-M103 – 75 hours**

Upon Completion of the course students will be able to identify the main components of contemporary Medical Law and Ethics/Biomedical Ethics and understand their importance in a small to mid-sized medical practice environment from a professional's standpoint.

**Aseptic Techniques-M104 – 75/50 hours**

Upon Completion of the course students will be able to distinguish and apply proper aseptic techniques including sterilization and autoclave, as well as medical waste disposal techniques.

**Basic Concepts of EKG-M105 – 75 hours**

Upon Completion of the course students will be able to distinguish the basic principles of operation and calibration of EKG systems.

**Advanced Concepts of EKG-M106 – 75 hours**

Upon Completion of the course students will be able to distinguish advanced techniques of taking EKG readings, their interpretation, and troubleshooting potential problems encountered with the equipment.

**Clinical Procedure-M107 – 75 hours**

Upon Completion of the course students will be able to distinguish basic medical office clinical procedures used for routine visits and examinations.

**Medical Office Emergencies and CPR-M108 – 75 hours**

Upon Completion of the course students will be able to distinguish procedures for what to do and how to act during a medical office emergency involving patients with acute medical episodes and/or with trauma injuries. Basic CPR training is also provided by a certified instructor.

**Medical Transcription-M109 – 75 hours**

Upon Completion of the course students will be able to produce most common medical documents and implement transcription routines.

**Phlebotomy-P100 – 75 hours**

Upon Completion of the course students will be able to identify the equipment and supplies necessary to draw blood, demonstrate proper phlebotomy safety techniques and, under supervision, draw blood from mannequin arms and from other students. (Prerequisites: M101, M102)

**Interpersonal Skills and Human Relations-E180-75 hours**

Courses include intense coverage of proper medical office protocols, patient care and addressing concerns, dealing with grievances and other human relations skills required by medical administrative professionals. The goal is to further improve both customer service and oral communication skills as required for success in medical administration.

## **IV: SHORT PROGRAMS OFFERED: HEALTHCARE SPECIALTIES**

### **PROGRAM OUTLINES**

Information on each individual short program of healthcare study offered by Metropolitan Learning Institute includes the program's objective, code, completion time, sessions, entrance requirements, maximum time frame and evaluation points credential awarded, and course requirements (arranged in sequential order).

#### **CERTIFIED NURSING ASSISTANT/AIDE – 130 HOURS (CNA130)**

The objective of this course is to prepare competent entry level Nurse Aides who will assist RNs in nursing homes (RHCF), hospitals, agencies, or in patients' homes (on private duty).

The Nursing Assistant will perform simple and basic nursing functions under the supervision of a Registered Nurse, or sometimes a Licensed Practical Nurse. Nursing Assistants perform functions and procedures relating to personal hygiene, safety, nutrition, exercise and elimination needs. They may also assist with admission and discharge of patients, as well as in measurement of vital signs.

Listed below are the courses included in this program and the number of hours offered for each course:

*Clinical Procedures (CNA-CP) – 65 hours*  
*Anatomy and Physiology (CNA-AP) – 20 hours*  
*Medical Terminology (CNA-MT) – 10 hours*  
*Career Preparation (CNA-C5) – 5 hours*  
*Internship (CNA-IN) – 30 Hours*

#### **PHLEBOTOMY TECHNICIAN – 65 Hours (PT065)**

The objective of this course is to prepare the student to assist a physician in the drawing of blood from patients from all different age groups in a hospital, clinic, doctor's office or other healthcare facility.

The student will demonstrate the ability to draw blood under supervision, identify and fill various color-coded test tubes, show an understanding of medical terms and observe and implement proper procedures for medical asepsis.

Upon completion of this course, the student will be eligible for an entry level position as a Phlebotomy Technician. The student will observe medical asepsis, as well as demonstrate an understanding of anatomy and physiology and medical terminology.

Listed below are the courses included in this program and the number of hours offered for each course:

*Anatomy and Physiology (PT-AP) – 6 hours*  
*Medical Asepsis (PT-MA) – 6 hours*  
*Medical Terminology (PT-MT) - 6 hours*  
*Phlebotomy (Theory) (PT-PT) – 18 hours*  
*Phlebotomy (Skills) (PT-PS) – 24 hours*  
*Career Preparation (PT-C5) – 5 hours*

### **ELECTROCARDIOGRAPHY (EKG) TECHNICIAN – 72 HOURS (EKG072)**

The objective of this course is to prepare an entry level EKG Technician (or medical support staff wanting to increase their knowledge of EKG) to assist a physician in a private office setting, an emergency room, a hospital or a clinic.

Upon completion of this course, the student will be eligible for an entry level position as an EKG Technician able to perform EKG readings on all age groups in health care facilities. The student will demonstrate the ability to identify arrhythmias, myocardial infarction, hypertrophy, eliminate artifacts, use the universal coding system, perform mounting and label EKG tracings.

Listed below are the courses included in this program and the number of hours offered for each course:

*Anatomy and Physiology (EKG-AP) –12 hours*  
*Medical Asepsis (EKG-MA) – 10 hours*  
*Medical Terminology (EKG-MT) - 8 hours*  
*EKG Paper & Machine Use (EKG-PM) - 6 hours*  
*EKG Practical/Skill (EKG-PS) - 36 hours*

### **PATIENT CARE TECHNICIAN/PCT/PCA – 89 HOURS (PCT089)**

The objective of this course is to prepare the student to assist RNs in a RHCF or hospital. Upon completion of this course, the student will be able to conduct EKGs and do blood drawing (phlebotomy). The student will also demonstrate an understanding of anatomy and physiology, medical terminology and medical asepsis. The student will be able to identify and use various types of color coded test tubes.

Listed below are the courses included in this program and the number of hours offered for each course:

*Anatomy and Physiology (PCT-AP) –7 hours*  
*Medical Asepsis (PCT-MA) – 6 hours*  
*Medical Terminology (PCT-MT) - 6 hours*  
*EKG Theory (PCT-ET) - 15 hours*  
*EKG Practical/Skill (PCT-EP) - 15 hours*  
*Phlebotomy /Theory (PCT-PT) – 15 hours*  
*Phlebotomy /Skills (PCT-PS) – 20 hours*  
*Career Preparation (PCT-C5) – 5 hours*

## **COURSE DESCRIPTIONS**

### **NURSING ASSISTANT/AIDE – 130 Hours**

#### **Clinical Procedures (CNA-CP) – 65 hours**

Upon completion of the course students will be able to perform functions and procedures relating to personal hygiene, safety, nutrition, vital signs, exercise and elimination needs. They will be able to assist with the admission and discharge of patients.

#### **Anatomy and Physiology (CNA-AP) – 15 Hours**

Upon completion of the course students will be able to distinguish basic concepts and features of the human body and its various systems.

**Medical Terminology (CNA-MT) – 10 hours**

Upon completion of this course students will be able to distinguish basic medical office forms and documents, implement and utilize medical terminology to fill out basic documents.

**Career Preparation (CNA-C5) – 5 hours**

This course gives students training in job search procedures and an overview of how to write effective correspondence. At the course end, each student will be prepared to create a complete, updated resume.

**Internship (CNA-IN) – 30 hours**

Upon completion of the Internship students will successfully complete all clinical skills and the Nursing Assistant/Aide course.

**PHLEBOTOMY TECHNICIAN – 65 Hours**

**Anatomy and Physiology (PT-AP) – 6 Hours**

Upon completion of the course students will be able to distinguish basic concepts and features of the human body and its various systems.

**Medical Asepsis (PT-MA) – 6 hours**

Upon completion of this course students will demonstrate knowledge of various aseptic procedures regarding daily life routine.

**Medical Terminology (PT-MT) – 6 hours**

Upon completion of this course students will be able to distinguish basic medical office forms and documents, implement and utilize medical terminology to fill out basic documents.

**Phlebotomy Theory (PT-PT) – 18 hours**

After completion of this course students will be able to know different methods of drawing blood from the human body and how to give I.V. Therapy.

**Phlebotomy Skills (PT-PS) – 24 hours**

After completion of this course the students will be able to practically draw blood and capillary puncture, and how to puncture the vein and capillaries.

**Career Preparation (PT-C5) – As above**

**ELECTROCARDIOGRAPHY (EKG) TECHNICIAN – 72 hours**

**Anatomy and Physiology (EKG-AP) – 12 hours**

Upon completion of the course students will be able to distinguish basic concepts and features of the human body, functions and structure of the heart and blood.



**Medical Asepsis (EKG-MA) – 10 hours**

Upon completion of this course students will demonstrate knowledge of various aseptic procedures regarding daily life routine.

**Medical Terminology (EKG-MT) – 8 hours**

Upon completion of this course students will be able to distinguish basic medical office forms and documents, implement and utilize medical terminology to fill out basic documents.

**EKG Paper & Machine Use (EKG-PM) – 6 hours**

Upon completion of this course students will know the reasons for performing EKGs, how to do an EKG, and identify the various functions and specific procedures of an EKG machine.

**EKG Practical/Skill (EKG-PS) – 36 hours**

Upon completion of this course students will demonstrate practical knowledge of EKG machine use, take multiple strips, and interpret their results.

**PATIENT CARE TECHNICIAN/PCT/PCA – 89 hours**

**Anatomy and Physiology (PCT-AP) – 7 hours**

Upon completion of the course students will be able to distinguish basic concepts and features of the human body, functions and structure of the heart and blood.

**Medical Asepsis (PCT-MA) – 6 hours**

Upon completion of this course students will demonstrate knowledge of various aseptic procedures regarding daily life routine.

**Medical Terminology (PCT-MT) – 6 hours**

Upon completion of this course students will be able to distinguish basic medical office forms and documents, implement and utilize medical terminology to fill out basic documents.

**EKG Theory (PCT-ET) – 15 hours**

Upon completion of this course students will know the reasons for performing EKGs, how to do an EKG, and identify the various functions and specific procedures of an EKG machine.

**EKG Practical Skills (PCT-EP) – 15 hours**

Upon completion of this course students will demonstrate practical knowledge of EKG machine use, take multiple strips, and interpret their results.

**Phlebotomy/Theory (PCT-PT) – 15 hours**

After completion of this course students will be able to know different methods of drawing blood from the human body and how to give I.V. Therapy.

### **Phlebotomy Skills (PCT-PS) 20 hours**

After completion of this course the students will be able to practically draw blood and capillary puncture, and how to puncture the vein and capillaries.

**Career Preparation (PCT-C5)** – As above

### **HOURS OF STUDY**

Two regular sessions (Day and Evening) are available.

Day Session: Monday to Friday: 9:00 AM to 2:00 PM

Evening Session: Monday to Friday 5:15 PM to 10:15 PM

For these shorter courses, classes may meet during the above times and also between 2:15 and 5:15 PM weekdays, and/or Saturday and Sunday between 9:00 AM to 6:00 PM. Exact schedules depend on the program and are published prior to every enrollment.

### **ADDITIONAL INFORMATION FOR NURSE AIDE COURSE:**

To assure successful completion of the training program as a Nurse Aide, any applicant wishing to matriculate in the program *is required* to be available for class sessions covering the entire length of the program. Any applicant whose work schedule or other obligations conflict with the session hours will be denied admission. *Likewise, any student whose work schedule or other obligations begin conflicting with the session hours while enrolled in the program will be appropriately counseled. Refusal to abide by this commitment is a cause for dismissal.*

**NOTE:** Week-end schedules are utilized for clinical experiences and/or make-up hours if weekly schedule is not possible depending on site availability.

### **CLASS SIZE**

A typical classroom size can accommodate a maximum of 20-25 students for theory lecture; other classrooms can accommodate less. A skills laboratory session has a ratio of 15-20 students per instructor. In compliance with curricula and regulations, all clinical experiences will have a maximum ratio of 1:10 or 1 clinical instructor for every 10 or fewer students.

### **CLINICAL TRAINING SITES**

Clinical experiences will require off-campus or outside travel from the usual school location. Students are expected to make their own travel arrangements and to assume full responsibility for their own safety and well-being when driving or commuting to the contracted sites. It is mandatory for all students and clinical staff to display proper identification and follow appropriate dress codes required by each facility.

## Part V: FINANCIAL INFORMATION

For those who qualify, financial aid is available to students wishing to enroll with Metropolitan Learning Institute. The school will arrange tuition payments for students requiring financial aid or assist the student obtain grants and tuition assistance from approved lenders.

Students are strongly advised to *read and understand* all the information and applications for financial aid grants and loans as well as the school's policy regarding tuition refund and cancellation before signing the forms and the enrollment agreement.

### PROGRAM COSTS:

#### COMPUTER OFFICE TECHNOLOGY/BOOKKEEPING/MEDICAL BILLING with ESL ACCOUNTING/MEDICAL ADMINISTRATIVE ASSISTANT (No ESL) MEDICAL ADMINISTRATIVE ASSISTANT (Abridged)

Program Code	Session(1)	Term/Quarter Tuition	Total Tuition	Books and Supply Fee (2)	Registration Fee	Total Program Cost	Refund Policy Type
OT1500	Day	\$ 4,125	\$ 16,500	\$ 583.87	\$ 100.00	\$ 17,183.87	Term
OT1500	Eve	\$ 4,125	\$ 16,500	\$ 583.87	\$ 100.00	\$ 17,183.87	Term
OM1500	Day	\$ 4,125	\$ 16,500	\$ 909.32	\$ 100.00	\$ 17,509.32	Term
OM1500	Eve	\$ 4,125	\$ 16,500	\$ 909.32	\$ 100.00	\$ 17,509.32	Term
OB1500	Day	\$ 4,125	\$ 16,500	\$ 915.52	\$ 100.00	\$ 17,515.52	Term
OB1500	Eve	\$ 4,125	\$ 16,500	\$ 915.52	\$ 100.00	\$ 17,515.52	Term
AA1500	Day	\$ 4,125	\$ 16,500	\$ 903.63	\$ 100.00	\$ 17,503.63	Term
AA1500	Eve	\$ 4,125	\$ 16,500	\$ 903.63	\$ 100.00	\$ 17,503.63	Term
MA1500	Day	\$ 4,125	\$ 16,500	\$ 919.10	\$ 100.00	\$ 17,519.10	Term
MA1500	Eve	\$ 4,125	\$ 16,500	\$ 919.10	\$ 100.00	\$ 17,519.10	Term
AB750	Day	\$ 4,125	\$ 8,250*	\$ 250.00	\$ 100.00#	\$ 8,500.00	Term
AB750	Eve	\$ 4,125	\$ 8,250*	\$ 250.00	\$ 100.00#	\$ 8,500.00	Term

**OT1500** - Computer Office Technology with ESL

**OB1500** - Computer Office Technology/Bookkeeping and ESL

**OM1500** - Computer Office Technology with Medical Billing and ESL

**AA1500** - Accounting Assistant

**MA1500** - Medical Administrative Assistant

**AB750** - Medical Administrative Assistant (Abridged)\*

**(1) Sessions:** Day – Day Session                      Eve – Evening Session

**(2) Book prices subject to change without notice**

\* This program (under 900 hours) requires an advance payment of 10% of total tuition costs before beginning study, even if the student is receiving financial aid. (cf. 90/10 rule).

# The registration fee for the AB750 program is waived for graduates of the OM1500 program.

### **ADDITIONAL EXPENSES BEYOND PROGRAM COST**

The cost of education-related expenses while attending Metropolitan Learning Institute includes fees, room and board (if a foreign or non-NYC commuter resident), textbooks and supplies and other expenses (such as commuting to and from MLI by public transportation.).

### **PROGRAM COSTS : SHORT MEDICAL PROGRAMS**

MLI's short medical courses are designed to be completed in a matter of weeks compared to the school's longer clock-hour programs. As programs consisting of less than 750 clock-hours, they are ineligible to be funded by NYS or Federal financial aid, or by student loans. The student must therefore cover their own tuition payment.

Metropolitan Learning Institute will accept cash, check or money order as payment tender for the shorter medical programs.

Students are strongly advised to *read and understand* the school's policy regarding tuition refund and cancellation before signing the forms and the enrollment agreement.

### **NURSE ASSISTANT PROGRAM COST**

<b>PROGRAM</b>	<b>NURSE ASSISTANT PROGRAM</b>
Clock Hours #	130 Clock Hours
Total Estimated Cost of Program	\$1095.00

<b>FEES</b>	<b>AMOUNT</b>	<b>OTHER FEES</b>	<b>AMOUNT</b>
Tuition	\$ 935.00	Mandatory Criminal Background Check	\$40.00 At cost to Student
Registration Fee	\$ 60.00	CPR – American Heart Association Fee	\$75.00 At cost to Student
Textbook	\$ 100.00	Physical Examination	Varies- At cost to Student
<b>Total Program Fees</b>	<b>\$ 1095.00*</b>	NYS CNA Certificate	\$115.00 At cost to Student
<b>TOTAL ESTIMATED COST : \$1,325.00 (Excluding student's own physical exam)</b>			

# These hours **are not** transferable to Degree Granting Educational Institutions.

\* Textbook prices are subject to change with minimum notice. Supplemental reference and workbooks (cf. dictionaries, medical reference texts) are not included in this price and are the responsibility of the student. A medical uniform/tunic must also be purchased by the student for the externship.

**PATIENT CARE TECHNICIAN PROGRAM COST**

<b>PROGRAM</b>	<b>PATIENT CARE TECH. PROGRAM</b>
Clock Hours #	89 Clock Hours
Total Estimated Cost of Program	\$795.00

<b>FEES</b>	<b>AMOUNT</b>	<b>OTHER FEES</b>	<b>AMOUNT</b>
Tuition	\$ 660.00	Textbook	\$ 75.00
Registration Fee	\$ 60.00	National Certification Exam (varying sites)	* At cost to Student
<b>TOTAL</b>	<b>\$ 795.00</b>		
<b>TOTAL ESTIMATED COST : \$795.00 (Excludes Certification Exam)</b>			

# These hours **are not** transferable to Degree Granting Educational Institutions.

\* Textbook prices are subject to change with minimum notice. Supplemental reference and workbooks (cf. dictionaries, medical reference texts) are not included in this price and are the responsibility of the student.

