

School Catalog 2023-2024



This catalog is true and correct in content and policy.



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Long Island City, NY 11101
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www.nysmda.com

Welcome

This school catalog is current as of the time of publication. From time to time, it may be necessary for The New York School for Medical and Dental Assistants (“The New York School” or “NYSMDA”) to make changes to this catalog due to the requirements and standards of the school’s accrediting body, state licensing agency or U.S. Department of Education, or due to market conditions, employer needs or other reasons. NYSMDA reserves the right to make changes at any time to any provision of this catalog, including the amount of tuition and fees, academic programs and courses, school policies and procedures, faculty and administrative staff, the school catalog and other dates, and other provisions.

School Policies

Students are expected to be familiar with the information presented in this catalog, as well as any supplement, and with all school policies. By enrolling into NYSMDA, students agree to accept and abide by the enrollment agreement, the terms stated in this catalog and all school policies.

Photographs

While not all photographs in this publication were taken at The New York School for Medical and Dental Assistants, they do accurately represent the general type and quality of equipment and facilities found at the school.

Publication Date: January 2024

A Letter from the Campus Co-Directors

Dear Student,

Welcome to *The New York School for Medical and Dental Assistants!*

The decision you have made to continue your education with the hope of preparing yourself for employment and promotion in the health care world is a wise and realistic one. Our college exists to equip you with the necessary knowledge, skills, and opportunity for personal growth.

The college's administration, faculty, and staff will help you in every way possible to make your college experience pleasant and enriching. We will prepare you to experience success in your endeavors. However, the burden of responsibility is yours. Accept it with enthusiasm; approach it with all of your talents and effort; work at it with perseverance.

Take advantage of all the facilities and resources the school has to offer. Make the most of this opportunity and you will be making the most of yourself.

Sincerely,

D. Clinton Arnaboldi

Douglas K. Jordan

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Academic Calendar 2024

SPRING SEMESTER - 2024

January 1	New Year's Day – College Closed
January 3-4	New Student Orientation
January 5	Spring 2024 classes begin
January 12	Last day of enrollment
January 15	Martin Luther King Jr. Day - College Closed
January 16	Last day to add/drop courses (Medical Assistants students only)
January 19	Last day to withdraw from Spring Semester
February 19	Presidents Day - College Closed
February 22	New Dental Student Orientation
February 23	Spring I classes end- Final grades due
February 26	Spring Session II classes begin / <i>New Dental starts</i>
March 1	Faculty deadline for entering midterm grades
March 25-29	Registration Period for SUMMER 2024 – Medical Assistant Students
April 19	Last day of Spring 2024 classes - *Final grades due 72 hours after final exams
April 22	Dental Assistant Pre-Externship begins for 10/28 Cohort

SUMMER SEMESTER - 2024

May 1-2	New Student Orientation
May 6	Summer 2024 classes begin
May 13	Last day of enrollment
May 14	Last day to add/drop courses (Medical Assistant students only)
May 20	Last day to withdraw from Summer Semester
May 27	Memorial Day - College Closed
June 19	Juneteenth Observed- College Closed
June 27	New Dental Student Orientation
June 28	Summer I classes end - Final grades due
July 1	Summer Session II classes begin / <i>New Dental starts</i>
July 3	Faculty deadline for entering midterm grades
July 4	Independence Day Observed- College Closed
July 15-19	Registration Period for Fall 2024 – Medical Assistant Students
August 16	Last day of Summer 2024 classes - *Final grades due 72 hours after final exams
August 19	Dental Assistant Pre-Externship begins for 2/26 Cohort

FALL SEMESTER - 2024

August 27-29	New Student Orientation
September 2	Labor Day - College Closed
September 3	Fall 2024 classes begin
September 10	Last day of enrollment
September 11	Last day to add/drop courses (Medical Assistant students only)
September 17	Last day to withdraw from Fall Semester
October 3	Rosh Hashanah - No Classes scheduled
October 14	Indigenous Peoples Day - College Closed
October 24	New Dental Student Orientation
October 25	Fall I classes end - Final grades due
October 28	Fall Session II classes begin / <i>New Dental starts</i>
November 1	Faculty deadline for entering midterm grades
November 18-22	Registration Period for Spring 2024 – Medical Assistant Students
November 28-29	Thanksgiving Break– College Closed
December 20	Last day of Fall 2024 classes - *Final grades due 72 hours after final exams
December 23	Dental Assistant Pre-Externship begins for 6/28 Cohort
December 24 & 25	Holiday Break- College Closed

For inclement weather and other announcements log into your NYSMDA Orbund account

Note: Calendar is subject to change without further notice

About The New York School

Mission Statement

The mission of NYSMDA is to provide quality education to allow students of diverse educational, cultural, and personal backgrounds to have successful careers in the healthcare field. NYSMDA strives to afford quality placement opportunities and instill in all our graduates a desire for lifelong education and learning.

NYSMDA remains fully aware of its responsibility to serve the community at large and this will include focusing on the underserved and underrepresented communities from both an admissions and employment perspective.

INSTITUTIONAL GOAL

The primary goal of NYSMDA is to provide, within the limits of its resources, full educational access to its career-oriented curricula to any and all applicants who demonstrate not only interest, but also the potential for academic success. We are further committed to assisting all entering students in fulfilling their career objectives within the limits of their ability and motivation to attain these objectives and provide those critical supportive services essential to the development of those personal and academic skills necessary to compete successfully in the world of work. Finally, we strive to provide the opportunity for placement in full or part time positions. However, job placement cannot be guaranteed.