**PHLEBOTOMY TECHNICIAN PROGRAM COST**

<b>PROGRAM</b>	<b>PHLEBOTOMY TECH. PROGRAM</b>
Clock Hours #	65 Clock Hours
Total Estimated Cost of Program	\$595.00

<b>FEES</b>	<b>AMOUNT</b>	<b>OTHER FEES</b>	<b>AMOUNT</b>
Tuition	\$ 460.00	Textbook	\$ 75.00
Registration Fee	\$ 60.00	National Certification Exam (varying sites)	* At cost to Student
<b>TOTAL</b>	<b>\$ 595.00</b>		
<b>TOTAL ESTIMATED COST : \$595.00 (Excludes Certification Exam)</b>			

# These hours **are not** transferable to Degree Granting Educational Institutions.

\* Textbook prices are subject to change with minimum notice. Supplemental reference and workbooks (cf. dictionaries, medical reference texts) are not included in this price and are the responsibility of the student.

## ELECTROCARDIOGRAPHY (EKG) TECHNICIAN PROGRAM COST

PROGRAM	EKG TECHNICIAN PROGRAM
Clock Hours #	72 Clock Hours
Total Estimated Cost of Program	\$595.00

FEES	AMOUNT	OTHER FEES	AMOUNT
Tuition	\$ 460.00	Textbooks	\$ 75.00
Registration Fee	\$ 60.00	National Certification Exam (varying sites)	* At cost to Student
<b>TOTAL</b>	<b>\$ 595.00</b>		
<b>TOTAL ESTIMATED COST : \$595.00 (Excludes Certification Exam)</b>			

# These hours **are not** transferable to Degree Granting Educational Institutions.

\* Textbook prices are subject to change with minimum notice. Supplemental reference and workbooks (cf. dictionaries, medical reference texts) are not included in this price and are the responsibility of the student.

Tuition and other required program fees will only cover the instructional cost of the program. Other fees are estimated costs associated with the program. These are charged “at cost” to the student and may vary depending on arrangements with a contracted (independent) agency or organization. One such example is optional student personal medical liability insurance used when at clinical externship sites.

Application fee is non-refundable & non-transferable and are valid for one-time processing only, but at the school’s discretion, may be used on a different start date. Payment of the application fee guarantees a slot in the program.

Students who do not wish to purchase texts / materials from MLI are required to purchase their own books/workbooks, and uniforms (if applicable) at cost from any suitable vendor, school alumni, on the internet, etc.

### ADDITIONAL EXPENSES BEYOND PROGRAM COST

Additional education related expenses while attending Metropolitan Learning Institute include commuting and traveling expenses to and from school / clinical sites, optional personal student liability insurance, special projects and assignments, graduation expenses and parking.

Students will be required to pay for repair and/or replacement of willful and negligent damages to school property or equipment before a student can access additional instruction. All financial obligations to the school must be fulfilled before a certificate of graduation /completion will be issued.

## **GENERAL INFORMATION**

### **PAYMENT SCHEDULE**

If a student finances all or part of the program, tuition and other related financial obligations are to be paid using different options: (1) Weekly (2) Bi-Weekly and (3) Monthly. Weekly payments are due every Monday, Bi-Weekly payments are due the First and Third Mondays of every month and Monthly payments are due the first Monday of each month. Payment schedules will be discussed and planned with the Bursar Officer and reinforced by the student recruiters prior to official class start. Should the payment due date fall on a holiday, payment will be due the first day after the holiday that classes are scheduled to resume.

#### **Non-Acceptance**

Except for the non-refundable application / registration fee, any applicant who does not qualify for acceptance to Metropolitan Learning Institute shall receive a full refund of all monies paid.

#### **Cancellation of Classes**

Metropolitan Learning Institute reserves the right to cancel a program due to insufficient number of student enrollment. A student whose classes are canceled by Metropolitan Learning Institute shall receive a full refund of all monies paid.

#### **Delayed Class Starts**

The school reserves the right to postpone a scheduled start date until later in the same month if the registration is insufficient to begin classes. In this case, the registration fee is non-refundable if the student wishes to discontinue attendance.

#### **Dismissal**

If a student is dismissed by Metropolitan Learning Institute, a refund of any monies owed the student will be calculated as of the termination date based on the school's refund policy.

#### **Voluntary Termination**

A student may choose at any time, to voluntarily terminate his or her enrollment from the school by notifying (in writing) the Metropolitan Learning Institute's School/Program Director and the Bursar Officer at the student's campus. A refund of any monies owed the student will be calculated as of the termination date based on the school's refund policy.

#### **Unofficial Withdrawal**

Any student absent for *more than 10 consecutive educational (school) days without proper written or verbal notice* will be considered as having unofficially withdrawn from the program. If Metropolitan Learning Institute determines that a student has unofficially withdrawn, the student will be dismissed. Any monies owed by the student to the school (or a refund, if applicable) will be calculated as of the student's last date of attendance.

Failure of a student to notify (in writing) the School/Program Director or the Bursar Officer of

Metropolitan Learning Institute of the withdrawal may delay the refund of tuition monies due.

## REFUND POLICY AND FINANCIAL OBLIGATIONS

### Grants and Student Loans

A grant is awarded to a student based on income eligibility, and it does not need to be repaid. Direct student loans are low interest loans provided under the Federal Direct Student Loan Program which is obtained from an approved lender, and must be repaid.

Students should be aware that if school tuition is paid with money loaned from a lender, the student *is responsible for repaying the loan in full, in accordance with the terms of the loan agreement. The student is fully responsible for repaying all of the loan money with interest, even if the student fails to complete his/her educational program.* Failure to repay the loan can hurt the student's credit rating and can result in legal action.

Students with loan obligations but has withdrawn from the program or a course are responsible for notifying the loan institution (in writing) of their withdrawal. The letter should indicate the date of withdrawal, the student's social security number and signature. The date of the letter sent to the lending institution *should have the same date on the letter that was sent to the Campus Director/Bursar Officer* of the intent to withdraw.

### Refund Policy

Metropolitan Learning Institute is required to comply with the New York State Department of Education and the appropriate Federal and State regulations on refund issues to students. A refund is defined as "the difference of the amount the student paid to the school (including financial aid) and the amount the school can retain as prescribed by the appropriate refund policy."

Refunds are based on the executed Enrollment Agreement signed by the student and approved by the school. The Enrollment Agreement constitutes a contract between the student and the school once the student signs it **and** the school official approves and signs it. The student has the right to cancel the enrollment agreement at any time. Conversely, the school has the right not to accept the agreement.

A student may withdraw from the Enrollment Agreement by sending a notice of cancellation in writing, or by hand delivery of the withdrawal letter. Mailed notice should be sent by **certified mail** and becomes effective on the date of posting. A hand-delivered withdrawal letter should be signed on receipt by the Campus Director or his/her designee and becomes effective on the dated day of receipt. Tuition reimbursement will begin the week that official notification is received. The letter must be received within one week of the withdrawal (5 days) to receive tuition reimbursement for that week.

The withdrawal letter should include (1) Request for cancellation (2) Date and signature of the student and (3) Contact information i.e. address, telephone number, E-mail or Fax.

Metropolitan Learning Institute reserves the right to cancel the Enrollment Agreement for misrepresentations on the part of the student and where intentional, fraudulent information or activity was utilized for proof of secondary education (HSD/TASC or GED), testing, filling out application forms / financial aid information, presentation of documents, and similar deceitful acts. If the Enrollment Agreement is cancelled due to devious means, the school will refund all monies due to the student in accordance with the school's refund policy.



## Payment of Refunds

Refunds to student financial aid recipients are distributed first to private or institutional aid grantors, then to the school payment plan, and finally to the student.

Any sum of money paid by the student to Metropolitan Learning Institute in excess of that owed to the school will be refunded within 30 days of any withdrawal upon receipt of written notice from said student. If such written notification is not forthcoming, the sum will be refunded within 30 days of the date of dismissal of the student by Metropolitan Learning Institute or 30 days after a determination of withdrawal is made by the school.

### New York State-Mandated Refund Policy:

Metropolitan Learning Institute offers several 1500 and one 750-hour programs to students. A student who cancels the enrollment agreement within seven (7) calendar days of signing receives all monies paid (except for the non-refundable registration fee). Thereafter, a student assumes financial liability for:

1. The non-refundable registration fee, and
2. The cost of any textbooks or supplies accepted, and
3. Any tuition liability amount, determined as of the student's last date of actual attendance, according to the appropriate Refund Provisions schedule detailed below.

Refund Conditions for Term Programs:

Tuition liability is divided by the number of terms in the program (see Program Outlines for the length and number of terms in a given program). Total tuition liability is limited to the term in which the student withdrew or was terminated, and any prior terms completed.

### **First and Second Term:**

<b>If termination occurs</b>	<b>the school may keep</b>
Prior to or during the first week	0%
During the second week	20%
During the third week	35%
During the fourth week	50%
During the fifth week	70%
After completion of the fifth week	100%

### **Subsequent Terms:**

<b>If termination occurs</b>	<b>the school may keep</b>
During the first week	20%
During the second week	35%
During the third week	50%
During the fourth week	70%
After completion of the fourth week	100%

The refund may exceed the amounts stated above. The school has not had to exercise the significant educational change justification, which could result in greater student tuition liability for the second term.

## **TREATMENT OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS FROM SCHOOL**

The Bursar's Office is required by Federal statute to calculate the percentage of earned Title IV Funds received or pending to be received, and to return unearned funds for a student who has withdrawn, was terminated or failed to return from an approved leave of absence. On an individual basis, Metropolitan Learning Institute will use Federal guidelines in calculating Title IV aid earned by the student and the amount that the school, student and/or parent must return to the U.S. Department of Education.

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

**Percentage of aid earned** = the number of scheduled hours in the payment period completed up to the student's last date of attendance as per the school's attendance records, divided by the total clock hours in the payment period.

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

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

**Aid to be returned** = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges.

- > If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew.

When Title IV funds are returned, the student may owe a balance to Metropolitan Learning Institute.

If a student earned more aid than was disbursed to him/her, Metropolitan Learning Institute will send written notification to the student (or parent for PLUS loan funds) to offer a post-withdrawal disbursement for any amount not credited to the student's account no later than 30 calendar days after the date that MLI determines that the student withdrew. Upon granting of permission from the student (or parent for PLUS loans), MLI is required to disburse said funds within 45 calendar days of determination-180 days in the case of loan funds.

Refunds are allocated in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Perkins Loan
4. Federal Parent (PLUS) Loan
5. Federal Pell Grant
6. Federal Supplemental Opportunity Grant

7. Other Title IV assistance
8. State Tuition Assistance Grants (if applicable)
9. Private and institutional aid
10. The student

## **VI: ADMISSION TO METROPOLITAN LEARNING INSTITUTE**

### **GENERAL ADMISSION POLICIES & PROCESSES**

New applicants initially will have an intake interview with a Metropolitan Learning Institute School Agent to decide which program they would like to join. This is done to determine student qualification, to give prospective students the chance to ask questions, and to receive the information they need in making an informed choice about registration at MLI. This includes costs, equipment, services, time, and technical competencies, if any, required by the program. Intake interviews are conducted by MLI School Agents at each campus.

Before applying for admission, an applicant must complete an *Admission Application* and file it with the Admissions Office. Applicants need to meet the entrance requirements of the study program they select. The Admissions Office makes the initial determination to accept an applicant based on submitted documents. Transfer credits, if applicable, are also determined and evaluated at this time.

An applicant will be allowed to fill out and sign an enrollment agreement *only* if there is a reasonable belief that the program will be successfully completed. The school reserves the right to reject the enrollment of any applicant who, at any time during the enrollment process, displays any conduct or behavior that is deemed inappropriate or would be grounds for dismissal if the applicant were an enrolled student.

A **\$100.00** (Regular Programs) / **\$60.00** (Short Medical programs) non-refundable, non-transferable registration fee is due in order to be placed on the list of qualified applicants. The registration fee is intended only for the date by which an applicant originally registers, but at the school's discretion, may be used on a different start date.

All documents submitted in support of an application for admission become permanent possessions of Metropolitan Learning Institute.

### **ENTRANCE REQUIREMENTS**

To qualify for acceptance by MLI, each applicant must fully meet the following general requirements:

1. An applicant to the Metropolitan Learning Institute must
  - a. be a high school graduate, or
  - b. possess a General Education Development (GED) or TASC certificate, or
  - c. be a high school senior eligible to apply and upon graduation submit proof of high school graduation, or
  - d. if the candidate is an applicant for admission with a foreign high school diploma or equivalent (subject to verification by an accredited U.S. evaluation service-separate fee will apply) and wishes to apply for financial aid, demonstrate the ability to benefit (ATB) from the training by passing an independently administered test of their English language skills.

Evidence of high school graduation (USA or foreign) or the equivalent must be presented to MLI. Acceptable forms of evidence include a certified copy of an original high school diploma, a copy of a

high school transcript indicating the date of graduation, a copy of a DD-214 military record indicating the applicant is a high school graduate or equivalent, a GED/TASC certificate or official notification that a GED/TASC has been earned, or a college transcript indicating completion of secondary school as a prerequisite for enrollment. If applicants who currently reside in the United States but attended secondary school in foreign countries are unable to produce the required documents by start of classes, certification from other official sources or a notarized Sworn Statement may be used for up to a three week grace period-proper documents are required for complete registration, however.

Each applicant for 1500 hour programs *with* an ESL component will be tested to establish his or her need for Intermediate ESL instruction before enrollment, as well as for quantitative skills. To qualify, applicants must achieve a minimum score of 33 on the Numerical part of the ASSET test or 25 Numerical on the COMPASS test and also achieve a 97 or greater score on the CELSA (English) test.

Each applicant for 750-1500 hour programs *without* an ESL component will be tested to establish his or her reading, writing and quantitative skills. To qualify, applicants must achieve a minimum composite score of 35/35/33 on the Reading/Writing/Numerical parts of the ASSET test or 62/32/25 on the Reading/Writing/Numerical parts of the COMPASS test.

**ALL TESTING MUST BE COMPLETED AT LEAST ONE DAY PRIOR TO STARTING THE CHOSEN PROGRAM.**

Applicants with a U.S HSD or TASC/GED are exempt from this testing.

### **LATECOMER ENROLLMENT**

Applicants who miss the scheduled start date of the program can make a request through the Admissions Office to enroll late by completing an Enrollment Form as a latecomer. Such requests for late enrollment will be accepted *during the first week (5 days) of instruction only* and will be granted based on the applicant's agreement to make-up remedial hours for the time missed from the first week of instruction.

### **SPECIAL SITUATIONS AFFECTING ENROLLMENT**

#### **Re-Admission into the Same Program**

A previously enrolled student can request re-admission into the program by submitting a written request for re-admission, completing a new application and providing all necessary supporting documentation. Students who were dismissed for unacceptable conduct or academic failure are ineligible to apply for re-admission.

The student's request will be reviewed by the appropriate Campus Director within 21 calendar days of its receipt. The student will be informed of the Director's decision by letter, including conditions regarding the student's re-admission and continuance in school, if any.

If re-admission is granted, the student is required to meet all satisfactory progress requirements finish any "remaining class hours" and fulfill all outstanding financial obligations.

#### **Beginning a Different Program**

A previously enrolled student can apply for admission into a different program at Metropolitan Learning

Institute, Inc. by completing an *Application for Readmission* and providing necessary supporting documentation. Students dismissed for unacceptable conduct or academic failures are not eligible to apply for readmission.

The appropriate Campus Director will consider the student's readmission request and will make a decision within 21 calendar days of its receipt. The student will be informed of the Director's decision by letter, including any conditions regarding the student's readmission to school.

If readmission into a new program is granted, the student must meet the provisions of the school catalog in effect on the date of readmission, make payments of any outstanding tuition and fee charges that remain on the student's original enrollment agreement, pay a \$50 registration fee, and sign a new, prorated enrollment agreement for the new program of study.

### **Internal Transfer Credit:**

At the written request of a previously enrolled student, the school will take under consideration the transfer of credit (hours) from previously completed courses at Metropolitan Learning Institute toward a new program of study if the prior course work was successfully completed with a minimum grade of C, and is relevant in content and instructional hours to that in the new program.

If an applicant's transfer request is granted, the applicant's enrollment agreement for the new program will be changed to reflect the total number of hours required, and the tuition and fees will be adjusted so that the applicant will pay a proportional cost in relation to the number of instructional hours to be completed.

### **Hours Transferred from Other Institutions**

If an applicant submits a written request, and fulfills certain other conditions, Metropolitan Learning Institute will undertake to consider the transfer of instructional hours from courses or curriculum taken at other post-secondary schools that are accredited and/or licensed or registered by New York State or national accrediting organizations.

This option will be considered only if the courses have the same content and instructional hours, and were passed with a minimum grade specified in each program standard. For Metropolitan Learning Institute to make a decision concerning the acceptance of the transfer of hours from another school, an applicant must have an *official* transcript sent to the Metropolitan Learning Institute Admissions Office from the other school, and submit a copy of the previous school's outline of the course content (from the school's catalog).

If an applicant's transfer request is accepted by Metropolitan Learning Institute, the applicant's enrollment agreement will be changed to indicate the total number of hours required of the applicant, and the tuition and fees will be adjusted so that the applicant will pay a proportional cost related to the number of instructional hours to be completed.

## VII: ACADEMIC POLICIES

### ORIENTATION

All new students are **required/mandated** to attend a scheduled Orientation Program prior to the official class start. Students will be notified of the orientation day. Student Handbooks will be distributed and an in-depth lecture/discussion of the school's Policies and Procedures will be presented. Students get a brief tour of the school campus and are introduced to the Administrative Staff and Faculty. Financial Aid is also discussed in detail and a PowerPoint presentation on this topic is given.

### ATTENDANCE

In order to do satisfactory work and benefit from the educational program offered at Metropolitan Learning Institute (MLI), regular attendance at school is obligatory. Students are expected to be present and on time every day. Students who have good attendance generally achieve higher grades, enjoy school more, and develop better habits of punctuality, self-discipline, and responsibility for the future. Excessive absences are undesirable since they place undue strain on the student to make up the missing work, the teachers to provide make-up opportunities, as well as undermine the quality and validity of the classes for which students are seeking credit. MLI cannot give credit to students who have excessive number of absences.

The school reserves the right to immediately dismiss any student who is absent for ***14 or more consecutive calendar days without proper written notice***. Any student absent for 10 consecutive days of classes will be automatically dismissed. MLI mandates that a student be in attendance at least 80% of the total theory hours (per course and sub-course) that classes are in session (90% if receiving Pell grants) and 100% attendance for clinical experience. Faculty members are required to monitor and record attendance in the classroom and clinical area to assure that attendance requirements are met.

Excused/unexcused absences that are not made up, comprising more than 20% of the total hours per course or sub-course, or more than 20% of the total program hours (90% if receiving Pell grants) are cause for immediate dismissal or termination from the program, as this signifies that the student has not met the 80% attendance requirement for graduation. A minimum of 1385 or 690 clock hours (For Pell grant-based programs) must be eventually completed in order for the student to be considered as a graduate. The short medical programs require 100% attendance for all program hours to be considered as a graduate. Absences may be made up for the theoretical and skills classes but 100% attendance is required for the clinical externship.

The student is held responsible for informing faculty of any planned absence in advance. Permission to be absent from classroom and clinical/laboratory experiences will be granted only for serious reasons and must be obtained from the classroom or clinical instructor prior to the start of the session. If a student knows that he/she will be absent from classes/clinical area, he/she must call the school, classroom / clinical instructor or clinical site no less than 15-30 minutes before official class/clinical time.

Any student who is absent due to illness, appointments with official agencies, or for other serious reasons, should bring relevant documentation to the faculty of the course he/she is currently enrolled in and must provide a copy to the Education and/or Bursar's office for filing. This documentation will be used to determine retention status and in deciding if a student will be permitted to do make-up hours.

***No student will be admitted back into class without proper documentation associated with absences (excused or unexcused).***

Frequent tardiness will be a cause for suspension and frequent unexcused absences may be a cause for dismissal. Metropolitan Learning Institute will not tolerate lateness or any form of disruptive class attendance that undermines learning activities and professional discipline.

Instructors note attendance for ***every*** instructional hour of a student's program and record it in each student's *Permanent Attendance Record* and in the school's computerized SMS system. Upon completion of the course work, attendance is totaled to determine whether a student has satisfied the 80% (90% if receiving Pell grants) attendance requirement for graduation.

Prolonged excused absences will be dealt with on an individual basis.

### **COMING IN LATE, LEAVING EARLY AND CUTTING CLASSES**

Regular tardiness, leaving early and cutting classes in the classroom and clinical area disrupts the delivery of instruction, lowers the morale among students, and does not respect the learning needs of other students. ***A student who arrives in class ten (10) or more minutes late (classroom) or fifteen minutes late on two occasions (clinical), or leaves a class ten or more minutes before the end of a period, or cuts classes (leaves and comes back the same day) without proper notice will be marked absent (unexcused) for that instructional period.***

The following protocol will be followed in situations where absenteeism becomes an issue.

1. If a student is absent and does not make contact with the school ***for more than two (2) consecutive school days***, the instructor is required to call them at home by telephone to make an inquiry.
2. The school sends a letter to the student after five (5) consecutive school days of unexcused absences.
3. A second letter will be sent if the absence continues beyond ten (10) consecutive school days. The student will be informed by mail that he/she is at risk of termination/involuntary withdrawal from MLI.
4. Any student who fails to contact the school **after 10 school days** of consecutive unexcused absences will be automatically terminated from the program.
5. A student who had been consecutively absent but contacts the school before 10 school days are up will be given a chance to explain the reason for the absence. If the absence is due to unforeseen circumstances (an excusable absence), the student will be required to make up or file for a leave-of-absence (depending on the outcome of the meeting with the student). The student must meet with his/her campus director to make arrangements for a make-up or to set up an appropriate entry point in the program.

*Students may petition the School/Program Director for reconsideration in situations where absences resulting from extenuating circumstances exist beyond their control.*

### **MAKE-UP POLICY**

With the goal of supporting student retention, Metropolitan Learning Institute has a make-up policy that allows a student who has been absent due to exceptional circumstances to make up any hours missed beyond 10% of the regular program hours. Any student whose attendance is substandard because of prolonged absence due to circumstances beyond his/her control, may apply to the Campus Manager or send a letter to the School/Program Director to request a make-up of missed work.



*For make-up hours to be credited to a student's attendance record, all make-up sessions for excused and unexcused absences must be completed, at the latest, by the end of the maximum time frame (150% of normal program time).* There are no additional charges for make-up hours.

## **CHANGE OF STATUS**

Change of status occurs when a student no longer continues in the class group where he/she registered and first attended. Changes of status include: leaves of absence and returns from leaves of absence, academic transfers, changes of session, official and unofficial withdrawals, dismissal, cancellation of enrollment, continuance as a non-regular student, readmissions and reinstatements.

Any change of status necessitating a change from one class group to another can involve a waiting period before a student may join a class group that is at the same point of the coursework appropriate to his/her needs. During the waiting period, Metropolitan Learning Institute will treat the student as a regular/transfer student who may be permitted, on a space- available basis, to audit classes without charge. Any make-up hours owed by the student must also be performed, in whole or in part, during this period.

Academic credit is not offered for audited classes. Though attendance is taken, it will not be credited towards satisfying the required number of program hours. While on regular/transfer student status, the student is required to accept the first available class group appropriate to his/her needs. The student who refuses to accept the first appropriate and available class group will be dismissed from the program.

A change of status from one session to another can change the financial obligation of the student if the tuition or fees of the session into which the student changes to are different from the student's current session.

## **LEAVE OF ABSENCE**

In the case of prolonged illness, accident, a death in the family, no available classes or other exceptional conditions making attendance impossible or impractical, a student can apply for, and be granted a leave-of- absence upon request. Requesting a leave of absence must be done in writing and must include relevant supporting documentation. If the Campus Director approves the request, no monetary charges or absences will be added for the duration of the leave. The school may also impose a leave of absence upon a student for whom no appropriate class is available, resulting in an administrative leave (pg. 44)

A written request for a leave of absence must be submitted to the School/Program Director. The student must specify the exact dates of the requested leave and the estimated time he/she is expected to return. A student who receives a leave of absence must return to MLI on the scheduled return date. Failure to return from an approved leave on or before the scheduled date will mean dismissal.

The student must contact the Admissions Office to clarify and/or determine the status of his/her school enrollment agreement. A leave of absence will only be honored within the current year of the start of the student's study program. A new enrollment agreement may be necessary if the requested leave goes beyond the existing student contract. The student must re-enter within this period of time to continue and must notify the school if he/she is unable to return.

The School/Program Director will contact or call the student for an interview, approves or denies the

request and sends a written response to the student within 5 business days of the interview. The Director then forwards the request to the Admissions Office for filing. A duplicate copy will be put in the student file.

If the student is unable to re-enter within the initial year of the student contract and fails to notify the school, the student contract will be terminated and the student will be processed for a refund according to the school’s refund policy. The student must apply and meet all requirements for re-admission if he/she wishes to continue with the program.

Reentry point for a student whose leave of absence is greater than thirty (30) days and whose leave was taken during a course/courses in which the student had not earned a final grade(s) will be based on the course material completed prior to the leave. Completion of *less than 25 hours* of a given module before taking a leave will result in forfeiture of all hours up to that point-these must be retaken as part of the completion of the level after reinstatement.

Upon return, the student must meet with the faculty teaching the course and the campus manager to clarify attendance records and to get necessary updates.

The maximum period for a leave of absence is sixty (60) days (for health reasons up to 180 days may be taken with full and proper documentation) and a student will be granted only *one* leave during the program of study. This time will not be extended for any reason.

## GRADING POLICIES

### GRADES ASSIGNED AT THE COMPLETION OF A COURSE ARE AS FOLLOWS:

<u>Letter Grade</u>	<u>Number Equivalent</u>	<u>Quality Index</u>
A	90-100	4.0
B+	85-89	3.5
B	80-84	3.0
C+	75-79	2.5
C	70-74	2.0
D	65-69	1.0
F	64 or less	0.0
W	—	—
U	—	—
I	—	—
*W - Withdrawal    *U – Unofficial Withdrawal/ Dismissal    * I - Incomplete		

### Passing Grades

A student’s level of academic progress and class standing will be classified using the letter grades of “A” through “D” for courses successfully completed. Other grades are not evaluated as coursework successfully completed: “F” (fail), “I” (incomplete), “W” (withdrawal), and/or “U” (unofficial withdrawal/dismissal) fall into this category.

**The minimum passing grade for all courses is 65%**

**Final course grades include the following components:**

Examinations	50 %
Class Participation	30 %
Projects and Assignments	<u>20 %</u>
	100 %

Students must complete quizzes, tests, class projects skills assessments and assignments for each course by the due dates set by their instructor. All course requirements counting toward the final grade are required to be completed by the last day of the course. Failure to do so may result in the award of an 'Incomplete' grade.

Metropolitan Learning Institute does not offer courses on a pass/fail basis.

## **COURSE RESULTS**

A final grade may be given to any student by the instructor on the last day of the course. Students receive an *Academic Progress Report (Transcript)* after each term or other appropriate achievement point in the program.

### **Low and Failing Grades**

A student who fails a course must repeat and pass the course within the program's maximum time frame. Repeating failed courses will incur additional financial charges, as the student will be attending beyond the contracted program hours. Cost for repeating the failed course will amount to the cost of the full tuition charged to the said course.

Any student who does not complete an entire course in the program sequence, or who does not make up the hours and work within 30 days, will immediately receive a grade of "F". A student who in this manner fails a course **must repeat** and pass the failed course **before** continuing for additional credit.

Higher grades appearing on a student's transcript will be included in the calculation of student GPA scores if they surpass the previous low or failing grades.

Credit will be given only if all failed courses are repeated within the time frame of the original course, plus any additional extensions approved by the Administration.

### **Incomplete Grades**

An "Incomplete" ("I") is a grade assigned when the student has done work on the course requirements, but due to reasonable and unforeseen circumstances beyond the student's control, failed to finish to the end. Reasonable causes include illness, death in the immediate family, personal emergencies and special appointments etc. requiring official documentation.

**It is the student's responsibility to contact the instructor within the extension period and arrange for completion.** A 30-day extension is granted to resolve the problem after which, an official letter grade will be assigned by the instructor.

In ESL courses, every English course is a pre-requisite to the next level course. Hence, a student can

only proceed if he/she obtains a passing grade upon completion. A student who obtains a failing grade on completion is mandated to drop the course currently enrolled in (while undergoing completion) and must repeat the failed course before continuing on for additional credits.

***If the student fails to pursue completion and the instructor does not submit a grade change form by the end of the 30-day extension period, the Registrar will automatically assign a grade of “F”(Fail) for the course.***

### **Withdrawals**

Students who withdraw from a course before the midpoint of the term will be given a grade of “W”. A student who withdraws after the mid-term officially gets the grade obtained at that specific point in the course in which the student last attended. To officially withdraw, a student must file the appropriate form with the Admissions Office. It is the student’s responsibility to officially withdraw from the school. Failure to formally withdraw may result in the student getting a “U” (Unofficial Withdrawal), failing grades, dismissal and additional financial obligations.

In addition, a student who returns from a Leave of Absence or who is placed on Administrative Leave for lack of available classes will be temporarily withdrawn until they can be properly reinstated in regular class sessions. During such a withdrawal period, make-up classes may not be taken-this is according to Federal Financial Aid regulations.

### **Disputed Grades**

Any disputes in grades should be addressed to the faculty at the time that the grades are distributed. If a student feels that the final grade for a course has been reached by an error, or that he or she has been graded unfairly for the course, it is crucial that the student immediately notify the Education Office so that a correct determination can be made. ***Immediate notification*** is of utmost importance most especially for courses that are sequential since failure in these courses significantly impacts on the student’s continuation in the program.

The student must send a written request for grade review ***within ten (10) business days after official receipt of the grade report*** to be considered for re-evaluation.

A student who is dissatisfied with the resolution of his/her problem may submit a grievance in writing (See School Grievance Procedure) at the earliest convenience for immediate action.

Because grievance procedures involving grades are time consuming with no immediate resolution in the Practical Nursing Program, any student in a dispute situation will not be allowed to enroll in succeeding nursing courses until a final decision as to the status of the complaint has been reached. No penalties will be imposed during the waiting period. The student will be put on a leave-of-absence status and the decision to continue with, or be dismissed from the school, will depend on the outcome of the grievance investigation.

## **SATISFACTORY ACADEMIC PROGRESS STANDARDS**

Student academic work is reviewed regularly during attendance at Metropolitan Learning Institute to verify students’ progress toward their educational objective. At each evaluation point, students are expected to meet the *minimum* standards of academic achievement and attendance rate specified on the following charts for their program of study. Satisfactory progress standards apply to all students

enrolled at Metropolitan Learning Institute.

There is a limit to the period of time in which a student may complete his or her program, which is called the *maximum time frame*. The maximum time frame for each program is listed in the Program Outlines section of this catalog under the heading, Maximum Time Frame and Evaluation Points. The time for an approved leave of absence or any delay that occurs if a student must wait to join the first appropriate class group following a leave of absence is not included in the calculation of a student's maximum program length.

In order to graduate from Metropolitan Learning Institute, all *sequential* courses must be successfully completed (a grade of "D" or higher). Any student failing to successfully complete a course the first time must repeat the course, and thus will necessarily continue beyond the standard length of the program.

Satisfactory progress standards vary according to the selected program of study and the number of terms involved. Program-specific criteria are specified on the Minimum Satisfactory Academic Progress Requirements charts below.

### MINIMUM SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

#### Standard Program Length of Two or Four Terms :

	Term 1	Term 2	Term 3/4
Cumulative Grade Point Average	2.0	2.0	2.0
Cumulative Attendance	80%	80%	80%
Probation Period Allowed if standards are not met ?	Yes	Yes	None

  

	Term 1	Term 2	Term 3	Term 4	Term 5*	Term 6*
Cumulative Grade Point Average	2.0	2.0	2.0	2.0	2.0	2.0
Cumulative Course Completion	80%	80%	80%	80%	80%	80%
Probation Period Allowed if standards are not met ?	Yes	Yes	Yes	Yes	Yes	None

\*Terms 5/6 refer to students who are on probation, take leave or have other special circumstances.

### FAILURE TO MEET SATISFACTORY PROGRESS STANDARDS

Metropolitan Learning Institute recognizes that students progress at variable rates; that some students may require some kind of assistance in the form of academic support and personal counseling. To meet this need, MLI offers the services of Faculty Tutors and Advisors through the Campus Directors and Managers who can work with students to address their weaknesses and help them catch up with their peers. Students having difficulty with progressing in a satisfactory manner are strongly urged to take advantage of remedial and counseling assistance available in the school to avoid any of the following:

#### **Probation**

Probation is a warning and an indication to the student that changes must occur in his/her performance

if he/she is to progress satisfactorily in the program. It is initiated in response to patterns of behavior or performance which interfere with a student's progress in meeting course/program objectives.

The probation process is a means of identifying student problem(s) in writing, specifying changes that must occur together with a plan to correct the problem, describing what actions have taken place to address the problem and determining progressive improvement on the part of the student. Once probation is initiated, conferences and written notations will indicate student progress toward meeting course/program objectives. Probation length varies and will depend on the types of, and resolution of the problem(s).

Students enrolled in 1500 hour programs of three or more terms or 750 hour programs of two terms will be placed on academic probation (at the end of certain evaluation points) if the minimum course completion or grade point average requirements have not been met.

In order to be offered academic probation until the next evaluation point, (the term in which the student failed to meet applicable requirements must allow for a probationary status), a student must not have previously been on probation, and the student must agree to participate in any corrective measures recommended by the Education Office to strengthen academic performance.

Any student who does not meet the required academic standards by the next evaluation point will be dismissed.

### **Suspension**

In class or in any given learning environment, violation of acceptable conduct or behavior can result in suspension for a period determined by the School/Program Director. (See Student Code for a list of violations leading to suspension).

During suspension, the student will be marked absent for the hours missed and will be responsible for any consequences resulting from such absence. The student is expected to use this time to consider or evaluate his/her problems in light of possible termination from the program. Staff counseling will be made available to the student.

### **Appeal of Suspension**

Any student who wishes to appeal the grounds for suspension should, *in writing, immediately notify* the School/Program Director and request for a formal review of the case. The School/Program Director will inform the student of his/her decision no more than one week after the appeal is received. The Campus Director's decision is final.

### **Dismissal**

Besides the academic probation exception noted above for students participating in certain programs, a student who does not meet either the minimum academic achievement (GPA) or successful course completion standards at any evaluation point may not continue at Metropolitan Learning Institute as a regular student. (See Student Code for a list of violations leading to dismissal).

MLI reserves the right to dismiss any student whose attendance, conduct, or academic standing does not meet the school's standards. Students who have been suspended or dismissed may be reinstated only upon the approval of the School/Program Director. All suspensions and dismissals are determined on an individual basis and may be subject to review by the school President.

A student who is dismissed from the program will be notified by the School/Program Director in

writing. The dismissal letter will be dated and will explain the cause for the dismissal. Contacting the lending institution (if the student has a student loan or is on financial aid) about the dismissal shall be the responsibility of the student.

### **Appeal of Dismissal**

A student dismissed for substandard progress and who claims extenuating circumstances can appeal the decision to dismiss him/her. A death in the immediate family, personal injury or illness on the part of the student, and other interrupting factors unique to the student's situation are considered to be extenuating circumstances.

A student wishing to appeal a dismissal must do so by writing a letter of intent to appeal and must make an appointment for an interview with the School/Program Director or his/her designee. The written request should include the following:

1. Student's full name, social security number, and current address.
2. Statement of the concern/appeal including dates, times, people and circumstances which brought about the dismissal or failure to meet academic standards.
3. The student's reasons for requesting reinstatement.
4. Documentation supporting the appeal, including faculty recommendations.
5. The letter must be dated and signed by the student
6. Three dates in which the student would be available for a meeting.

The Campus Director or his/her designee will notify the student in writing of the appointment date on which the concerns and/or appeal will be addressed. A Grievance Committee or Appeals Panel may be convened to hear the issues and will be asked to assist in bringing resolution to student concerns and appeals. Every effort will be made to bring an amicable closure to the concern.

The Campus Director and the Appeals Panel will act on the student's appeal within 21 calendar days of its receipt and will notify the student in writing, of the outcome of the meeting. The joint decision of the Campus Director or his/her designee and the Appeals Panel is final. If no resolution is achieved, the complaint is forwarded to the President for review. The President makes a decision and informs the student in writing. If a satisfactory resolution is not achieved, the student will require further assistance at a level outside of the school.