In this regard, in order to provide its student population with the best preparation for their chosen careers, NYSMDA has established a commitment to excellence in academic and support services in its educational delivery system:

- **Curricula:** To offer academic programs of high quality that emphasize the integration of theory and practical application.
- **Faculty:** To develop an outstanding faculty consisting of individuals who are highly qualified by experience and training and who are dedicated to the individual development of their students.
- **Student Services:** To maintain a wide range of student services, including academic advising, financial aid and career placement.
- **Resources:** To support the academic programs by providing appropriate facilities, equipment, and learning resources.

The purpose and goal of the medical and dental assisting programs is to prepare students to obtain gainful employment in entry level positions as medical and dental assistants in a wide array of healthcare institutions as well as improve their educational mobility and pursuit of baccalaureate degrees in other allied health fields in the future. These programs are consistent with NYSMDA's institutional mission and goal of enhancing and advancing the professional knowledge and practice of medical and dental assistants and preparing them to provide outstanding supportive care in a complex healthcare environment.

Faculty and Student Body

NYSMDA's education starts with its faculty. Our instructors are highly qualified, dedicated and respected educators who are committed to excellence in teaching and in service to students. Most faculty have advanced degree(s) and all have relevant work experience. A comprehensive faculty development program ensures that all instructors remain current in their field of expertise and utilize state-of-the-art technology and teaching methodologies.

Students who attend NYSMDA are from the Bronx, Brooklyn, Staten Island, New Jersey, Queens and the New York metropolitan area. The depth of racial, ethnic and socioeconomic backgrounds represented in the student body make NYSMDA a genuinely diverse institution. As a student-centered institution, we have a history of providing students with the support and encouragement needed to succeed in college and in their chosen careers.

History

The New York School for Medical and Dental Assistants (NYSMDA) was incorporated on November 25, 1966 and opened its doors to training students at its facility in Forest Hills, New York in July of 1967.

NYSMDA first earned accreditation in 1973 from the National Association of Trade and Technical Schools, since renamed The Accrediting Commission of Career Schools and Colleges (ACCSC). Since 1993, the school has been managed by CLIDO, Inc., which is owned by D. Clinton Arnaboldi and Douglas K. Jordan. In addition to their roles as Co-Chairmen, Mr. Arnaboldi and Mr. Jordan are actively involved in the day-to-day operations as the school's directors.

In January of 2005, the school moved from its Forest Hills location to its present location. In moving to a much larger and more modern facility, the school was able to provide its students with much quieter and more spacious classrooms. The new facility also enabled the school to provide a private work area for each of its instructors away from the classroom.

In May of 2012, NYSMDA acquired the assets of the American Institute of Clinical Massage in Post Falls, Idaho. In August of 2012 ACCSC recognized the American Institute of Clinical Massage as a branch campus of NYSMDA.

In August of 2015, the Office of the Professions (OP) approved NYSMDA's Dental Assisting Program as a New York State licensure qualifying program. The first licensure qualifying class started in January of 2016.

In July of 2018, NYSMDA received approval to award a Medical Assisting Associates of Occupational Studies (AOS) Degree. The first-degree granting candidates started in January of 2019. In July of 2023 NYSMDA received permanent degree granting status from The New York State Education Department.

Location and Facilities

The school is located at the following address:

**The New York School for Medical and Dental Assistant
33-10 Queens Boulevard
Long Island City, New York 11101**

The school is located between 33rd and 34th Street on the South Side of Queens Boulevard in Long Island City, New York. The number 7 train stops in front of the school's door at the Rawson and 33rd Street subway stop. The Q60 bus also stops in front of the school's door at 33rd Street. The institution is also within walking distance of the E, M, N, R, V and W subway trains.

Located on Queens Boulevard in Long Island City, the school's handicapped accessible facility is situated in a busy, well-travelled area that is easily reachable by subway, bus and car, and is surrounded by many businesses and restaurants. The school's premises consist of ten (10) classrooms and totals approximately 20,500 sq. feet. Classrooms are large, light and airy providing an enjoyable learning environment. The school is air-conditioned to ensure comfort during the hot summer months. Our lecture rooms are equipped with multimedia equipment and have appropriate space and area of study. Our laboratories are complete with workstations, clinical equipment, instruments, and supplies. A maximum number of 30 students are typical for a lecture room and 24 students for a laboratory room. Our student library provides a quiet space to study offering individuals student cubicles, internet access, reference books, and periodicals. Individual lockers are also available for students to store their belongings. In addition, our spacious student lounge allows students to gather and meet.

Emergency Preparedness Plan

The college's Emergency Preparedness Plan is distributed to all students at orientation. It is also posted on the student information system. Hard copies of the plan are also available in hard copy form at the front desk.

Hours of Operation

NYSMDA is open Monday through Thursday from 8:00 AM – 9:30 PM, Fridays from 8:00 AM - 5:00 PM, and Saturdays 9:00 AM – 3:30 PM. Please refer to the Academic Calendar for official dates, holidays, school closings, and other scheduling information.

Accreditation

NYSMDA is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The accrediting commission's address is:

ACCSC

2101 Wilson Blvd. Suite 302
Arlington, VA 22201
Phone: (703) 247-4212
www.accsc.org

Approvals

All programs the school offers are approved by the Division of Professional Education (OP) which is a department within the New York State Department of Education.