Reinstatement to school as a result of a successful appeal takes two steps: first, as a non-regular student and then as a regular student. Reinstatement entails additional stipulations and will require the student to correct his/her academic status within a specified time that will not exceed the equivalent of one evaluation period.

## **STUDENT APPEALS / COMPREHENSIVE DISPUTE RESOLUTION SYSTEM**

### **GRIEVANCE POLICY**

**The Faculty, Staff and Administration of Metropolitan Learning Institute maintains an open door policy by which students could voice their concerns or complaints. Students who wish to be anonymous have access to a suggestion box which is checked weekly by the Campus Director.**

Attempts are made to resolve written concerns/complaints *within one week* after receipt. A student who is dissatisfied with the response or decision may activate the grievance procedure for further

investigation to rectify or solve the problem.

Metropolitan Learning Institute follows due process in the resolution of student complaints. A student who feels dissatisfied with the resolution of a problem may submit a grievance in writing to the School/Program Director or his/her designee. Resolution of the conflict will follow MLI protocols. Adherence to the School Grievance Procedure described below shall be enforced:

Level 1. Within one week (5 business days) after receipt of the written complaint, the student attempts to resolve the grievance with the faculty/staff concerned in a calm, respectful and professional atmosphere. If unsuccessful, the student takes the grievance to the next level.

Level 2. Within one week (5 business days) after the first unsuccessful attempt at resolution, the student seeks the intervention of the School/Program Director to discuss, mediate, arbitrate, or rectify the situation. Most complaints are usually settled or discharged at this level. The School/Program Director makes a decision and formally informs the involved parties in writing within 3 days after the meeting.

If a satisfactory result is not achieved, the student goes one level further to try to attempt further resolution.

In situations where the grievance directly involves the Program or Campus Director, the student attempts to resolve the problem directly with the Grievance Committee or Appeals Panel (see Level 3).

Level 3. The student attempts to resolve the problem with the Grievance Committee or Appeals Panel. The Committee / Panel is convened within 10 school days after receipt of the complaint. The Committee shall consist of the following:

- a. Chair, Grievance Committee or Appeals Panel
- b. Two (2) Full time Faculty representatives (randomly picked and not involved with the grievance issue)
- c. Two (2) Student representatives (randomly picked and not involved with the grievance issue)

The Committee / Appeals Panel hears the case, discusses the issues and makes a decision within 5 school days after meeting with the concerned parties. The Chair informs the student/involved parties of the decision in writing. If the student is still dissatisfied with the decision, the complaint is forwarded to the Campus Director.

Level 4. The Campus Director analyzes factual information, hears the student, makes a decision within 5 school days of the receipt of the complaint, and informs the student in writing. If a satisfactory resolution is not achieved at this level, the issue is forwarded to the School President.

Level 5. The School President analyzes factual information, hears the student, makes a decision within 5 school days of the receipt of the complaint, and informs the student in writing. If a satisfactory resolution is not achieved, the student will require further assistance at a level outside of the school.

Level 6. If the student feels that the school has not adequately addressed the concern or complaint, the student may consider contacting:



**The New York State Education Department at:**

**New York State Education Department**  
Bureau of Proprietary School Supervision  
116 West 32<sup>nd</sup> Street, 5<sup>th</sup> Floor  
New York, New York 10001  
(212) 643-4760

See Appendix B (What You Should Know About Licensed Private Schools and Registered Business Schools in New York State) for more detail instructions on filing a complaint to the New York State Education Department.

**The student may also file a complaint to the school's accrediting body**  
at:

**The Council of Occupational Education**  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
(770) 396-3898  
www.council.org

To be considered, the student must file a formal written complaint to the agency concerned who then forwards a copy of the complaint to the school for a response. The agency will keep the complainant informed of the status of the complaint and the final resolution of the problem. It is strongly recommended that students first try to resolve complaints directly with the school unless there is strong reason to believe that the student would be penalized for filing a complaint. Students are advised to discuss the issues/problems with teachers, department heads, the Campus Director or the President and to use the school's internal grievance procedure before utilizing outside help.

Should it be necessary to directly file a complaint with the New York State Education Department or the Council on Occupational Education, students should advise the abovementioned organizations of any action/s taken to attempt to resolve the complaint.

## **REINSTATEMENT AS A NON-REGULAR/REGULAR STUDENT**

### **Reinstatement as a Non-Regular Student:**

The school will give the student permission to return to MLI as a *non-regular* student to correct his or her academic status within a specific period. The specified period will not exceed the equivalent of one evaluation period. The student will not be charged for tuition for the period of attendance as a non-regular student.

### **Reinstatement as a Regular Student:**

If a non-regular student shows, after retaking courses or improving skills, that he or she is ready and motivated to continue in the program, the student can apply for reinstatement to MLI as a *regular* student. The appropriate Campus Director will consider the reinstatement, which will be approved or disapproved depending on an evaluation of the student's work. After reinstatement, the student will be on probation until the next evaluation point. While on probation, the student will be required to abide by any measures recommended by the Director or face dismissal.

A student who is reinstated will be required to meet the provisions of the Metropolitan Learning Institute's catalog that are in effect on the date of reinstatement.

## **GRADUATION REQUIREMENTS**

Students in Full/Half term programs will be ready for graduation when they fulfill the following conditions:

1. Hold at least a 2.0 Grade Point Average.
2. Successfully complete all courses attempted.
3. Attend a minimum of 80% of the program hours (1300 or 600 clock hours) if paying own tuition or receiving NYS TAP grants, 92% (1385 or 690 hours) if also receiving Federal Pell grants.
4. Receive a passing grade in each sequential course in the program.

Students in shorter programs need to meet the above standards at a rate of 100% total completion of all assigned class hours.

Students receiving full Title IV financial aid (Federal and State-awarded) must complete at least 92% of assigned class hours each term *and* have a minimum of 1385 hours overall to graduate.

### **NOTE:**

*Students with Federal Student Loans are required to participate in an exit interview with a representative from the Office of Financial Aid. Metropolitan Learning Institute will withhold the academic transcripts and credentials of any student who fails to meet all financial obligations to the school such as tuition and fees due, or who fails to return books after graduation.*

## **CREDENTIALS AWARDED**

A Diploma is awarded from MLI to all students who meet graduation requirements for all programs requiring a high school diploma or equivalent for admission. For those programs which do not require a high school diploma or its equivalent, a Certificate will be awarded. A Certificate of Completion (not the same as the Diploma) will be awarded to all students who, despite finishing a program, do not meet the requirements for graduation. If lost, a diploma will be replaced for a charge of \$10.00.

## **COLLEGE CREDIT – DISCLAIMER STATEMENT**

Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e., school diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

## **OFFICIAL TRANSCRIPTS**

Official transcript requests from other schools or organizations *must* be accompanied by a signed release from the student requesting the transcript and must be accompanied by a cash payment or a check or money order payable to Metropolitan Learning Institute in the amount of ten dollars (\$10.00). Official transcripts will *not* be provided for any student who has not fulfilled all financial obligations to the school or whose records have been withheld.

## **VIII : STUDENT CODE**

### **HONOR SYSTEM**

MLI values academic honesty and integrity. The school believes in and uses the Honor System. Students are expected to do their own work without unauthorized or outside assistance during quizzes and examinations or in completing projects and assignments. Students, faculty, staff and administrators are expected to abide by the Honor Code within and outside the campus. It is an assumption that any work submitted by the student to satisfy academic requirements is his/her own. Violation of the Honor Code is a cause for disciplinary action. Examples of these are:

1. Cheating on exams, problems, projects, special assignments, papers and other similar requirements.
2. Plagiarism or use of materials prepared by commercial or non-commercial entities and submitted as own work.
3. Copying or submission of another person's work previously used in a given course.

Students experiencing learning difficulties should seek assistance from their instructor/s, a tutor, skills lab personnel or any MLI staff member.

### **STANDARDS OF DRESS/DIGITAL DEVICES**

In order to promote a climate of cooperative learning and to secure the safety and well-being of the Metropolitan Learning Institute community, students are expected to dress in attires appropriate to their school environment and to behave in a businesslike, mature manner. When not in uniform, professional attire must be worn when students are engaged in activities representing the school.

Business attire is strongly preferred, although not specifically required. MLI understands the financial burden this may pose to some students, but this must be viewed in the light of "dressing for success" towards the end of the courses and certainly during the interviewing process. Hats and headphones may not be worn [Although 'ethnic' headdress and religious head coverings, such as a *hijab (veil)* or *yarmulke (skullcap)*, are permitted], and the use of portable or personal digital devices while in class or in a learning environment is strictly forbidden. Cell phone use is likewise prohibited during class periods. Smoking is strongly discouraged and will be allowed only in designated areas.

Any student who does not abide by the school's dress policy will be suspended from school, noted as absent for time missed, and subject to any adverse consequences for such absences.

Nurse Aide/Patient Care Technician short-term programs require a uniform to be worn, details of this policy are provided to prospective students upon request.

### **SUSPENSION**

In class or in any given learning environment, violation of acceptable conduct or behavior can result in suspension for a period determined by the School/Program Director.

**Students will be suspended after one verbal warning for the following:**

1. Failure to abide by the school's standards of academic integrity during tests, quizzes or examinations, plagiarism, using crib notes or other materials, talking to or copying from other students, and/or copying another student's project or assignment.
2. Smoking out of authorized areas.
3. Eating or drinking where not permitted.
4. Dressing inappropriately.
5. Using lab facilities in lieu of attending scheduled classes.
6. Continuing to use a computer terminal required for another class's activity.

**Students may be suspended immediately and without notice for the following:**

1. Damage to or vandalism of school property, or other members' personal property.
2. Demonstrated demeaning written / oral comments of an ethnic, sexist, or racist nature.
3. Disruptive actions in the classroom including but not limited to:
  - a. Frequent lateness,
  - b. Repeatedly asking questions which are irrelevant, tangential or inappropriate to the subject being discussed,
  - c. Being unnecessarily argumentative or contradictory,
  - d. Frequent, unnecessary interruptions in class when the instructor or another student is talking,
  - e. Reading or engaging in use of non-subject related material (newspapers, novels, games, etc.) while classes are in session, including browsing the Internet on a PC, cell phone or tablet device.
  - f. Provocation of other students in the class.
  - g. Persistent violation of school rules and regulations.
4. Unauthorized use of log-in passwords and/or ID of another student or staff member.
5. Violations of Program Behavior Guidelines.
6. Other inappropriate behavior or conduct deemed unethical or unprofessional by the faculty and administration.

**DISMISSAL**

**Conditions for Dismissal: Students may be dismissed from the school for the following reasons:**

1. Academic Failure: Failure or withdrawal (Failing) in courses as per program policy.
2. Attendance Issues.
  - a. Frequent unexcused absences (see Attendance Policies).
  - b. Absences of more than 10 consecutive days without proper written notice.
  - c. Less than 90% attendance requirement for graduation.
  - d. Inability to return from a leave-of-absence without proper notification/documentation.
  - e. Failure to comply with make-up requirements by the end of a term.
3. Financial Obligations: Failure to meet financial responsibilities to the school.
4. Violations of Code of Conduct. The following violations of conduct are cause for immediate termination from MLI:
  - a. Sexual harassment or assault. Sexual harassment is defined as unsolicited, non-reciprocated sexual behavior, including, but not limited to:
    - a.1. Verbal comments and harassment, such as sexist remarks about a person's body or sexual activities,

- a.2. Patting, pinching or unnecessary touching, and unwanted sexual advances and intimidation
- a.3. Subtle pressure or demands for sexual favors accompanied by implied or overt threats regarding job or student status,
- a.4. Physical assault.

**Any individual who considers himself / herself to be a victim of sexual harassment should contact the School/ Program Director and the MLI President. Administration shall take necessary steps to conduct a confidential investigation and take all appropriate measures to obtain factual and objective information. Disciplinary measures will be undertaken based on the nature and substantiated evidence of the complaint.**

- b. Use of, or acting under the influence of, alcoholic beverages within the school premises or any environment while on school business.
- c. Physical abuse or use of abusive language, obscenities or violence in any form towards a peer, faculty, administrative or support staff and to others within the school premises or any learning environment.
- d. Using, selling, processing, or distributing illegal drugs or other controlled substances on campus, or any environment while on school business.
- e. Theft, unauthorized use, major destruction, damage or removal of school or other person's property.
- f. Activating or pulling a Fire Alarm, other emergency device or sensors in a non-emergency situation.
- g. Falsification of documents, including lying on financial aid applications such as the FAFSA.
- h. Carrying or concealing firearms or any unlawful weapon within the school premises, or any environment while on school business.
- i. Persistent violations of Professional Behavior Guidelines.
- j. Persistent violation of school and other learning facility rules and regulations.

## **CRIME AWARENESS AND CAMPUS SECURITY**

The U.S. Department of Education is committed to assisting schools in providing a safe environment for students to learn and staff to work, and in keeping parents and students well informed about campus security. For this reason, it is a requirement that schools must publish and distribute its annual campus security report to all enrolled students and current employees of the school, as well as prospective students and employees upon request (See Appendix C)

In accordance with federal law, Metropolitan Learning Institute reports and maintains a file on information regarding crime awareness and school security and makes available to present and prospective students and employees, pertinent annual campus/school information of occurring criminal incidents.

The following includes, but are not limited to, crimes representing a threat to students and employees that must be reported to campus security authorities or local police agencies:

1. Criminal homicide including, (a) murder and non-negligent manslaughter, and (b) negligent manslaughter;
2. Forcible and non-forcible sex offenses,
3. Robbery;
4. Aggravated assault;
5. Burglary;

6. Motor vehicle theft; and
7. Arson

Students and employees should report occurring criminal offenses and all campus security issues to the Campus Director who is the designated Campus Security Authority of Metropolitan Learning Institute. Complaints against Metropolitan Learning Institute alleging non-compliance with the campus security regulations can be directed to the Department of Education who will assess the complaint and determine the appropriate response. Information about submitting reports of non-compliance is available at:

<http://www.ed.gov/offices/OPE/PPI/security.html>

## **STUDENT RECORDS AND PRIVACY RIGHTS**

Upon adequate notice, students have the right to inspect their educational records under the Family Educational Rights and Privacy Act of 1974. The Act also guarantees that these and other similar documents remain private; and states the conditions and circumstances whereby a student's educational records may be shown to or shared with other parties. Student records contain information that are personal and confidential and will *not* be released to or discussed with, any individual or organization (except to agencies exempted under the law) without *written* consent from the student.

The following student records are maintained by the school for a period of five (5) years:

1. Attendance Records
2. Academic Progress and Grades
3. Placement Data
4. Enrollment Agreement
5. Financial Records
6. Record of credit/s given for previous training
7. Records of Meetings, Appeals, Disciplinary Actions and Dismissal
8. Copy of Graduation Diploma/Certificate
9. Medical Records submitted as proof of absence for a valid reason

Student records are maintained by the school secretary and are available for review at any time by the student. Students are encouraged to submit updates to their records, such as address, status, or financial aid changes. For a fee, students may obtain copies of their records upon request.

## **STUDENT INJURY**

The following protocol should be observed at any time an illness or injury occurs at the Metropolitan Learning Institute campus or clinical learning site:

### **School Campus:**

If at any time an illness or injury occurs at any MLI campus, the student must *immediately* notify the faculty or any member of the Administrative staff so emergency measures can be instituted. The 911 emergency contact number should be called if necessary and the student should be escorted out of the building to the ambulance with attending emergency medical personnel by any available administrative staff or faculty.

## **Clinical Learning Sites**

It is essential that students carry their own health insurance to cover any illness or injury that may occur at a clinical site. The student must *immediately* notify the clinical instructor (or any faculty within the premises), so that appropriate emergency measures can be instituted. Emergency medical care shall be provided at the clinical site, if necessary.

It is the responsibility of the clinical instructor to notify the appropriate Campus Director and the President of the details of the injury or exposure.

## **COMPUTER USE**

The use of computer laboratory facilities is reserved exclusively for currently enrolled students, faculty and staff of MLI. Anyone using the facilities must abide by the following:

### **Software Copyright and Compliance**

MLI licenses the use of its computer software from a variety of outside companies, and unless authorized by the software developer, does not have the right to reproduce it. It is MLI's policy that employees, students and other users of the laboratory facilities shall use the software only in accordance with the license agreement.

Any student or employee found to be copying, downloading, acquiring or using unauthorized reproductions of computer software will be subject to disciplinary measures. Absolutely no unauthorized software may be installed on MLI's computers. This includes games, plug-ins and training software.

### **Computer Systems and Networks**

The school's policy on computer systems and networks applies to all students enrolled at MLI. Computer systems and networks are provided for student use as a part of the institute's academic program. All students have the responsibility of using computer hardware, software and networks in an ethical and lawful manner. Students who misuse MLI's systems and networks may receive disciplinary action up to and including dismissal. In case of a dismissal, the student will be subject to the refund policy as outlined in the school catalog.

Examples that are prohibited and considered to be in violation of the school's policy on student use of computer systems and networks include, but are not limited to:

1. Sending obscene, harassing, intimidating and/or threatening messages via e-mail or other means,
2. Viewing or downloading, displaying, printing, or otherwise disseminating materials that are sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, defamatory or otherwise unlawful,
3. Soliciting business, selling products, or engaging in commercial activities or personal advertisements,
4. Providing others with access to one's personal computer account(s), or attempting to gain access to computer accounts, files or system to which authorized access has not been granted,
5. Attempting to circumvent or compromise the school's computer security or the security of any remote system accessed through MLI equipment or networks,
6. Creating or releasing computer viruses or engaging in other destructive or potentially destructive

- programming activities,
7. Modifying, altering or tampering with systems hardware or software unless explicitly authorized to do so
  8. Copying for oneself or distributing to others commercial or other copyrighted software or proprietary data
  9. Using the school's computers and/or networks to perpetrate fraud, misrepresentation or illegal activity; and
  10. Inappropriate or profane behaviors causing a disruption of teaching, research, administration, disciplinary proceedings or other school activities.

### **Internet Usage**

Students may be provided with Internet access to be used for training purposes only. The introduction of viruses or tampering with any computer system is prohibited. Any files downloaded from the Internet or attachments received with e-mails must be scanned with virus detection software before installation or execution. All appropriate precautions should be taken to detect and/or prevent the spread of viruses.