New York State Education Department
Division of Professional Education
Education Building
89 Washington Avenue, 2nd Floor, West Wing
Albany, NY 12234
www.op.nysed.gov

Institutional Approvals

NYSMDA is eligible for participation in the following financial aid programs:

- New York State Tuition Assistance Program (TAP) of Higher Education Service Corporation
- Federal PELL Grant
- Federal Family Education Loan Programs (Stafford, Unsubsidized Stafford, PLUS)
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Vocational Rehabilitation (ACCES-VR)
- Approved training of Veterans and other eligible persons by the NYS Department of Education

Certifications and Memberships

Our programs can lead to membership and certification with the following organizations:

Dental Assisting National Board (DANB)

- New York State Certified Dental Assisting Exam (NYS – CDA)

The American Medical Technologists (AMT)

- Registered Medical Assistant (RMA)
- Registered Dental Assistant (RDA)

National Phlebotomy Association (NPA)

- Phlebotomy Technician (PT)

The American Heart Association

- Cardiopulmonary resuscitation (CPR)

Ownership

NYSMDA, Inc. is an S Corporation which is owned by CLIDO, Inc., also an S Corporation. Both companies are incorporated in the State of New York. CLIDO, Inc. has two shareholders: D. Clinton Arnaboldi and Douglas K. Jordan.

Branch Campus

NYSMDA has established a branch campus that is geographically apart from its main campus location. This campus operates under the same governance and supervision as the main campus, ensuring a consistent quality of education and management across both locations. The relevant information for the branch campus is listed below:

American Institute of Clinical Massage
4365 Inverness Drive
Post Falls, Idaho 83854
Phone: (208)773-5890
www.aicm.edu

Admissions Information

Admissions Policy

Within the limits of its ability and resources, it is the policy of The New York School for Medical and Dental Assistants to accept all qualified applicants for admission, whose credentials demonstrate that they have the interest, ability, and potential to successfully complete appropriate requirements for the course of study selected and have a reasonable likelihood of finding employment in their chosen field. The school does not discriminate based on ethnicity, creed, gender, sexual orientation, age, religion, political affiliation, national origin, or disability.

All applicants must visit the Office of Admissions to meet with an admissions representative to complete an Application for Admission. Admissions interviews will be scheduled to discuss the various options which are available. To provide each applicant with the best information possible with which to make a well-informed decision to attend NYSMDA, the applicant will be fully apprised of program requirements, supportive services, class schedules, and the registration procedures.

Admissions Principles of Good Practice

The New York School for Medical and Dental Assistants and its employees are dedicated to the pursuit of higher education and believe in the dignity, worth, and potential of each student. The school and its admissions staff subscribe to the following Admissions Principles of Good Practice:

- Admissions personnel will make protecting the best interests of all students a primary concern in the admission process by subscribing to and practicing ethical behavior.
- Admissions personnel will evaluate students based on their individual qualifications and strive for inclusion of all members of society in the admissions process.
- Admissions personnel will provide accurate information to students, encouraging all students to participate in the process and act responsibly.
- Admissions personnel will honor students' decisions regarding where they apply and choose to enroll.
- Admissions personnel will be ethical and respectful in their counseling, recruiting and enrollment practices.
- Admissions personnel, through their interactions with the Financial Aid Office, will strive to provide equal access for qualified students through education about the financial aid process.
- Admissions personnel will abide by local, state and federal laws regarding the treatment of students and confidential information.
- Admissions personnel will develop a set of admissions-related definitions and deadlines.
- Admissions personnel believe our profession is based upon trust, mutual respect, and honesty with one another and with students.
- Admissions personnel are committed to educating students and their families about the transition to and within postsecondary education.

In addition, the Admissions staff will:

- Accurately represent and promote our school.
- Not disparage competitors.
- Not offer or accept any rewards or remuneration from a secondary school, agency or organization for recruitment or placement of students.
- Be responsible for compliance with applicable laws and regulations with respect to the students' rights to privacy.
- Not publicly announce the amount of need-based aid awarded to any student without his/her permission.
- Not guarantee admission or financial aid prior to an application being submitted.
- Send and receive information about candidates in confidence.
- Be responsible for ensuring the accurate representation and promotion of the institution in recruitment materials, presentations, and scholarship materials.

Admissions Requirements

- Applicants must be 17 years of age or older.
- Applicants are required to provide a proof of high school completion or its equivalency.
- Applicants who have taken the GED/TASC must provide evidence of satisfactory performance on either exam.
- Applicants must have a personal interview with a representative of the Admissions Department.
- Applicants must complete an application for enrollment and all necessary forms.
- Applicants must pay an application fee of \$35.
- Applicants must present an acceptable form of identification.
- Applicants must score 221 or above in either the Accuplacer reading or writing test, unless applicant meets the exempt criteria for English listed under the "Exemption from Accuplacer Testing" section listed below. Applicants can take the reading and writing tests twice. If an applicant does not achieve the above listed score, then they must wait six (6) months prior to taking it again.

Additional Admissions Requirements for Hybrid Programs

- Applicants are required to have the dedicated use of a computer, laptop or chrome book that has a working camera and microphone.
- Applicants are required to have enough bandwidth to be able to participate in Zoom meetings and to be able to use NYSMDA's Learning Management System (LMS)
- Applicants must be technology proficient enough to be able to take online courses.
- Applicants must have a successful interview with the applicable program chairperson to ensure that they are able to effectively take online classes.

Application Procedures

Contact the Admissions Department, where an admissions representative will speak with you and answer any preliminary questions. An appointment will be scheduled to visit the school to take a tour and review the program and enrollment information. Qualified students will also interview with the appropriate program chair to further assess their potential to succeed in the program. Once you are ready to proceed, the admissions representative will assist in completing all the necessary admissions paperwork.

Admission to NYSMDA is granted only for the semester of acceptance. Applicants who do not start as planned must apply to reactivate for subsequent terms and will be required to pay an additional application fee. Once NYSMDA has determined that an applicant has met the admissions requirements, an acceptance letter is sent to the applicant.

Proof of High School Graduation

The following items are acceptable documentation for meeting the proof of high school graduation requirements:

- Copy of high school diploma
- High school transcript showing graduation date
- Copy of General Education Diploma or Test Assessing Secondary Completion (GED/TASC)
- Copy of associate's, bachelor's, master's or doctorate degree from a regionally accredited college or university or official transcript indicating the same

- Translated foreign transcript that has been evaluated to be at least the equivalent of a US High School Diploma.

Foreign Transcripts

Applicants who have completed their education outside of the United States and wish this education to be recognized as meeting admission requirements and/or for transfer credit, are responsible for providing the school with a copy of their credentials translated and evaluated by an approved credential evaluation agency member of the National Accreditation of Credential Evaluation services (NACES) or from the Association of International Credential Evaluators (AICE). Foreign students are required to have transcripts officially translated, in English, before submission to the college for the transfer credit review process to be executed. For a full list of its members, please visit www.naces.org or www.aice-eval.org

Special Requirement for Non-English Language Diplomas

Applicants who have completed their high school education in a language other than English are to take Accuplacer ESL tests to determine English proficiency for college classes. Students will take two exams – ESL Language Use and ESL Listening. A score of 82 or above in ESL Language Use and a score of 65 or above in ESL Listening are required to enroll. Applicants not meeting those scores may enroll after successfully completing ESL classes offered at another institution.

Or

Applicants must present an Official transcript from an accredited institution of higher education indicating successful completion of a suitable English course with a grade of Pass or “C” or better, depending on the institution’s system of grading.

Or

Applicants must present evidence that they have achieved TOEFL Based Test score of 90 or above.

Testing and Placement

Unless exempt from testing, all entering students for the Medical Assisting program are to take an Accuplacer placement examination to determine readiness to engage in college-level work in English and Mathematics. Placement tests can be taken either at the school or remotely. All tests, whether on campus or online, will be proctored by the test administrator. The testing time will be arranged in consultation with the admissions representative and the test administrator. Test results are shared with the admissions representative and the student and become a part of the student’s record.

Students will take all three subtests - Arithmetic, Reading, and Writing. A score of 237 or above will exempt the student from remedial courses. A score of 236 or below will require placement into the following remedial courses. These courses are mandatory for all students whose scores indicate that they need to improve their basic skills.

- ENG 090 Writing Skills
- MAT 090 Mathematics

Students who fail a remedial course will be allowed to repeat it once. If they fail a second time, they may be dismissed from the institution, subject to an academic review by the VPAA.

Exemption from Accuplacer Placement Testing

If a prospective student achieves any of the milestones listed below within the last five years they will be exempt from NYSMDA’s Accuplacer placement testing requirements:

- Official transcript from an accredited institution of higher education indicating successful completion of an equivalent remedial course with a grade of Pass or “C” or better, depending on the institution’s system of grading
- SAT verbal score of 510 or above
- SAT math score of 510 or above
- A grade of 80 or above on the New York State English Regents’ examination taken in junior or

- senior year of high school
- A grade of 75 or above on the New York State Math Regents' examination in Sequential Math 2 or 3 or Math A
- TOEFL Test score of 80 or above on the Internet Based Test (iBT)

Students who provide evidence of a bachelor's degree from an accredited U.S. institution of higher education or equivalent foreign educational institution are exempt from placement testing. Depending on further evaluation and assessment of the student's academic background, those holding an associate degree may be considered exempt from placement testing. Students who have successfully completed credit bearing college level courses in English and Math with a grade of "C" or better at accredited postsecondary institutions are also exempt from placement testing. All student with foreign credential must provide the College with a copy of the credentials evaluated by an evaluation service- and translated into English- if applicable, to be exempt from placement testing. All remedial course placement decisions are made at the discretion of the VPAA or his/her designee after a careful evaluation of a student's overall academic record prior to matriculation. The decision of the VPAA on these matters is final.

Transfer Students

The VPAA, Program Directors, lead faculty, and the Director of Admissions have developed an extensive Policy on Advanced Standing for the program to maintain institutional integrity and degree value. A maximum of 50% of overall course work necessary for graduation from the program in which the student is enrolled at NYSMDA may be accepted for transfer. The process begins with official transcripts for any potential advanced standing being sent to the Office of Admissions.

The VPAA will evaluate each request in accordance with the Policy on Advanced Standing, which includes:

- The institution providing credit must be accredited by an accrediting agency recognized by the Secretary of Education.
- Only courses passed with a grade of "C" or higher will be considered for advanced standing.
- Courses must have been taken within five years of the student's start date.

The VPAA or his/her designee will evaluate the transcript(s) for equivalent breadth, depth, and length of course material, as well as documented credit hours, and can request further documentation from the student or institution, such as a syllabus. The VPAA reserves the right to request that students seeking transfer credit show adequate knowledge or skills through demonstration, interview or written examination, and is the deciding authority on the granting or denying of advanced standing.

Transfer students seeking to transfer credits from another institution of higher education should request that an official transcript be mailed to:

**The New York School for Medical and Dental Assistants
Attn: Transfer Credits - Office of Admissions
33-10 Queens Boulevard
Long Island City, New York 11101**

Transcripts will be evaluated for the purpose of advanced standing. Students who have attended another accredited college or university may obtain credit toward graduation for courses taken at the institution. Credit is transferable for comparable courses in the student's selected curriculum in which the applicant has obtained a grade of "C" (2.0) or higher. NYSMDA will accept a maximum of 50% transfer credits in awarding an Associate Degree.