Students shall not place school material on any publicly accessible Internet computer without prior authorization. Alternate Internet Service Provider connections to the MLI Internal network are not permitted unless authorized and properly protected by a security device.

Unless otherwise noted, all software on the Internet should be considered copyrighted work. Therefore, students are ***prohibited*** from downloading software and/or modifying any such files without permission from the copyright holder.

### **PERSONAL TELEPHONE CALLS AND VISITORS**

MLI has a limited number of telephone lines, and it is essential that these lines remain open for customer calls. Therefore, students should limit their personal calls to emergency use only, or use their own cellular phone (but see below). Visits by friends or relatives can be disruptive to the school's operations. Social calls and visits are strongly discouraged during class hours, unless on official school business. Cellular phone use is prohibited while classes are in session in all classrooms, laboratories and clinical learning environments.

### **ANNOUNCEMENTS**

The MLI bulletin boards are for everyone's use and enjoyment. Notices on cultural events, academic and professional activities, job opportunities, training programs and FYI's are regularly posted. All announcements (including notices that pertain to personal business such as seeking an apartment, reselling textbooks, selling personal effects and other similar information) ***must be officially approved for posting by the School/Program Director***. Notices for commercial business are not permitted.

To maintain a neat, well-organized bulletin board, all notices must be typewritten, dated and signed by the person wishing to make an announcement. Contact information should be clear, such as address, phone number, fax or E-mail. Notices will be posted for ***two (2) consecutive weeks*** after which the announcement will be automatically removed. It is the student/staff's responsibility to request for another extension if there is a need for additional posting days.

Every student must make an effort to regularly check the bulletin board for on-going activities, changes and significant information that may impact personal and/or academic progress in the program.



## **IX: STUDENT SERVICES AND SUPPORT NETWORK**

### **COUNSELING, BY DEPARTMENT**

Students may, at any time during official hours, contact or set up appointments with staff members to obtain any information they need or for individual counseling.

Assistance is available in the following areas:

**Education** -- Academic-related matters, attendance make-up, re-admission, continuance as a non-regular student, reinstatement, official withdrawal, leave of absence requests, change of session, disputed grades, faculty tutoring, auditing classes, disciplinary issues,

**Student Advisors** -- Academic-related matters, official withdrawal, attendance issues, leave of absence requests, change of session, course planning/course progression assistance, personal matters, extra-curricular activities;

**Admissions** -- Program offerings, admission, readmission,

**Financial Aid** -- Breakdown letters, Pell/TAP information, financial aid transcripts etc.

Metropolitan Learning Institute is eligible to enroll students under the New York State TAP and/or Federal PELL grants, covering their tuition if they are in 1500 hour programs (PELL only for 750 hour programs)

**Student Accounts** --Tuition account status, payment plans, student refund checks,

**Student Records** -- In-school letters, satisfactory academic progress, attendance verification, change of address, academic transcripts, diplomas, filing a record;

**Placement** -- Employment preparation and job search assistance.

Students receive the MLI Catalog and/or Student Handbook specific to the branch or location during their first week at school. Included therein are telephone numbers for contacting the appropriate state and accrediting agencies namely: the New York State Department of Education/Bureau of Proprietary School Supervision and the Council on Occupational Education (COE) which regulates and oversees the activities of Metropolitan Learning Institute.

### **MEDIA CENTER**

The Metropolitan Learning Institute features a Media Center in all campuses giving students ready access to textbook materials, manuals, professional journals, periodicals and standard reference materials. CD-ROMs, instructional videos/DVDs and Internet access are also freely available. Orientation and assistance is provided to all users. A staff member is constantly available to assist students during the Center's working hours.

Media resources are constantly updated to reflect currency. Books, magazines, periodicals and audiovisual materials are changed out every 5-year period. Only resources no more than 5 years old are put on open shelves for student use. Outdated materials that continue to provide valuable information may still be accessed for special purposes and are kept within the media center for easy access.

Media Center hours are posted on the door, the appropriate Student Services bulletin board and/or the school website at [www.gettraining.org](http://www.gettraining.org). Circulating materials may be signed for and borrowed upon presentation of a valid student ID card.

The Media Center hours of operation are:  
MONDAY TO FRIDAY : 9:00 AM – 1:00 PM and 2:00 PM – 8:00 PM

### **COMPUTER USE WITH TECHNICAL SUPPORT BY CURRENT STUDENTS**

Metropolitan Learning Institute has computerized classrooms in all campuses for individual use of day and evening students. Each student is assigned a specific laptop or desktop computer for learning computer functions, testing, developing writing skills, creating projects, completing assignments and for utilizing interactive programs for learning.

On an as-needed basis and without charge, use of the school's computers is available in non-class hours and/or unused classrooms to give students the opportunity to further increase their knowledge and confidence level. School personnel who are skilled in the use of software are available to assist students with any questions or problems during usage time. A Network Administrator is constantly accessible to support students, faculty and staff.

### **STUDENT HEALTH SERVICES**

First aid services are provided for "On Campus" emergencies with a simultaneous call to 911 for immediate assistance. Students are cared for by any available staff at the school's locations.

MLI also contracts with clinical site facilities to provide emergency treatment and management to students who sustain injuries or require immediate care while on official school business. Although emergency care is available, certain conditions may necessitate that the student be held responsible for expenses not covered by the health care facility. Hence, it is a requirement that students carry personal medical insurance to offset costs not covered by the clinical agency on site.

A list of local hospitals and medical facilities conveniently located around the various school premises are available for student use in the Campus Director's office.

### **AUDIT CLASS PRIVILEGES FOR GRADUATES**

Auditing of classes and/or use of computers are privileges the school offers to its graduates who are working with the Placement Office as a way of assisting the graduate in employment preparation. A graduate who wishes to audit some courses from his or her program of study may apply in writing to the Campus Director for approval. If a space is available, the Director, upon consultation with the faculty teaching the course, will provide the graduate with an audit permit to attend classes at a convenient time. Students who drop out, are dismissed, or fail to meet graduation requirements are not allowed the opportunity of auditing or using school computers after official termination from the school.

### **TUTORING**

Students who have occasional difficulty with a course or clinical skill are urged to seek assistance from their academic advisors, instructor/s, Media Coordinator and the Health Skills Laboratory staff.

### **JOB PLACEMENT ASSISTANCE**

The school's *Employment Preparation and Job Search Program* coordinated by the Placement Office is intended to offer assistance to students in preparing for employment and to support graduates in applying successful job search strategies to locate and secure jobs. The program is *not* meant to

substitute for the necessity of students and graduates to actively seek employment on their own. School assistance is available, but Metropolitan Learning Institute does not promise or guarantee employment to any student or graduate.

Obtaining a job in the modern office environment or in a health care setting requires thorough and continuous preparation. Upon enrollment, applicants can sign a *Placement Services Agreement* to either enlist, or decline participation in the *Employment Preparation and Job Search Program*. Throughout the course of their studies, each student who decides to join the program can access a wide range of resources to support his/her search for employment opportunities.

### **Employment Preparation: The “JOB CLUB”**

Two months prior to graduation, the school’s “Job Club” becomes operational to give students the chance to practice their communication and interview skills. The school’s “Job Club” is held each week by experienced instructors and placement staff. The club’s activities are especially helpful to students with limited English ability who gain skill and confidence through regular participation in group discussions, mock interviews and meetings, role playing, and practice telephone conversations. The school media rooms also allow Internet access, and this tool is invaluable in both job hunting and preparation for interviewing.

Each week, staff from the placement office spends time with the students to assist them with filling out forms, responding to questions, and polishing their resumes. The club’s activities are especially helpful to students with limited job search experience. Students gain skill and confidence through regular participation in group discussions, mock interviews and meetings, role playing, and practice telephone conversations. The school media rooms also allow Internet access, and this tool is invaluable in both job hunting and preparation for interviews.

### **Interviewing Techniques**

Practice of job interview techniques is crucial for graduates to compete with other candidates in the job interview process. This is especially true for students who communicate in a native language other than English. Printed materials and CD/audio/video files of interview questions and techniques are available for students to use during the course of their studies and upon graduation from MLI. Students are encouraged to use available audiovisual materials to practice and perfect their interview preparation. Additional support in developing interviewing skills is available every week through the “Job Club.”

All throughout the program of study, the school provides students with a roster of performance-oriented skills and competencies that students are encouraged to achieve. Students are also urged to retain portfolio items from each course to share with job interviewers.

At the end of the program, graduates are given the opportunity to participate in several mock job interviews to determine their state of interview preparation. After passing the school-based interview, the graduate will then be referred by the school’s Placement Office to facilities with available job openings or assist them in pursuing the employment of their choice.

### **The Job-Hunting Process**

The MLI Placement Office gives students full access to commonly available Placement Office resources by simply walking in when they wish. Specifically, the office will see students by appointment for individualized assistance with job search. An employment database, samples of all

types of letters, resumes and application forms, and other related documents are constantly made available for student use. The job search process will intensify in about two months prior to the expected date of graduation. At this time, students are encouraged to make frequent and regular contacts with placement office personnel to determine strengths as well as areas of interest.

One month before the program end date, participating students are required to have their resumes word processed in their Career Preparation class. After all corrections are made, they may submit the completed resume on a USB drive or by e-mail to the Placement Office for printing. After the program ends, graduates who have discharged all financial obligations to the school, who have completed the school's exit interview and testing, and who are actively searching for employment, can continue to work with the Placement Office according to the terms of the *Placement Services Agreement* for as long as is necessary until gainfully employed.

Metropolitan Learning Institute offers programs that provide job skills in high demand, so that employment opportunities are very good for motivated graduates carrying out a well-planned and motivated job search.

Metropolitan Learning Institute provides statistical information annually to regulatory agencies regarding enrollment and job search outcome for all graduates in a given year. It is a condition of enrollment that each graduate provide the school with evidence of the outcome of his/her job search, whether or not the graduate was placed directly, indirectly or by their own efforts. A graduate may request that facts regarding his/her workplace not be released to any individual or organization except as required by law for statistical reasons.

### **ASSISTANCE TO PERSONS WITH DISABILITIES**

Metropolitan Learning Institute ensures that services, facilities and privileges are accessible to qualified persons with disabilities in accordance with the American Disabilities Act (ADA) of 1990 (See Appendix A).

### **EXTRACURRICULAR ACTIVITIES**

Because of Metropolitan Learning Institute's convenient campus locations, students have access to many activities which are usually just a short bus or subway ride away to commercial, educational and cultural districts. Information concerning in-school events and out-of-school activities is provided on the Student Services Bulletin Board in each campus and the school's web site at: [www.gettraining.org](http://www.gettraining.org)

### **HOUSING**

Metropolitan Learning Institute is a commuter school; it does not have dormitory accommodations. Students who wish information on housing in the nearby area may contact the Campus Director at each campus for referral to appropriate sources.

## **X : OTHER INFORMATION**

### **EMERGENCIES**

For safety reasons, students are expected to become familiar with emergency and evacuation procedures in and around the campus and on every clinical site. Floor plans specifying the location of fire exits and fire extinguishers as well as fire evacuation procedures are posted on bulletin boards situated on each floor within the school campus. Students are expected to orient themselves with fire and emergency evacuation procedures unique to each and every clinical practice environment.

Any form of illness or injury incurred by a student or staff member on campus and on the clinical learning sites must be *immediately* reported to the MLI Administration. The school reserves the right to contact a student's relative, friend or responsible party to inform him/her of the illness or injury, and to request emergency medical assistance if necessary.

For temporary relief of symptoms and treatment of minor emergencies, a First Aid Kit located in the school entrance/reception area of each campus is available for student and staff use.

### **CHANGES IN PROGRAMS OR POLICIES**

Metropolitan Learning Institute (MLI) has the right, at its discretion, to make reasonable changes in program content, policies, materials, schedules, sequence of courses in programs, or locations in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements. Changes will be posted in the bulletin boards and all other convenient locations. Policy changes become effective one (1) month after posting.

### **CREDIT DISCLAIMER STATEMENT**

Metropolitan Learning Institute (MLI) does not offer college credit for courses offered. Other schools may give credit for prior training and may convert training to credit hours. This service is not available at MLI.

### **DISASTER**

Metropolitan Learning Institute (MLI) reserves the right to suspend on/off site training for a period not exceeding 90 days to locate to a suitable substitute location in the event of a natural disaster, calamity, acts of terrorism, labor disputes or other similar emergency situations.

### **INDEMNIFICATION**

Students need to understand that their occupational decision to enroll and work in the health care industry through Metropolitan Learning Institute may subject them to property damage, injury or exposure to potential dangers and infections in the course of their training.

The student releases and holds harmless MLI employees, agents and representatives from all liabilities, damages and other expenses which may be imposed upon or incurred by or asserted against it as a result of property damage or bodily injury while enrolled in any Program with a clinical externship.

## **APPENDIX A**

### **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE STATEMENT**

In compliance with the 1990 Americans with Disabilities Act (ADA), MLI does not discriminate against qualified individuals with disabilities. The act defines the disabled person as someone who:

- “(a) has physical or mental impairment that substantially limits one or more of the major life activities of such individuals;
- (b) has a record of such impairment; or
- (c) is regarded as having such an impairment.”

For the purposes of program compliance, a "qualified individual with a disability" is one who, with or without reasonable accommodation or modification, meets the essential requirements for participation in the program.

The school accepts ‘performance objectives’ set by the NY State Department of Education for use by each program. Each objective is a standard, an example of an activity that students are required to perform to successfully complete the program. Each standard is reflected in the course objectives.

Admission to a program is not based on the core performance standards. Rather, the standards are used to assist each student in determining whether accommodations or modifications are necessary. The standards provide objective measures upon which students and faculty base informed decisions regarding whether students are "qualified" to meet requirements. Every applicant and student receives a copy of the course outline for each level containing all tasks and subjects to be completed.

If a student believes that he or she cannot meet one or more of the standards without accommodations or modifications, the Campus Director will determine, on an individual basis, whether or not necessary accommodations or modifications can be reasonably made.

## **APPENDIX A1**

### **TYPICAL PERFORMANCE STANDARDS**

#### **Essential Eligibility Requirements for Participation in MLI Programs**

Each MLI medical clinical program trains for professions with cognitive, sensory, affective, and psychomotor performance requirements. The following Core Performance Standards identify essential eligibility requirements for participation in these programs:

<b>ISSUE</b>	<b>STANDARD</b>	<b>EXAMPLES OF NECESSARY ACTIVITIES (not all-inclusive)</b>
Critical Thinking	Critical thinking ability sufficient for clinical judgment.	Identify cause-effect relationships in clinical or office situations, develop health care plans.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of	Establish rapport with patients/clients and colleagues.

	social, emotional, cultural, and intellectual backgrounds.	
Communication	Communication abilities sufficient for interaction with others in verbal and written form.	Explain treatment procedures, initiate business activity, document and interpret healthcare actions and patient/client responses.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces	Move around in patient's rooms, work spaces and treatment areas; administer CPR, move equipment.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective work/care.	Calibrate and use equipment, lift and position patients/equipment.
Hearing	Auditory ability sufficient to monitor and assess health and technical needs.	Hear monitor alarms, emergency signals, body sounds, cries for help, mechanical noises, speakerphone.
Visual	Visual ability sufficient for observation and assessment necessary in care/work.	Observes patient/client responses, computer screens, technical details.
Tactile	Tactile ability sufficient for physical assessment.	Perform palpation, functions of physical examination and/or those related to therapeutic intervention (as permitted).

If you believe that you cannot meet one or more of these standards without accommodations or modifications, you may request appropriate assistance and guidance. The school will determine, on an individual basis, whether or not the necessary accommodations or modifications can reasonably be made.

## **APPENDIX B**

### **Information for Students-Student Rights\***

*\* Note: The following disclosure information is provided by the New York State Education Department*

#### **What is the purpose of this pamphlet?**

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help ensure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department, at minimum, every four years, thereby helping to insure that all curriculums offered in the Schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department – to insure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

#### **Who can file a complaint?**

If you are or were a student or an employee of a career school in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

#### **What can a student or employee complain about?**

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

#### **How can a complaint be filed by a student or employee?**

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure of discuss your problems with teachers department heads, or the Campus Director. We suggest that you do so in writing



and that you keep copies of all correspondence to the school. **However, the school cannot require YOU to do this before you file a complaint with the New York State Education Department.** If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve the complaint.

*The steps you most take to file a complaint with the New York State Education Department are:*

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, NY 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it *copies* of all relevant documents. You should keep the originals. *You must file a complaint within two years after the alleged illegal conduct took place.* The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with school informally. If the Department determines that violations of law have been committed and the school fails to take

### **What is the Tuition Reimbursement Fund?**

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance, prior *to* the completion of your educational program, then you may be eligible for a refund of all **tuition** expenses which you have paid.

If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a **tuition** refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations.

To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

### **What is the tuition refund and cancellation policy?**

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

**Read** and understand the school's policy regarding tuition refund and cancellation **before** you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

**What should students know about "private school agents"?**

Private school agents are employed by schools for the purpose of recruiting or enrolling students in the school, they are **not** school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write **down** the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A **full refund** shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if that agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this pamphlet.

**What should students know about "grants and student loans"?**

A grant is awarded to a student based on income eligibility, and it does not need to be repaid. Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours - the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you **are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.**

It's your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans.

**Read and understand all the information and applications for financial aid grants and loans before signing.**

**Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?**

*Contact the New York State Education Department, as well as:  
by mail or phone, at:*

**New York State Education Department  
Bureau of Proprietary School Supervision  
116 West 32nd Street, 5th Floor  
New York, NY 10001  
(212) 643-4760**

**The Council on Occupational Education  
7840 Roswell Road, Bldg 300, Suite 325  
Atlanta, GA 30350  
(770) 396-3898  
www.council.org**

## APPENDIX C

### **CAMPUS SECURITY\***

*\* U.S. Education Department Campus Security Information Supplement*

#### **General Information:**

The U.S. Department of Education is committed to assisting schools in providing a safe environment for student to learn and staff to work, and in keeping parents and students well informed about campus security. The department encourages schools to use the resources available on the following Web sites in making their campuses safer.