Advanced Standing for NYSMDA Clock Hour Graduate

NYSMDA Graduates returning to obtain an AOS degree will be expected to demonstrate recent and continuous employment in the healthcare field as a medical assistant or patient care technician with active involvement in clinical skills such as phlebotomy, urinalysis, vital signs and EKGs. If a student is unable to verify such involvement, then all clinical skill courses must be repeated. The number of credits required to obtain a degree will be determined after the above conditions are evaluated.

Credit by Examination

Credit may be granted for coursework in the school's Medical Assisting Program where the individual has gained knowledge and mastery of the subject matter or has attained a satisfactory level of proficiency in a skill through life experience. The student will be required to verify his/her level of achievement by means of examinations such as through College Level Examination Program (CLEP), Microsoft Office Specialist (MOS) certification, etc., subject to the approval and authorization of the Department Chairperson and the Vice President for Academic Affairs.

Matriculated Students

A matriculated student is one who has filed a written application and has been formally accepted for admission by NYSMDA as a candidate for one of its registered academic programs leading to a degree or certificate. Matriculated students may apply for financial aid. The conditions that apply to be considered fully matriculated for State award purposes are stated in the Financial Aid section of this catalog. A student is no longer considered matriculated if he or she is academically dismissed.

Readmissions

- Students in good academic and financial standing who officially withdrew are required to apply for readmission prior to registration.
- Students who failed to notify the college officially of the intent to withdraw must petition the Vice President for Academic Affairs in writing for readmission and receive approval from the Director of Financial Aid.

Students who are withdrawn or terminated from school are entitled to apply for readmission. Students who apply for readmission must fill out a Readmission Application. A Readmission Application may be obtained by contacting the Vice President of Academic Affairs. In this application the student must explain the reasons they were unable to complete the program on their first attempt and also explain why their circumstances have changed so that they will be able successfully to complete the program. Readmissions Applications must be submitted to either the VPAA or one of the Chairs, unless the readmission is only for the clinical externship portion of the program; in this case, the Clinical Externship Coordinator may also accept the application. For a Readmission Application to be approved, the school must be convinced that the student's circumstances that led to withdrawing from school have changed and that they will be able to successfully complete the program. The student is encouraged to submit whatever documentation he or she has to support the application. The timing of readmission may affect financial aid awards.

Immunization Requirements

All students must arrange to comply with the health record requirements listed below. These requirements must be arranged for individually by the student at additional cost. The school does not provide immunization or vaccination services and the students must arrange for these services with outside contractors.

MMR (Measles, Mumps, and Rubella)

Students born on or after January 1, 1957 must submit proof of receiving vaccination, or immunity, to mumps, measles and rubella no later than thirty (30) days from the start of the program. Students may be dismissed from class if they fail to provide this proof of vaccination or immunity in a timely manner.

Measles (select one)

- Student must submit proof of receiving **two (2) doses** of live measles vaccine.
 - 1st dose given no more than four (4) days prior to student's first birthday.
 - 2nd dose given at least 28 days after the first dose; **or**
- Student must submit serological proof of immunity to measles. This means the demonstration of measles antibodies through a blood test performed by an approved medical laboratory; **or**
- Student must submit a statement from the diagnosing physician, physician assistant or nurse practitioner that the student has had the measles disease.

Mumps (select one)

- Student must submit proof of receiving **one (1) dose** of live mumps vaccine.
 - One dose given no more than four (4) days prior to student's first birthday; **or**
- Student must submit serological proof of immunity to mumps. This means the demonstration of mumps antibodies through a blood test performed by an approved medical laboratory; **or**

- Student must submit a statement from the diagnosing physician, physician assistant or nurse practitioner that the student has had the mumps disease.

Rubella (select one)

- Student must submit proof of receiving **one (1) dose** of live rubella vaccine.
 - One dose given no more than four (4) days prior to student's first birthday; **or**
- Student must submit serological proof of immunity to rubella. This means the demonstration of rubella antibodies through a blood test performed by an approved medical laboratory.

Meningococcal Disease

Students may be dismissed from class if they fail to provide this documentation within thirty (30) days of the start of the program. (select one)

- If the student has been immunized for meningitis, then evidence must be provided to the school; **or**
- If the student has not been vaccinated for meningitis, and will not undergo such a vaccination, the student must sign documentation stating that they have been provided information regarding the disease and have elected not to be immunized.

PPD (Purified Protein Derivative) – Current with Negative Result

Failure to submit this documentation in a timely matter may result in dismissal from class. Within thirty (30) days of starting the program students must have either: (select one)

- A negative result on a PPD test done within one year; **or**
- Have a chest x-ray and a current physician's note attesting that the student's chest x-ray demonstrates that he/she does not have Tuberculosis; **or**
- In cases where the student has a history of testing positive for tuberculosis, the physician must provide a current note about your positive history, any treatment you received and that you are clear of a tuberculosis (TB) infection; **or**
- Have QuantiFERON – TB Gold Blood test performed, within one year, with a negative result. The PPD test is implanted into your arm and you must return 48 hours after implantation for a professional reading of the PPD skin test. The PPD skin test is a method to diagnose silent (latent) tuberculosis (TB) infection or exposure to the infection.