Department of Justice Violence against Women Office

[www.ojp.usdoj.gov/vawo/](http://www.ojp.usdoj.gov/vawo/)

Department of Education World Wide Web site on campus safety

[www.ed.gov/offices/ope/ppi/security/html](http://www.ed.gov/offices/ope/ppi/security/html)

Higher Education Center for Alcohol and other Prevention World Wide Web site

[www.edc.org/hec/](http://www.edc.org/hec/)

**The Department is strongly committed to enforcing the provisions of the Campus Security Act of 1990 requiring a school to compile an annual campus security report.**

#### **Distribution of the Campus Crime Report:**

By October 1 of each year, a school must publish and distribute its annual campus security report.

It must be distributed to all **enrolled students and current employees** directly by publications and mailings, including: direct mailing to each individual through the U.S. Postal Service, campus mail, or electronic mail.

If the school chooses to fulfill this requirement by posting the crime report on an Internet or Intranet Web site, an **individual notice must be distributed to each student and current employee** that includes:

- A statement of the report's availability
- A list and brief description of the information contained in the report,
- The exact electronic address (URL) of the Internet or Intranet Web site at which the report is posted, and
- A statement saying the school will provide a paper copy upon request.

**Upon request, a school must provide its annual campus security report to a prospective student or prospective employee.** In order to ensure that a prospective student or employee can request the report, the institution must provide them with notice of the report's availability. The notice must include a brief description of the report.

Schools are required to submit the statistical section of their **Annual Crime Report** to the Department **on an annual basis.** To comply with the emerging requirements to communicate electronically with the public whenever possible, the survey data is collected through the Department's Campus Crime and

Security Web site at:

[surveys.ope.ed.gov/security](https://surveys.ope.ed.gov/security)

### **Definition of Campus**

Institutions must meet the campus security report requirements **individually for each separate campus**. Institutions must provide crime statistics for three discrete categories: campus, non-campus buildings or property, and public property.

*Campus* means

- Any building or property (including residence halls) owned or controlled by a school within the same reasonably contiguous geographic area and used by the school in direct support of or in a manner related to its educational purposes.
- Property within the same reasonably contiguous area that is owned by the school but controlled by another person, frequently used by students, and supports the school's purposes (such as a food or other retail vendor).

*Non-campus building or property* means

- Any building or property owned or controlled by a student organization officially recognized by the school; and
- Any building or property (other than a branch campus) owned or controlled by the school, that is **not** within the same reasonable contiguous area, is used in direct support of or in relation to the school's educational purpose, and is frequently used by the students.

**Third party housing:** Whether the rent is paid to the third party by the institution on behalf of the student or directly by the student, a student housing facility owned by a third party that has a contract with an institution to provide housing for the institution's students is considered under the control of the institution.

*Public property* means all public property including thoroughfares, streets, sidewalks, and parking facilities that is within the same campus or immediately adjacent to and accessible from the campus. This would not include, for example, highways that are adjacent to the campus, but that are separated from the campus by a fence or other man-made barrier.

A school may use a map to visually illustrate the areas included in the definition of its campus.

### **Timely Warning**

In addition to the required annual campus security report, schools are required to provide timely warning to the campus community of any occurrences of the following crimes that are reported to campus security authorities or local police agencies and are considered to represent a threat to students and employees, including:

- Criminal homicide including, (a) murder and non-negligent manslaughter, and (b) negligent manslaughter;
- Forcible and non-forcible sex offenses,
- Robbery;

- Aggravated assault;
- Burglary;
- Motor vehicle theft; and
- Arson
- Separately by category of prejudice, each crime listed above and any other crime involving bodily injury reported to local police agencies or to a campus security authority that shows evidence of prejudice base on race, gender, religion, sexual orientation, ethnicity, or disability;
- Arrests for violation of liquor and drug law violations, and illegal weapons possession; and
- Persons not arrested but referred for campus disciplinary action for liquor, drug, and weapons law violations

A school is not required to provide timely warning with respect to crimes reported to a pastoral or professional counselor as these positions are defined under 34 CFR 668.46 (a).

**Note:** A school must also include statistical and policy information related to theses same crimes in its campus security report; see the discussion on *Campus Security* earlier in this chapter.

### **Campus security authority**

The following are campus security authorities:

- 1) A campus police or security department;
- 2) Any individual or individuals who have responsibility for campus security but who do not constitute a campus security or police department, such as an individual who is responsible for monitoring entrance into school property (e.g., an access monitor);
- 3) An individual or organization specified in a school's campus security statement as the individual or organization to which students and employees should report criminal offenses; and
- 4) An official of a school who has significant responsibility for student and campus activities including, but not limited to, student housing, student discipline, and campus judicial proceedings.

The definition of campus security authority includes others in addition to those individuals working for the school's campus security office or expressly performing a campus security function at the school's request. An official who has significant responsibility for student and campus activities is a campus security authority. For example, a dean of students who oversees student housing, a student center, or student extracurricular activities, has significant responsibility for student and campus activities. Similarly, a director of athletics, team coach and faculty advisor to a student group also have significant responsibility for student and campus activities.

### **Professional and pastoral counselors excluded from reporting requirements**

Of itself, reporting a statistic is not likely to identify a victim. However, the need to verify the occurrence of a crime and the need for additional information about a crime to avoid double counting can lead to the identification of the victim. Therefore, in order to ensure that victims have access to confidential counseling, professional and pastoral counselors, as defined in the regulations are **not** required to report crimes discussed with them in their roles as counselors when they are functioning within the scope of their license or certification. Other confidential reporting options are encouraged to obtain statistical data without infringing on an individual's expectations of confidentiality.

A *pastoral counselor* is a person who is associated with a religious order or denomination, who is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

A *professional counselor* is a person whose official responsibilities include providing mental health counseling to members of the school's community and who is functioning within the scope of his or her license or certification.

### **Daily crime log**

Schools that maintain a campus police or security department must make, keep, and maintain daily logs of any crime that occurs within the patrol jurisdiction of the campus police or security department designated by the institution. The logs must be written in a manner that is easily understood. For each crime, the school must record the date it was reported, the nature, date, time, and general location, and the disposition of the complaint, if known. The logs must be made public, except where prohibited by law or when disclosure would jeopardize the confidentiality of the victim. Schools are required to update logs with new information when available, but no later than two business days after the information is received, unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim. The school must disclose any information withheld once the adverse effect is no longer likely to occur.

Often time passes between when a crime is committed and when it is discovered, making the date of occurrence unknown or uncertain. In addition, for statistical purposes, the FBI collects crime data based on when crimes are reported to the police. Therefore, **an institution must report crime date based on when the crime was reported to campus police or security authorities.**

The school must make the crime log for the most recent 60-day period open to public inspection during normal business hours.

The school must make any portion of the log older than 60 days available within two business days of a request for public inspection.

A school may withhold information if (and as long as) the release of the information would jeopardize an ongoing criminal investigation of the safety of an individual, cause a suspect to evade detection, or result in the destruction of evidence. A school may withhold only the information that would cause the aforementioned adverse effects.

### **The annual security report**

The annual security report, due October 1, must contain the required crime statistics for the three calendar years preceding the year in which the report is disclosed. The crime report due October 1, 2016, must include statistics for the 2015, 2014, and 2013 calendar years. **Schools must retain records used to create their campus security reports for three years after the due date of the report.** Therefore, schools must maintain the information (data from 2013, 2014, and 2015) used in compiling the 2016 report, and make the report available until September 30, 2019. Crimes must be reported for the calendar year in which the crime was reported to a campus security authority rather than the year in which the crime occurred.

### **Policies and procedures for reporting crimes**

The annual security report provides information regarding campus security policies and campus crime

statistics. With limited exception, the campus security requirements do not prescribe policies and procedures for schools to follow. Rather, schools are required to make disclosures concerning the policies and procedures implemented by the school.

All schools must compile the required crime statistics in accordance with the definitions used in the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) system, Hate Crime Data Collection Guidelines and the Training Guide for Hate Crime Collection. For further guidance concerning the application of definitions and classification of crimes a school must use either the *UCR Reporting Handbook* or the *UCR Reporting Handbook" NIBRS Edition*.

Except when determining how to report crimes committed in a multiple offense situation, a school must use the hierarchy rule found in the *UCR Reporting Handbook*. Copies of these publications are available from: FBI Communications Unit, 1000 Custer Hollow Road, Clarksburg, WV 26306 (telephone: 304-625-2823). Schools are encouraged but not required to participate in the FBI's UCR program.

The statistics required in the annual security report may not include the identification of the victim or the person accused of committing the crime.

A school must make a reasonable, good faith effort to obtain the required statistics and may rely on the information supplied by a local or state police agency. A school making a good faith effort will not be held responsible for the failure of local and state police agencies to supply the required statistics.

The annual security report must include the following:

1. The required institutional crime statistics, including
  - a. Criminal homicide, including (1) murder and non-negligent manslaughter, and (2) negligent manslaughter;
  - b. Sex offenses, including (1) forcible sex offenses, and (2) non-forcible sex offenses;
  - c. Robbery;
  - d. Aggravated assault;
  - e. Burglary;
  - f. Motor vehicle theft;
  - g. Arson;
  - h. Separately by category of prejudice, each crime listed above and any other crime involving bodily injury reported to local police agencies or to a campus security authority that show evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability;
  - i. Arrests for violations of liquor and drug law violations, and illegal weapons possession; and
  - j. Persons not arrested but referred for campus disciplinary action for liquor, drug, and weapons law violations.

Schools must report crime statistics by means of separate categories:

- On campuses (see *Definition of a campus*)

**Note:** Crimes that occur in dormitories or other residential facilities for students are reported as a subset of crimes on campus and as a separate category.

- In or a non-campus building or property;
  - On public property; and
  - Dormitories or other residential facilities for students on campus.
2. A statement of current campus policies regarding procedures for reporting crimes and other emergencies occurring on campus and the policies for the school's response to these reports, including:
- a. Policies for making timely reports of the above described crimes to members of the campus community;
  - b. Policies for preparing the annual disclosure of crime statistics; and
  - c. A list of the titles of each person or organization to whom the criminal offenses described above should be reported for the purpose of making timely warning reports and the annual statistical disclosure.

This statement must also describe any institutional policies or procedures that allow voluntary or confidential reports made by victims or witnesses to be included in the annual disclosure of crime statistics.

3. A statement of the school's policies concerning the security of, and access to, all campus facilities, including residences, and security consideration used in the maintenance of campus facilities,
4. A statement of the school's policies concerning campus law enforcement, including:
- a. The enforcement authority of campus security personnel, their working relationship with state and local police and other law enforcement agencies, and whether the security personnel have the authority to arrest individuals; and
  - b. Policies that encourage accurate and prompt reporting of crimes to campus police and the appropriate police agencies; and
  - c. Procedures that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform their clients of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.
5. Descriptions of the type and frequency of programs that
- a. Inform students and employees about campus security procedures and practices; and
  - b. Encourage students and employees to be responsible for their own security and the security of others.
6. A description of institutional crime prevention programs;
7. A statement of the policies concerning the monitoring and recording (through local police agencies) of criminal activity at off-campus locations of student organizations officially recognized by the school, including student organizations with off-campus housing facilities (see the *Definition of a campus*);
8. The policies concerning the possession, use, and sale of alcoholic beverages, including the enforcement of state underage drinking laws;
9. A statement of institutional policies concerning the possession, use, and sale of illegal drugs including the enforcement of state and federal drug laws;



10. A description of the drug and alcohol-abuse education programs available to students and employees, as required under section 120 (a) through (d) of the Higher Education Act;
11. A statement of the sexual assault prevention programs available and the procedures to be followed when a sex offense occurs, including:
  - a. A description of educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses;
  - b. Procedures a student should follow if a sex offense occurs (who to contact, how to contact them, the importance of preserving evidence for proof of a criminal offense, and to whom to report);
  - c. Options for the notification of local law enforcement officials (including on-campus and local police) and a statement that school personnel will assist the student in notifying these authorities, if requested by the student;
  - d. Availability of on-and off-campus counseling, mental health, or other student services for victims of sex offenses;
  - e. Notice to students that the school will change a victim's academic and living situations after the alleged sex offense and of the options for changes, if changes are requested by the victim and are reasonably available;
  - f. Procedures for campus disciplinary actions in cases of an alleged sex offense, including a clear statement that both the accuser and the accused
    - a. Are entitled to the same opportunities to have others present during a disciplinary proceeding, and
    - b. Will be informed of the school's final determination of any school disciplinary proceeding with respect to the alleged sex offense and any sanction that is imposed against the accused; and
  - g. Sanctions the school may impose following a final determination of a school disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses.

### **Complaints against schools**

When a complaint is filed against a school alleging noncompliance with the campus security regulations, the Department will assess the complaint and determine the appropriate response.

Information about submitting reports of noncompliance is available at:

<http://www.ed.gov/offices/OPE/PPI/security.html>

Technical assistance to schools in administering the campus security regulations is available from the Department's Customer Support Branch at 1-800-433-7327

### **An additional category of manslaughter**

An additional category of manslaughter, broken into two sub categories, non-negligent and negligent manslaughter, is added to the category of murder. Murder and non-negligent manslaughter is the willful (non-negligent) killing of one human being by another. Manslaughter by negligence is the killing of another person through gross negligence. The new regulations incorporate manslaughter into the

regulations by adding non-negligent manslaughter to the current murder category and adding a new negligent manslaughter category. Collectively the two categories are referred to as criminal homicide consistent with the FBI's definitions.

**Arson defined:**

“Arson” is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc.

**Liquor law, drug, and weapons violations**

The period for which liquor law, drug-law and weapons possession violations must be reported has changed from the most recent year to the most recent three years. In addition, the school must disclose not only the number of arrests for these crimes but also the unduplicated number of persons who were referred for campus disciplinary action for these activities.

**Institutions should not include students referred for campus disciplinary action for alcohol, drug, and weapons possession unless those violations were also violations of law.**

For example, if a student of legal drinking age in the state where the institution is located violates the institution's dry campus policy and is referred for disciplinary action, that statistic should not be included in the institution's crime statistics. If a student was both arrested and referred for campus disciplinary action for the same violation, the new regulations require that the institution report the statistic only under arrests.

## **APPENDIX D**

### **MLI DRUG and ALCOHOL ABUSE PREVENTION INFORMATION**

A school that participates in Federal Student Aid programs must provide information to its students, faculty, and employees to prevent drug and alcohol abuse.

In addition, a school that participates in Campus-Based programs must have a drug-free awareness program for its employees that includes a notice to its employees of unlawful activities and the actions the school will take against an employee who violates these prohibitions.

#### **Information that Must Be Included in Drug Prevention Materials for Students:**

- Information on preventing drug and alcohol abuse;
- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities;
- A description of the sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol;
- A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees;
- A description of the health risks associated with the use of illicit drugs and alcohol;
- A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state, and federal law) and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution.

#### **Helpful Websites:**

[http://www.brainsource.com/brain\\_on\\_drugs.htm](http://www.brainsource.com/brain_on_drugs.htm)

<http://www.nida.nih.gov>

### **MLI DRUG FREE CAMPUS GUIDELINES**

In compliance with the Drug-Free Schools and Communities Act (DFSCA), MLI has set forth in this guide the legal penalties under Federal law for the illegal possession or distribution of drugs and alcohol, as well as the range of school sanctions that can be imposed for violation of MLI's policies regarding substance abuse. Both students and employees should read this carefully.

#### **Policy:**

The United States Department of Education has issued regulations for the implementation of the provisions of the "Drug-Free Schools and Communities Act Amendments of 1989" (Public law 101-226). The school will distribute annually to each student and employee information regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on

school property.

**Standards of Conduct:**

The school is committed to a campus free of illegal drug use, misuse and abuse of prescription drugs, underage drinking and alcohol abuse. The school has no tolerance for illegal activity or any other harmful conduct influenced by drugs or alcohol. Unlawful possession as well as the distribution of illegal drugs or alcohol is prohibited on school property or as part of its activities. The school will cooperate fully with law enforcement agencies and will apply appropriate internal disciplinary processes should a student or an employee violate criminal statutes with regard to illegal drugs or possession or sale of alcohol.

The following shows the Federal penalties:

**Federal Trafficking Penalties**

<b>Drug/ Schedule</b>	<b>Quantity</b>	<b>Penalties</b>	<b>Quantity</b>	<b>Penalties</b>
Cocaine (schedule II)	500-4999 gms mixture	Not less than 5 yrs, and not more than 40 yrs. If	5 kgs or more mixture	<p><b>First Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury , not less than 20 or more than life. Fine or not more than \$ 4 million I an individual, \$ 10 million if not an individual.</p> <p><b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.</p> <p><b>2 or More prior Offenses:</b> Life imprisonment</p>
Cocaine base (schedule)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (schedule II)	40-49 gms mixture	<p>Death or serious injury , not less than 20 or more than life. Fine of not more than \$2 million if an individual , \$5 million if not an individual.</p> <p><b>Second Offense:</b> Not less than 10 yrs, and not more than life, if death or serious injury, life imprisonment. Fine of not more than \$4 million individual; \$10 million other than individual.</p>	400 gms or more mixture	
Fentanyl Analogue (schedule I)	10-99 gms mixture		100 gms or more mixture	
Heroin (schedule I)	100-999 gms mixture		1kg or more mixture	
LSD (schedule I)	1-9 gms mixture		10 mgs or more mixture	
Methamphetamine (schedule II)	5-49 gms pure or 50-499 gms mixture		50 gms or more pure or 500 mgs or more mixture	
PCP ( schedule II)	10-99 gms oure or 100-999 gms mixture		100 gm or more pure or 1 kg or more mixture	
<b>Penalties</b>				
Other schedule I & II drugs ( and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<p><b>First Offense:</b> Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine is \$1 million if an individual,\$5 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual</p>		
Flunitrazepam (schedule IV)	1 gm or more			
Other schedule III drugs	Any amount	<p><b>First Offense:</b> Not more than 5yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p>		

Flunitrazepam (schedule IV)	30 to 999 mgs	<b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$ million if not an individual
All other Schedule IV drugs	Any amount	<b>First Offense:</b> Not more than 3 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.
Flunitrazepam (schedule IV)	Less than 30 mg	<b>Second Offense:</b> Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
All schedule V drugs	Any amount	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. <b>Second Offense:</b> Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

### Federal Trafficking Penalties-Marijuana

DRUG	QUANTITY	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE
<b>Marijuana</b>	1,000 kg or more mixture; 1,000 or more plants	<ul style="list-style-type: none"> <li>▪ Not less than 10 years, not more than life.</li> <li>▪ If death or serious injury, not less than 20 years, not more than life</li> <li>▪ Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>▪ Not less than 20 years, not more than life</li> <li>▪ If death or serious injury, mandatory life</li> <li>▪ Fine not more than \$8 million if an individual, \$20 million if other than an individual</li> </ul>
<b>Marijuana</b>	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> <li>▪ Not less than 5 years, not more than 40 years</li> <li>▪ If death or serious injury, not less than 20 years, not more than life</li> <li>▪ Fine not more than \$2 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>▪ Not less than 10 years, not more than life</li> <li>▪ If death or serious injury, mandatory life</li> <li>▪ Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>
<b>Marijuana</b>	More than 10 kgs hashish; 50 to 99 kg mixture More than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> <li>▪ Not more than 20 years</li> <li>▪ If death or serious injury, not less than 20 years, not more than life</li> <li>▪ Fine \$1 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>▪ Not more than 30 years</li> <li>▪ If death or serious injury, mandatory life</li> <li>▪ Fine \$2 million if an individual, \$10 million if other than an individual</li> </ul>
<b>Marijuana</b>	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> <li>▪ Not more than 5 years</li> <li>▪ Fine not more than \$250,000, \$1 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>▪ Not more than 10 years</li> <li>▪ Fine \$500,000 if an individual, \$2 million if other than individual</li> </ul>
<b>Hashish</b>	110 kg or less		
<b>Hashish Oil</b>	1 kg or less		

## **Health Risks**

The following briefly summarizes health risks and symptoms associated with the use of alcohol and other drugs. It is important to note that individuals experience alcohol and drugs in different ways based on physical tolerance, body size and gender, and on a variety of other physical and psychological factors.