Hepatitis B Inoculations

Failure to submit this documentation in a timely matter may result in dismissal from class. (select one)

- A student who has received Hepatitis B vaccinations within the previous ten years must provide the school with proof that **three (3) doses** of Hepatitis B vaccine were administered; **or**
- A student who has received Hepatitis B vaccinations greater than ten years ago must submit serological proof of continued immunity to Hepatitis B, with a lab report indication that the student is immune to Hepatitis B infection; **or**
- A student who has never received the Hepatitis B vaccination must submit proof of receiving:
 - 1st vaccination dose within the first thirty (30) days of enrollment,
 - 2nd vaccination dose one month later and
 - Last dose must be administered prior to the start of the externship.

Academic Programs

Programs Offered

Program	Total clock hours	Total Credits	Length # months	Total # of semesters*
Certificate Programs				
Dental Assisting Program (Day)	900		10	
Dental Assisting Program (Evening)	900		12	
Medical Assisting Certificate Program		44	12	3
Degree Program				
A.O.S. Medical Assisting Degree Program		62	16	4

*Assumes full-time attendance with 15 or 16 credits per semester.

Dental Assisting Program
Licensure Qualifying Certificate Program
900 clock hours

Program Objective

The primary objective of the Dental Assisting Program is to graduate caring and skilled dental assistants who are prepared to enter the healthcare workforce and serve the community as entry level dental assistants. To accomplish this the program incorporates a balance of skill development and theoretical instruction at its on-site facility and includes patient care experiences in clinics and dental offices during the externship portion of the program.

A secondary objective is to produce New York State Licensed Dental Assistants. We prepare our students to take the licensure qualifying exams. Student results are evaluated and assessed at regular intervals. The school evaluates and assesses the curriculum at regular intervals and makes changes to the curriculum and its delivery based on these results.

Dental Assistant Certificate Program						
Program Requirements		Total	Prerequisites	Lecture Clock Hours	Clinical Clock Hours	Externship Hours
General Education Requirements		120				
GS100	Career Counseling	30	<i>none</i>	30		
HS 105	Nutrition, Health and Wellness	45	<i>none</i>	45		
Applied General Education Requirements						
CS108	Computer Applications	45	<i>none</i>	45		
Major Requirements		480				
	The History of Dentistry and the NYS Registered Dental Assistant					
DA100	Oral Anatomy and Human Physiology	15	<i>None</i>	15		
DA110	Dental Materials	45	<i>none</i>	45		
DA115	Microbiology/Infection Control	45	<i>none</i>	15	30	
DA120	Introduction to Chairside Assisting	45	<i>none</i>	30	15	
DA125	Dental Practice Management	60	<i>DA110, DA115 and DA120</i>	30	30	
DA130	Pharmacology and Dental Emergencies	45	<i>CS108</i>	45		
DA140	Dental Radiology I	60	<i>DA110 and CPR</i>	45		
DA180	Dental Radiology II	60	<i>D110 and DA120</i>	30	30	
DA200	Dental Specialty Procedures	60	<i>DA180</i>	30	30	
DA220		60	<i>DA125</i>	15	45	
Externship						
DA240	Clinical Externship	300	<i>Department Chair approval</i>			300
Total Hours		900		420	180	300

Academic continuation in the Dental Assisting program requires:

Training in Cardiopulmonary Resuscitation (CPR) is required before DA240.
 If a student does not pass CPR training, he/she will not attend DA240.

DENTAL ASSISTING COURSE DESCRIPTIONS

GS100 CAREER COUNSELING

(30 clock hours)

This course focuses primarily on students building a career and discovering specific job opportunities. The refining of interpersonal communication skills, resume techniques, proper dialogue, interview attire, and developing job search skills are stressed. The student is more prepared to enter the job market and succeed in his/her career in the dental assisting field.

HS105 NUTRITION, HEALTH AND WELLNESS

(45 clock hours)

This course focuses on diet related health problems due to improper nutrition among diverse populations. Other topics include: the human digestive system and its functionality; each level of the food pyramid; diet planning, macronutrients, vitamins and minerals, health-fitness, life span nutrition, and food safety. Further, students will learn to communicate the importance of developing effective strategies for improving nutrition and physical activity.

CS108 COMPUTER APPLICATIONS

(45 clock hours)

This course focuses on the basic overview of computer concepts, including hardware and software. The students will learn Microsoft Office, and its components: Microsoft Word, Excel, PowerPoint and Outlook. In addition, students will learn how to effectively navigate through the internet to construct complex searches to find specific information.

DA100 The History of Dentistry and the NYS Registered Dental Assistant

(15 Clock Hours)

This course will provide basic knowledge about dental professionals and the role of registered dental assistants in the dental field. The students will learn the history of dentistry, scope of practice of registered dental assistants, the differences between dental assistants, certified dental assistants, and registered dental assistants in New York State. They will also learn about different pathways of getting the NYS dental assistant license. Students will learn about the dental healthcare team including laws and ethics related to dentistry.

DA110 ORAL ANATOMY & PHYSIOLOGY

(45 clock hours)

In this course, the student will have the opportunity to learn about body planes and body directions, body cavities, body regions, and structural units of the human body as well as learning about the body systems and related diseases. In addition, the student will learn about teeth histology and its development during embryonic and fetal periods. Also, the students will learn about head and neck anatomy including anatomical parts of the upper and lower jaws. The students will learn about tooth morphology and its anomalies.

DA115 DENTAL MATERIALS

(45 clock hours)

This course focuses on the nature, qualities, and composition of modern dental materials, their manipulation, and how this assists the dental assistant in professional duties. The primary goal of this course is to enhance the student's ability to make clinical judgments regarding the use and care of dental materials, based on how they react in the oral environment. Topics include: dental material standards; dental material properties; direct and indirect restorative dental materials; preventive dental agents; impression materials; gypsum products; mouth guards and whitening systems; dental bases, cements, and liners; temporary restorations; polishing procedures for dental restorations; fixed and removable dental prostheses; sealants; implants; adjunct dental materials; and quality assurance for dental materials.

DA120 MICROBIOLOGY AND INFECTION CONTROL

(45 clock hours)

This course is designed to prepare the student in all aspects of preventing disease transmission in the work environment. Emphasis is placed on knowledge of the infectious process, the use of barriers, sterilization techniques and disinfection. The students will learn the different characteristics of bacteria, protozoa, yeasts, molds and viruses. The students will also learn the different routes of disease transmission, infection control procedures, disinfection techniques and sterilization techniques, as well as proper personal protective equipment (PPE). In addition, students

will also learn about OSHA guidelines, and standards and policies on the bloodborne pathogens and the hazardous materials guidelines.

DA125 INTRODUCTION TO CHAIRSIDE ASSISTING

(60 clock hours); *PREREQ: DA110, DA115 and DA120*

This course provides didactic and laboratory instruction in all aspects of chairside assisting, including pre-clinical knowledge and entry level skills, advancing to the application of theoretical knowledge and principles of restorative dentistry. Content and skills will progress in relation to the complexity of the procedures and, accordingly, the student gains practical experience. The theoretical and practical content of this course includes: four-handed techniques; use and care of dental equipment; practical application of sterilization and disinfection techniques; basic hand and rotary instruments; and assisting with preliminary and restorative procedures.

DA130 DENTAL PRACTICE MANAGEMENT

(45 clock hours); *PREREQ: CS108*

This course provides instruction both in didactic and practical application of the skills and responsibilities of a dental office administrative assistant. This course helps to prepare students for the job market and emphasizes dental office practice management, financial management and accounting. Students will also be introduced to computerized bookkeeping and Dentrix. The students will also learn the implications regarding law and ethics. Classroom discussion topics will include; laws for health professionals, the requirements to practice medicine, legal liabilities of the profession, importance of medico-legal consent forms, medical records, documentation/record keeping, and cultural differences.

DA140 PHARMACOLOGY AND DENTAL EMERGENCIES

(45 clock hours); *PREREQ: DA110 and HS105 (CPR)*

This course is designed to teach students to identify medical and dental emergencies in the dental office. The focus is on pharmacology and its mechanics of how drugs work within the body and the DA's responsibility to obtain an accurate medical history from patients and carefully document both prescription drugs and those purchased over the counter. Students will also learn about treatments of local and topical anesthesia, indications and contraindications, and anesthetic agents.

DA180 DENTAL RADIOLOGY I

(60 clock hours); *PREREQ: DA110 and DA120*

This course encompasses the didactic, preclinical and clinical instruction in radiation. The instruction progresses from a practical explanation of the physics of radiation production to the technique, focusing on paralleling and bisecting techniques. All aspects of developing and mounting x-rays are thoroughly covered. Manikins are utilized to allow students to achieve consistent proficiency. In addition, the students will have the opportunity to learn about dental radiography and equipment, as well as safety and infection prevention related to taking and processing dental x-rays. The students will learn about digital and manual radiology and processing and developing dental images, as well as mounting and evaluating radiographs. The final portion of this course will be dedicated to clinical radiography on simulated manikins.

DA200 DENTAL RADIOLOGY II

(60 clock hours); *PREREQ: DA180*

In this continuation course of Radiology I, the students will be able to take, process, and develop radiographs on simulated manikins utilizing all techniques of dental radiology including; Parallel, Bitewing, Bisecting, and Occlusal techniques. They will also learn to identify imaging errors. The students will be able to apply their skills and knowledge by practicing on one another.

DA220 DENTAL SPECIALTY PROCEDURES

(60 clock hours); *PREREQ: DA125*

This course focuses on chairside assisting with dental specialty procedures. Topics include: prosthodontic procedures (fixed and removable); orthodontics; pediatric dentistry; periodontic procedures; oral and maxillofacial surgery procedures; endodontic procedures; management of dental office emergencies; and medically compromised patients.

DA 240 CLINICAL EXTERNSHIP

(300 clock hours)

This externship course focuses on integrating theoretical knowledge and applied skills with practical in-field experience at a dental facility. The students will demonstrate competency applying their skill-levels to complete given tasks. In addition, students will always display integrity and professionalism. This course is graded on a pass/fail basis.

Medical Assisting Program

Associate in Occupational Studies (A.O.S.) Degree Program

62 credits

Program Objective

The primary objective of the program is to produce graduates who possess the necessary clinical skills and knowledge of office procedures to be efficient Medical Assistants. The program is designed to prepare students to assist medical providers by performing administrative duties and basic clinical duties in an office and/or medical center. At the completion of the program, graduates who have diligently attended class and their externship, studied, and practiced skills should have the necessary skills to seek entry-level employment as Medical Assistants.

A secondary objective is to produce Registered Medical Assistants (RMAs). We prepare our students to take the Registered Medical Assistant Exam that is administered by the American Medical Technologists (AMT). Student results are evaluated and assessed at regular intervals. The school evaluates and assesses the curriculum at regular intervals and makes changes to the curriculum and its delivery based on these results.

In addition to learning the technical skills to be a successful Medical Assistant the program also teaches students to develop critical thinking, problem solving and analytical skills that enable individuals to prepare for and advance in their professional lives and contribute to lifelong learning. This objective is achieved through a variety of general education courses that require students to use the library resources to research and write papers on a variety of topics. Some of these assignments are group projects, which allow our students to have intellectual exchanges with their peers.