### **Alcohol:**

Alcohol consumption causes a number of changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasingly the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high doses of alcohol cause marked impairments in higher mental functions severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Long-term consumption of large quantities of alcohol can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than others of developing alcohol related problems.

### **Cigarettes and other Nicotine Products:**

In 1989, the U.S. Surgeon General issued a report that concluded that cigarettes and other forms of tobacco, such as cigars, pipe tobacco and chewing tobacco, are addictive and that nicotine is the drug in tobacco that causes addiction. In addition, the report determined that smoking was a major cause of stroke and the third leading cause of death in the United States. Nicotine is both a stimulant and a sedative to the central nervous system. Nicotine is absorbed readily from tobacco smoke in the lungs, and it does not matter whether the tobacco smoke is from cigarettes, cigars, or pipes, Nicotine also is absorbed readily when tobacco is chewed.

In addition to nicotine, cigarette smoke is primarily composed of a dozen gases (mainly carbon monoxide) and tar. The tar in a cigarette, which varies from about 15 mg for a regular cigarette to 7 mg in a low-tar cigarette, exposes the user to a high expectancy rate of lung cancer, emphysema, and bronchial disorders. The carbon monoxide in the smoke increases the chance of cardiovascular diseases. The Environmental Protection Agency has concluded that secondhand smoke causes lung cancer in adults and greatly increases the risk of respiratory illnesses in children and sudden infant death.

### **Prescription Medications:**

Prescription drugs that are abused or used for non-medical reasons can alter brain activity and lead to dependence. Commonly abused classes of prescription drugs include opiates (often prescribed in the treatment of pain), central nervous system depressants (often prescribed to treat anxiety and sleep disorders), and stimulants (prescribed to treat narcolepsy, ADHD, and obesity). Long-term use of opiates or central nervous system depressants can lead to physical dependence and addiction. Taken in high doses, stimulants can lead to compulsive use, paranoia, dangerously high body temperatures and irregular heartbeat.

### **Marijuana:**

Marijuana use can lead to a number of long term and short term physical and psychological effects. Marijuana use leads to a substantial increase in the heart rate, impairs short term memory and

comprehension and motivation can be altered.

**Cocaine and Crack:**

Health risks may include changes in body temperature and blood pressure as well as heart and breathing rates. Even small amounts may cause the body to exceed its own limits, sometimes resulting in death. Snorting cocaine may severely damage nasal tissue and the septum. Smoking cocaine may damage the lungs. Someone using cocaine may experience muscle twitching, panic reactions, anxiety, numbness in hands and feet, loss of weight, a period of hyperactivity followed by a crash, a runny or bleeding nose, and depression. Other symptoms of cocaine use may include nausea, vomiting, insomnia, tremors, and convulsions. Chronic users may become paranoid and/or experience hallucinations.

**Barbiturates:**

In small doses, barbiturates produce calmness, relaxed muscles, and lowered anxiety. Larger doses cause slurred speech, staggering gait, and altered perception. Very large doses or doses taken in combination with other central nervous system depressants (e.g., alcohol) may cause respiratory depression, coma and even death. A person who uses barbiturates may have poor muscle control, appear drowsy or drunk, become confused, irritable, or inattentive, or have slowed reactions.

**Amphetamines:**

Amphetamines, methamphetamines, or other stimulants can cause increased heart rate and respiratory rates, elevated blood pressure, and dilated pupils. Larger doses cause rapid or irregular heartbeat, tremors, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever, heart failure and death. An individual using amphetamines might begin to lose weight, have the sweats, and appear restless, anxious, moody, and unable to focus. Extended use may produce psychosis, including hallucinations, delusions and paranoia.

**Hallucinogens:**

PCP, or angel dust, interrupts the part of the brain that controls the intellect and keeps instincts in check. PCP blocks pain receptors. Violent episodes, including self-inflicted injuries, are not uncommon. Chronic users report memory loss and speech difficulty. Very large doses produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. LSD, mescaline, peyote, etc. cause dilated pupils, elevated body temperature, increased heart rate and blood pressure and tremors. Someone under the influence of PCP might appear moody, aggressive, or violent. Sleeplessness, confusion, anxiety, and panic, and may report perceptual distortions. Flashbacks may occur.

**Steroids (anabolic):**

Anabolic steroids are human-made substances related to male sex hormones. Some athletes abuse anabolic steroids to enhance performance. Abuse of anabolic steroids can lead to serious health problems, some of which are irreversible. Short term side effects include depression, hallucinations, paranoia, severe mood swings and aggressive behavior. Major side effects also can include liver tumors and cancer, jaundice, high blood pressure, kidney tumors, severe acne and trembling. In males side effects may include shrinking of the testicles and breast development. In females, side effects may include growth of facial hair, menstrual changes and deepened voice. In teenagers, growth may be halted prematurely and permanently.

**Narcotics:**

Because narcotics are generally injected, the use of contaminated needles may result in the contraction of many different diseases, including AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin, convulsions, and coma and may result in death. Some signs of narcotic use are euphoria, drowsiness, constricted pupils, and nausea. Other symptoms include itchy skin, needle or "track" marks on the arms and legs, nodding, lack of sex drive and appetite, sweating, cramps and

nausea when withdrawing from the drug.

**Treatment:**

Medication and behavioral therapy, alone or in combination, are aspects of an overall therapeutic process that often begins with detoxification, followed by treatment and relapse prevention. Easing withdrawal symptoms can be important in the initiation of treatment; preventing relapse is necessary for maintaining its effects. And sometimes, as with other chronic conditions, episodes of relapse may require a return to prior treatment components. A continuum of care that includes a customized treatment regimen, addressing all aspects of an individual's life including medical and mental health services, and follow-up options (e.g. community or family based recovery support systems) can be crucial to a person's success in achieving and maintaining a drug-free lifestyle.

**Hotline Numbers:**

National Drug and Alcohol Treatment Referral Services: 800-662-4357

Alcoholism Council of Greater New York: Dial 311 or 1-800-56-SOBER

New York Center for Addiction: 212-966-9537

**School Disciplinary Sanctions:**

It is the school policy to discourage all violations of Federal, State or local laws by any member of the school community. In addition to possible prosecution and punishment by civil authorities, a student or employee violating any law may be subject to sanctions imposed by the school.

**Students:**

Sanctions against students include, but are not limited to, disciplinary expulsion, suspension, and/or probation. When appropriate, school sanctions may be entered into permanent records. Parents of dependent students will be notified of pending charges or subsequent decisions.

**Faculty:**

Faculty who violate the school's standards of conduct are subject to disciplinary action including reprimand and/or mandatory referral for drug or alcohol rehabilitation, suspension, or dismissal.

**Other Employees:**

The school may impose sanctions against any employee who violates Federal, State or local laws, or the standards of school conduct. Depending on the nature and severity of the violation, these sanctions can range from warnings and/or mandatory referral for drug or alcohol rehabilitation to outright termination of employment.





**METROPOLITAN LEARNING INSTITUTE**

**Non-Profit Educational Organization**

***“ Innovative Approach Is Our Way to Success ”***

[www.gettraining.org](http://www.gettraining.org)

Main Campus:  
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Rego Park, NY 11374  
Phone (718) 897-0482  
Fax (718) 897-5667

Extension:  
82-11 37th Ave., 8<sup>th</sup> Floor  
Jackson Heights, NY 11372  
Phone (718) 651-8424  
Fax (718) 651-8423

Extension:  
550 59<sup>th</sup> Street  
Brooklyn, NY 11220  
Phone (718) 492-2120  
Fax (718) 492-2197

**DRUG ABUSE POLICY AND DRUG PREVENTION PROGRAM  
ACKNOWLEDGEMENT FORM**

I have received a copy of the Drug Prevention Program and Policy. I understand that if I am a drug or alcohol offender, I will be immediately dismissed from the school. Possession, distribution or use of alcohol or illicit substances will bring immediate expulsion.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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Fax (718) 492-2197

***STUDENT ACCEPTANCE STATEMENT***

***FOR***

***MLI SCHOOL CATALOG***

I have received the current METROPOLITAN LEARNING INSTITUTE School Catalog. I will read and understand its contents and the description of the responsibilities related to my role as an MLI student.

-----  
Student's Name (Print)

-----  
Witness' Name (Print)

-----  
Student's Signature

-----  
Witness' Signature

-----  
DATE

-----  
DATE

## **APPENDIX E**

### **MLI COMPLETION AND PLACEMENT RATE INFORMATION (NYS OEDS Reporting Data)**

Addendum to the Metropolitan Learning Institute school catalog, May 15, 2011.  
(In accordance with NYSDOE Section 126.9(a)(14))

*Each licensed private school and registered business school/computer training facility shall publish a catalog or bulletin, which shall be furnished to each prospective or enrolled student, which shall include... (14) data regarding student completion and job placement as set forth in subdivision (f) of section 126.10 of this Part for the two most recent reporting periods.*

For the period after May 15, 2011, the two most recent reporting periods in the Metropolitan Learning Institute school catalog will be the periods below as follows:

<b>Reporting Period</b>	<b>Completion Rate</b>	<b>Placement Rate</b>
7/1/2014-6/30/2015	73%	77%
7/1/2013-6/30/2014	70%	73%

## **APPENDIX F**

### **MLI REVISED SATISFACTORY ACADEMIC PROGRESS INFORMATION**

Addendum to the Metropolitan Learning Institute school catalog, July 1, 2011.  
(In accordance with section 668.16(e) of HEA 1965, amended July 1, 2011)

#### **Process Overview & Responsibilities**

To be eligible for Title IV aid, a student must maintain satisfactory academic progress (SAP) as per section 668.16(e) of HEA 1965. New SAP definitions were created in 668.34 that went into effect on July 1, 2011. MLI developed policies to determine the academic standards that students are expected to meet and built a means and schedule of measuring the achievement of those Pace and qualitative standards. If the student has made acceptable Pace and qualitative progress for that particular increment, then the school reviews the 150% of the maximum allowable time frame criterion to measure student's SAP.

SAP standards are established by the Bursar's Office. The relevant (adjusted) SAP policies are summarized below.

All students must maintain Satisfactory (Academic) Progress according to the following standards in order to continue enrollment. Satisfactory Progress is measured at the end of each term, and will be checked prior to disbursement of aid.

#### **Same As or Stricter Than:**

The school's SAP policy for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid.

The Bursar in the financial aid office reviews the Title IV SAP policy to ensure it meets all federal requirements. The President notifies the financial aid office if the school changes its academic policies.

#### **'Pace Measure' of Satisfactory Academic Progress (SAP)**

The school's satisfactory academic progress policies must contain a Pace (quantitative) measure. The policy defines the pace at which MLI students must progress to ensure educational program completion within the maximum timeframe of 150%.

For an undergraduate program measured in credit hours, the maximum time frame would be 150% of the published length of the educational program as measured in credit hours. For clock hour schools such as MLI, the maximum time frame is no longer than 150% of the published length of the educational program as measured in the cumulative number of clock hours the student is required to complete.

Timeframe - All students must satisfactorily complete their program within 150% of the normal timeframe.

## MINIMUM SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

### Standard Program Length of Four Terms

- A. Computer Office Technology with ESL
- B. Computer Office Technology/Bookkeeping and ESL
- C. Computer Office Technology with Medical Billing and ESL
- E. Accounting Assistant or Medical Administrative Assistant

### Standard Program Length of Two Terms

#### A. Medical Administrative Assistant (Abridged)

	Term 1	Term 2	Term 3/4	
Cumulative Grade Point Average	2.0	2.0	2.0	
Cumulative Attendance	80%	80%	80%	
Probation Period Allowed if standards are not met ?	Yes	Yes	None	

  

	Term 1	Term 2	Term 3	Term 4	Term 5*	Term 6*
Cumulative Grade Point Average	2.0	2.0	2.0	2.0	2.0	2.0
Cumulative Course Completion	80%	80%	80%	80%	80%	80%
Probation Period Allowed if standards are not met ?	Yes	Yes	Yes	Yes	Yes	None

\*Terms 5/6 refer to students who are on probation or have other special circumstances.

At the midpoint of the maximum timeframe, students must have successfully completed 1/2 of the program's credit hour requirements. For example: The maximum timeframe for the Accounting Assistant is 60 weeks. The total clock hours needed for completion of this program are 1500 clock hours. By the time the student has been in the program for 30 weeks (1/2 of the maximum time frame), they must have earned at least 600 hours. This time frame is applicable for all students including those who did not receive financial aid.

To calculate PACE take the cumulative number of hours the student successfully completed divided by the cumulative number of hours the student attempted. So if we evaluate a 900 hour program, at the end of each payment period the student is expected to have attempted 450 hours and completed 450 hours to complete the program within the allotted normal time frame of 30 weeks. If the student only completed successfully 300 hours we would divide 300 by 450 obtaining 67%. Based on this, we must determine if a student could complete the program within 150% of the time allotted for the program, or 45 weeks. The student has 30 weeks remaining and could complete the remaining 600 hours within the time frame. So the student is making satisfactory PACE progress.

Students who have failed to meet the PACE standards are placed first on Financial Aid Warning; if no improvement is made over the next payment period, they may appeal the decision and be placed on financial aid probation. The Bursar in coordination with the Campus Director monitors PACE progress

### **Qualitative Measure of Satisfactory Academic Progress (SAP)**

As per sections 668.16(e) (2) (i) and 668.34 of HEA 1965, MLI follows a qualitative measure. The measurement is graduated. The following policy provides a detailed description of how qualitative progress is monitored and by whom. MLI realizes that frequently students must make an adjustment to the academic demands of pursuing an education. The Bursar's office receives quantitative information about Title IV recipients from the Registrar. The quantitative SAP is reviewed manually and a copy of the latest transcript (by terms) is kept in each student file. The Bursar's office notifies students in writing of their progress or lack of progress at the end of each term. The student must be at a high enough grade point average to be able to reach graduation standards.

### **Grading System**

The grading scale for the Programs is as follows:

<u>Letter Grade</u>	<u>Number Equivalent</u>	<u>Quality Index</u>
A	90-100	4.0
B+	85-89	3.5
B	80-84	3.0
C+	75-79	2.5
C	70-74	2.0
D	65-69	1.0
F	64 or less	0.0
W	—	—
I	—	—

\*W - Withdrawal    \* I - Incomplete

Pass - Satisfactory completion of non-graded Externship.

Fail - Unsatisfactory completion of non-graded Externship.

The student must maintain a 2.0 GPA at the end of each payment period to maintain Qualitative academic progress.

The students who have failed to meet the Qualitative standards are placed first on Financial Aid Warning; if no improvement is made over the next payment period, they may appeal the decision and be placed on financial aid probation. The Bursar in coordination with the Campus Director monitors qualitative progress

Financial Aid Probation may be for one term or multiple terms based on an academic plan.

### **Transfer Students:**

MLI will count transfer hours/credits that apply toward the student's current program in determining SAP. Transfer hours will be counted as both hours attempted and hours completed. A student who changes their program will be considered as a transfer student into the new program.

### **Withdrawals:**

A student who withdraws from a course and receives a "W" in the course will have that course counted

in the Pace component of Academic Progress.

**Incompletes:**

A student who receives an incomplete in a course must complete the course within 60 days or the “I” grade automatically changes to an “F”.

**Repeated Courses:**

If a student repeats a course, only the highest grade will be counted and previous grades will be deleted. The previous grades will be excluded when considering the qualitative progress standard, but the credits will be counted when determining the Pace SAP standard.

If a student receives a “D” grade or better, and the student retakes the course to obtain a better grade, that course can be counted for the enrollment period. However, a full-time student may only take one repetition of a previously passed course and still receive Title IV aid. Any repetition of a previously passed course due to the student failing other coursework is eligible for Title IV aid.

If a student receives an “F” grade in a course and retakes the course so he/she may obtain credit for the course, the course is counted for the enrollment period and may be counted for financial aid purposes.

**Financial Aid Warning:**

MLI evaluates Satisfactory Academic Progress at the end of each term. If a student falls below a 2.0 GPA or if the student is not completing the required amount of hours/credits to keep Pace with the requirements for graduation within the 150% time frame; the student will be placed on financial aid warning for one payment period. If they are still not meeting SAP at the end of the warning period, the student may be placed on Financial Aid Probation. (See “Financial Aid Probation” below.) A student who is put on a Financial Aid Warning can continue to receive Title IV aid for the next payment period after they receive the warning status. The status will be conferred automatically without the student appealing their SAP status.

If the student does not make SAP at the end of the financial aid warning period, they lose their financial aid eligibility. The student has the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation.

**Financial Aid Probation:**

When the student does not make SAP at the end of the next payment period, the student is now informed that they can appeal and must win the appeal to be placed on Financial Aid Probation. The student must advise the school as to why his/her grades have fallen below SAP and propose a plan to improve grades during the next payment period. A plan must be developed to assist a student to achieve success in the coming payment period.

A student may file an appeal due to a death in the family, illness, or other serious reasons. The appeal must be in writing to the Campus Director explaining what caused the problem. The student would have to submit how circumstances have changed that will allow him/her to attain satisfactory academic progress once the probationary period is over.

The student will receive a written decision as to the status of their appeal and any SAP plan that may be attached to it.

Students on financial aid probation, who fail to make satisfactory academic progress by the next payment period, will lose their financial aid eligibility.

### **Academic Plans**

A student whose appeal is granted will be required to meet the terms of the Academic Plan as outlined in the notice granting the appeal. Generally, the Academic Plan will require students to meet or exceed the attendance requirements, pass all courses with a “C” or better and may include additional required elements, such as tutoring. At the end of each module the student’s progress will be reviewed based on the Academic Plan.

### **Student Appeal Procedures**

A student who wishes to appeal a disciplinary action and/or decision made in reference to the Satisfactory Academic Progress policy must submit a typed letter to the Campus Director. This letter must contain information about the student’s reason regarding the action and/or decision and reasons why the student is wishing to appeal. Students must provide supportive documentation along with their letter in order to support their position and any mitigating circumstances that may have existed. The Program Director will hear any student who disagrees with a SAP decision, on an appointment basis only.

The student will be notified of the Campus Director’s decision within fifteen (15) business days following the receipt of the student’s appeal letter, additional time may be taken to thoroughly review student’s appeal. A student who wishes to appeal any SAP decision made by the Campus Director must submit a typed letter to the School President with supportive documentation explaining the reason why the student is wishing to appeal the decision. The President will notify the student within fifteen (15) business days of the receipt of the letter, additional time may be taken to thoroughly review student’s appeal. The President’s decision shall be final.

### **Reinstatement**

A prior student requesting to be reinstated as an active student, based on any relevant reasons or circumstances, should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting prior student shall be notified of the Reinstatement Review within 5 days following the decision of the Campus Director.



## **APPENDIX G**

### **TASC Preparation (200 hour stand-alone course)**

#### **Program Objective:**

The TASC Preparation course is designed for students who have not completed all of their high school courses and were not granted a diploma. It is also for non-American high school graduates to achieve documentation in American high school equivalency.

The performance objectives for this course cover the five major academic disciplines that are offered through the four years of high school.

The disciplines include language arts in reading and writing, social studies, science and mathematics.

At the end of the 200 hour course the students should have a basic understanding of each discipline as it is offered throughout grades 9-12.

The subjects covered in each discipline should be sufficient for the students to pass the TASC test and receive a high school equivalency certificate.

#### **Program Code: TASC200-TASC Preparation**

#### **Program Requirements:** (in sequential order by course)

<u>Course Title</u>	<u>Course Code</u>	<u>Hours</u>
Language Arts/Writing	TASC-LAW	30
Language Arts/Usage	TASC-LAU	30
Science	TASC-SCI	30
Social Studies	TASC-SST	30
Math	TASC-MAT	70
Simulated Tests	TASC-SIM	10

#### **THE FOLLOWING APPLIES TO ALL ABOVEMENTIONED COURSES:**

**Completion Time:** One stand-alone program (200 hours, appx. 8 weeks).

**Sessions:** Full time sessions are available in the morning, in the evening (see academic calendar on page 19) and at other times as posted. Students attend classes 25 academic hours per week.

#### **Program Readiness:**

Prospective students are required to take the *Wonderlic Personnel or Scholastic Form tests* as listed in the TASC curriculum to determine if they possess the reasoning skills that are necessary for intensive study. Any applicant who scores below the minimum cutoff mark in any given test is advised to reconsider his/her training choice.

**Entrance Requirements:**

1. Evidence of any prior schooling, appropriate ATB counseling and testing.

**Maximum Time Frame and Evaluation Points:**

The maximum time frame to satisfy program requirements is three months (300 hours).

**Credential Awarded:** Certificate of Completion

## **APPENDIX H**

### **2014 Addendum-Gainful Employment Information**

Addendum to the Metropolitan Learning Institute School Catalog, January 7, 2014.  
(In accordance with The U.S. Department of Education, Federal Student Aid Gainful Employment Electronic Announcement #46--Release of the Disclosure Template for Gainful Employment (GE) Programs.)

*The final program integrity regulations published in the Federal Register on October 29, 2010, [75 FR 66665 and FR 66832] require postsecondary institutions that participate in the student financial assistance programs authorized under Title IV of the Higher Education Act of 1965 (HEA), as amended, to disclose to prospective students certain information about the institution's Gainful Employment (GE) Programs.*

#### **Medical Administrative Assistant**

**Program Level-Undergraduate Certificate**

**Program Length-60 weeks**

#### **COST:**

**Q: How much will this program cost me?**

**A: Tuition fees: \$16,500**

**Books\* and Supplies: \$919.10**

**On-campus room & board: Not offered**

What other costs are there for this program?

\*Book prices are subject to change. Inquire at any campus to see Detailed Book Cost of the program.

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

#### **SUCCESS:**

**Q: How long will it take me to complete this program?**

**A: The program is designed to take 60 weeks to complete. Of those that completed the program in 2013-2013, 76% finished in 60 weeks.**

**Q: What are the chances of getting a job when I graduate?**

**A: Both the institution's state agency and accreditor require the calculation of a placement rate for this program.**

**Accreditor rate:** The job placement rate for students who completed the program is **73%**  
For further information about this job placement rate, inquire at any campus.

**State rate:** The job placement rate for students who completed the program is **73%**  
For further information about this job placement rate, inquire at any campus.

**FINANCING:**

**Q: What financing options are available to help me pay for this program?**

**A: Students who qualify for TAP (NYS-HESC) and PELL (U.S.D.E.) grants will be able to cover most or all the program costs via this method. A pro-rata payment plan is also available.**

*The school has elected to provide the following information:*

In addition to any grant and scholarship aid for which they were eligible, 0% of the graduates used loans to finance their education. For students receiving Title IV financial aid who complete all requirements and graduate the program, any remaining debt after payment of grant funds to their account balance will be waived. The median debt for the program graduates is:

**Federal loans: \$0.00**

**Private educational loans: \$0.00**

**Institution financing plan: \$0.00**

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**Computer Office Technology with Medical Billing and ESL**

**Program Level-Undergraduate Certificate**

**Program Length-60 weeks**

**COST:**

**Q: How much will this program cost me?**

**A: Tuition fees: \$16,500**

**Books\* and Supplies: \$909.32**

**On-campus room & board: Not offered**

What other costs are there for this program?

\*Book prices are subject to change. Inquire at any campus to see Detailed Book Cost of the program.

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

**SUCCESS:**

**Q: How long will it take me to complete this program?**

**A: The program is designed to take 60 weeks to complete. Of those that completed the program in 2013-2013, 72% finished in 60 weeks.**

**Q: What are the chances of getting a job when I graduate?**

**A: Both the institution's state agency and accreditor require the calculation of a placement rate for this program.**

**Accreditor rate:** The job placement rate for students who completed the program is **67%**  
For further information about this job placement rate, inquire at any campus.

**State rate:** The job placement rate for students who completed the program is **67%**  
For further information about this job placement rate, inquire at any campus.

**FINANCING:**

**Q: What financing options are available to help me pay for this program?**

**A: Students who qualify for TAP (NYS-HESC) and PELL (U.S.D.E.) grants will be able to cover most or all the program costs via this method. A pro-rata payment plan is also available.**

*The school has elected to provide the following information:*

In addition to any grant and scholarship aid for which they were eligible, 0% of the graduates used loans to finance their education. For students receiving Title IV financial aid who complete all requirements and graduate the program, any remaining debt after payment of grant funds to their account balance will be waived. The median debt for the program graduates is:

**Federal loans: \$0.00**

**Private educational loans: \$0.00**

**Institution financing plan: \$0.00**

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**Computer Office Technology/Bookkeeping with ESL**

**Program Level-Undergraduate Certificate**

**Program Length-60 weeks**

**COST:**

**Q: How much will this program cost me?**

**A: Tuition fees: \$16,500**

**Books\* and Supplies: \$915.52**

**On-campus room & board: Not offered**

What other costs are there for this program?

\*Book prices are subject to change. Inquire at any campus to see Detailed Book Cost of the program.

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

### **SUCCESS:**

**Q: How long will it take me to complete this program?**

**A: The program is designed to take 60 weeks to complete. Of those that completed the program in 2013-2013, 74% finished in 60 weeks.**

**Q: What are the chances of getting a job when I graduate?**

**A: Both the institution's state agency and accreditor require the calculation of a placement rate for this program.**

**Accreditor rate:** The job placement rate for students who completed the program is **72%**  
For further information about this job placement rate, inquire at any campus.

**State rate:** The job placement rate for students who completed the program is **72%**  
For further information about this job placement rate, inquire at any campus.

### **FINANCING:**

**Q: What financing options are available to help me pay for this program?**

**A: Students who qualify for TAP (NYS-HESC) and PELL (U.S.D.E.) grants will be able to cover most or all the program costs via this method. A pro-rata payment plan is also available.**

*The school has elected to provide the following information:*

In addition to any grant and scholarship aid for which they were eligible, 0% of the graduates used loans to finance their education. For students receiving Title IV financial aid who complete all requirements and graduate the program, any remaining debt after payment of grant funds to their account balance will be waived. The median debt for the program graduates is:

**Federal loans: \$0.00**

**Private educational loans: \$0.00**

**Institution financing plan: \$0.00**

## **APPENDIX I**

### **ACADEMIC CALENDAR: PROGRAM START AND END DATES**

Due to the growth of Metropolitan Learning Institute in terms of locations and programs offered, as well as other variables in recruitment and enrollment for our programs (which are measured in clock-hours, not semester-based), the school no longer publishes an advance Academic Calendar. Instead, the school offers new program starts every three to six weeks mornings and evenings in all active programs across its three New York campuses. Please contact individual campus directors or their management staff at any of our locations for specific information on projected start dates by program.

## APPENDIX J

### A. Weekly Student Tuition Liability Chart for Regular Programs

*This chart applies to all MLI programs of 1500 or 750 clock hours' duration*  
 (Tuition for 1 Term = \$4125.00. Note that **financial aid** may cover some or all of tuition costs)

<b>Term#</b>	<b>Week#</b>	<b>\$ amount liability</b>
1	1	\$0
1	2	\$825.00
1	3	\$1,443.75
1	4	\$2,062.50
1	5	\$2,887.50
1	6	\$4,125.00
1	7	\$4,125.00
1	8	\$4,125.00
1	9	\$4,125.00
1	10	\$4,125.00
1	11	\$4,125.00
1	12	\$4,125.00
1	13	\$4,125.00
1	14	\$4,125.00
1	15	\$4,125.00
2	16	\$0
2	17	\$825.00
2	18	\$1,443.75
2	19	\$2,062.50
2	20	\$2,887.50
2	21	\$4,125.00
2	22	\$4,125.00
2	23	\$4,125.00
2	24	\$4,125.00
2	25	\$4,125.00
2	26	\$4,125.00
2	27	\$4,125.00
2	28	\$4,125.00
2	29	\$4,125.00
2	30	\$4,125.00
3	31	\$825.00
3	32	\$1,443.75
3	33	\$2,062.50
3	34	\$2,887.50
3	35	\$4,125.00
3	36	\$4,125.00
3	37	\$4,125.00
3	38	\$4,125.00
3	39	\$4,125.00
3	40	\$4,125.00
	- 96 -	
3	41	\$4,125.00
3	42	\$4,125.00



3	43	\$4,125.00
3	44	\$4,125.00
3	45	\$4,125.00
4	46	\$825.00
4	47	\$1,443.75
4	48	\$2,062.50
4	49	\$2,887.50
4	50	\$4,125.00
4	51	\$4,125.00
4	52	\$4,125.00
4	53	\$4,125.00
4	54	\$4,125.00
4	55	\$4,125.00
4	56	\$4,125.00
4	57	\$4,125.00
4	58	\$4,125.00
4	59	\$4,125.00
4	60	\$4,125.00

**B. Weekly Tuition Liability Chart for Withdrawal for Short Medical Programs**

**Total Tuition for Nursing Assistant Program \$935.00**

**Nursing Assistant/Aide**

Week #	\$ Amount of Student Liability
1	\$0
2	\$233.75
3	\$467.50
4	\$701.25
5	\$935.00

**Total Tuition for Patient Care Technician Program \$660.00**

**Patient Care Technician**

Week #	\$ Amount of Student Liability
1	\$0
2	\$165.00
3	\$330.00
4	\$495.00
5	\$660.00

<b>If termination occurs</b>	<b>the school may keep</b>
Prior to or during the first week	0%
During the first week of the program	25%
During the second week of the program	50%
During the third week of the program	75%
After the fourth week of the program	100%

**Weekly Tuition Liability Chart for Withdrawal for Mini Refund Policy Programs (75 hours or less)**

**Total Tuition for Phlebotomy Technician \$460.00**

Phlebotomy Technician

Week #	\$ Amount of Student Liability
0 – 15% of the program	\$0.00 to \$69.00
16-30 % of the program	\$73.60 to \$138.00
31 -45% of the program	\$142.60 to \$207.00
46-60% of the program	\$211.60 to \$276.00
After 60% of the program	\$460.00

**Total Tuition for Patient Care Technician Program \$460.00**

Electrocardiography (EKG) Technician

Week #	\$ Amount of Student Liability
0-15% of the program	\$0.00 to \$69.00
16-30% of the program	\$73.60 to \$138.00
31-45% of the program	\$142.30 to \$207.00
46-60% of the program	\$211.60 to \$276.00
After 60% of the program	\$460.00

## **APPENDIX K**

### **Intermediate and Advanced ESL (75 hour stand-alone courses)**

#### **Course Rationale:**

Metropolitan Learning Institute provides standalone English-as-a-Second Language courses as a service to the NYC communities in which its campuses are located. These courses are not intended to be career-based and are thus defined as ‘avocational’. As such, they are not approved by the Council on Occupational Education and are not accredited by that body, although they are State-approved as mentioned below.

Metropolitan Learning Institute is a school with an enrollment that has consistently been over 95% immigrant at the New York campuses for all of its history, and which has its campuses in heavily immigrant neighborhoods in Queens and Brooklyn (The borough of Queens in fact is hailed as the ‘most diverse place on earth’ according to *Wikipedia*). The provision by the school of English-only classes to local residents is an investment in the community, a source of good relations and positive image-building, and a valid means to publicize the wider mission of the school (career training) without diminishing it in any way.

The standalone ESL course enrollments MLI offers were approved in 2012 by the New York State Education Department/BPSS. As short-term courses, they are ineligible for Title IV financial aid. Pricing and refund policies are covered on the respective enrollment agreements for each course.

**Course Codes:** ESL I-VIII (Standalone courses)

**Course Requirements:** (in sequential order by course)

#### **Intermediate ESL I - E100s - 75 hours**

This is a course for students who are recent immigrants or who have not improved their English since coming to the USA. The students are not expected to be absolute beginners and will have had some contact with the language, even if passively. Basic sentence construction, spelling, punctuation and grammar are the featured class subjects.

#### **Intermediate ESL II - E105s - 75 hours**

This course introduces students to basic conversation practice and begins simple reading and writing exercises. Dialogues and sentence structure are stressed. (Prerequisite: E 100s)

#### **Intermediate ESL III -E110s - 75 hours**

Clear and organized writing skills and the further exercise of conversation, listening and phonetics are the topics of this class. (Prerequisites: E100s and E105s).

#### **Intermediate ESL IV-E115s - 75 hours**

Emphasizing conversation practice, this course reinforces grammar and vocabulary-building. It also continues the development of reading and writing skills. (Prerequisites: E100s, E105s and E110s)

### **Advanced ESL V - E120s - 75 hours**

Writing about specific topics in depth is introduced in this course. Students participate in group discussions and make oral presentations to the class as a whole. Vocabulary expansion and advanced grammar including the present perfect tense and conditionals round out the course. (Prerequisites: E100s, E105s, E110s and E115s)

### **Advanced ESL VI - E 125s - 75 hours**

Development of effective conversation skills and knowledge of specific subjects such as health, safety, the law and business transactions are included in this course. Advanced grammar techniques including the passive voice and unreal conditionals are covered. Reading for ideas from details and summarizing with precision are developed also. (Prerequisites: E100s, E105s, E110s, E115s, and E120s)

### **Advanced ESL VII - E130s - 75 hours**

Modals, all advanced verb tenses and direct/indirect speech are reflected in the grammar study at this level. Reading for cause and effect and making predictions about a story/current events are covered in both comprehension and conversation practice. (Prerequisites: E100s, E105s, E110s, E115s, E120s, and E125s)

### **Advanced ESL VIII-E 135s – 75 hours**

A final review of advanced grammar and comprehensive writing is the focus of this course. Advanced conversation preparation is stressed to achieve certain desired goals, such as informing, replying and requesting. (Prerequisites: E100s, E105s, E110s, E115s, E120s, E125s, and E130s)

### **THE FOLLOWING APPLIES TO ALL ABOVEMENTIONED COURSES:**

**Completion Time:** One stand-alone course (75 hours, appx. 3 weeks).

**Sessions:** Full time sessions are available in the morning, in the evening (see academic schedules, page 9) and at other times as posted. Students attend classes 25 academic hours per week.

#### **Program Readiness:**

Prospective students are required to take the *CELSA test* as listed in regular ESL-based curricula to determine if they possess the reasoning skills that are necessary for intensive study. Any applicant who scores below the minimum cutoff mark in this test is advised to consider basic ESL instruction in a free venue such as the Public Library system.

#### **Entrance Requirements:**

High School Diploma or evidence of any prior schooling; if appropriate, ATB counseling and testing.

#### **Maximum Time Frame and Evaluation Points:**

Completion of the entire course (75 hours, each) is required for issuance of a transcript-this may include make-up work.

**Credential Awarded:** Certificate of Completion.