A.O.S. in Medical Assistant

Program Requirements	Credits	Prerequisite(s)
Remedial Courses*	0	
ENG090 Reading/Writing Skills	0	Placement examination
MAT090 Mathematic Skills	0	Placement examination
General Education Requirements	14	
BIO110 Human Biology	4	MA105 co-req
COM105 Interpersonal Communications	3	None
GS105 Professional Development	1	None
ENG101 English Composition	3	ENG090 or placement examination
MAT110 Mathematics in Contemporary Society	3	MAT090 or placement examination
Applied General Education Requirements	3	
CS107 Computer Applications	3	None
Major Core Requirements	45	
ALH100 Healthcare in the United States	3	None
ALH105 Nutrition, Health and Wellness	3	None
ALH110 Healthcare Law and Ethics	3	None
PSY115 Psychology and Mental Health	3	None
ALH200 Leadership and Supervision in Health Services	3	None
BIO220 Introduction to Pharmacology	3	MAT110
MA101 Medical Terminology	3	None
MA105 Introduction to Patient Care	3	None
MA110 Clinical Procedures and Pathology I Principles of Health Insurance and Office	4	MA105 and BIO110
MA118 Management	3	None
MA200 Clinical Procedures and Pathology II	5	MA110
MA205 Clinical Procedures and Pathology III	5	MA 110, MA 200
MA300 Externship	4	Permission from the Program Director or the Clinical Externship Coordinator
Total Semester Credits	62	

*Remedial Courses – required unless waived through placement exams or previous credits

Medical Assisting Program

Certificate Program

44 credits

Program Objectives

The primary objective of the program is to produce graduates who possess the necessary clinical skills and knowledge of office procedures to be efficient Medical Assistants. The program is designed to prepare students to assist medical providers by performing administrative duties and basic clinical duties in an office and/or medical center. At the completion of the program, graduates who have diligently attended class and their externship, studied, and practiced skills should have the necessary skills to seek entry-level employment as Medical Assistants.

A secondary objective is to produce Registered Medical Assistants (RMAs). We prepare our students to take the Registered Medical Assistant Exam that is administered by the American Medical Technologists (AMT). Student results are evaluated and assessed at regular intervals. The school evaluates and assesses the curriculum at regular intervals and makes changes to the curriculum and its delivery based on these results.

Remedial Courses		Credits	Prerequisite(s)
ENG 090	Reading/Writing Skills	0	Placement examination
General Education Requirements		11	Prerequisite(s)
BIO110	Human Biology	4	None
COM105	Interpersonal Communications	3	None
ENG101	English Composition	3	ENG 090 or placement examination
GS105	Professional Development	1	None
Major Core Requirements		33	Prerequisite(s)
ALH100	Healthcare in the United States	3	None
ALH 110	Healthcare Law and Ethics	3	None
MA101	Medical Terminology	3	None
MA105	Introduction to Patient Care	3	None
MA110	Clinical Procedures and Pathology I	4	MA105, BIO110
MA118	Principles of Health Insurance and Office Management	3	None
MA200	Clinical Procedures and Pathology II	5	MA110
MA205	Clinical Procedures and Pathology III	5	MA110, MA200
MA300	Externship	4	Permission from Clinical Coordinator or VAPP
	Total Semester Credits	44	

*Remedial Courses – required unless waived through placement exams or previous credits.

MEDICAL ASSISTING COURSE DESCRIPTIONS

ALH100 HEALTHCARE IN THE UNITED STATES

(3 credits)

This course describes the structure and function of health care in the United States and the delivery of care. Topics include the various private and public health care entities within the United States, strengths and weaknesses related to cost, analysis of quality and analysis of access.

ALH105 NUTRITION, HEALTH AND WELLNESS

(3 credits)

This course focuses on diet related health problems due to improper nutrition among diverse populations. Other topics include: the human digestive system and its functionality; each level of the food pyramid; diet planning, macronutrients, vitamins and minerals, health-fitness, life span nutrition, and food safety. Further, students will learn to communicate the importance of developing effective strategies for improving nutrition and physical activity.

ALH110 HEALTHCARE LAW AND ETHICS

(3 credits)

This course focuses on the basic principles and applications of law, ethics, and bioethics as they relate to the healthcare field. Other topics include: legal terminology, consent forms, contracts, physician/patient relationships, professional liability and various medical issues. Professional, legal, and ethical responsibilities are also emphasized.

ALH/PSY115 PSYCHOLOGY AND MENTAL HEALTH

(3 credits)

This course will provide an overview of the field of health psychology, examining how psychological theories and research are applied to enhance health and well-being and to prevent and treat illness. We will discuss the behavioral, emotional, social and cognitive influences on physical health. Among other topics, we will examine stress, coping, risk behavior, pain, chronic illness and the use of health services.

COM105 INTERPERSONAL COMMUNICATIONS

(3 credits)

This course focuses on the practices, principal communication and social trends among individuals and groups throughout diverse settings. In addition, the communication process includes: perception, listening, self-disclosure, speech apprehension, ethics, conflicts, power, as well as non-verbal and dysfunctional communication.

ALH200 LEADERSHIP AND SUPERVISION IN HEALTH SCIENCES

(3 credits)

This course will introduce the student to concepts of leadership and supervision in a health care setting. The course will examine the supervisor's tasks and challenges, as well as the relationship between supervisors and supervisees. Students will examine the critical skills and abilities necessary for effective leadership including decision-making, planning, motivating others, conflict resolution, and improving communication. Readings will be used to generate reflections about self-esteem, building trust, taking risks, formulating goals and resolving conflict, and how these issues influence one's ability to lead. Students will identify actions they can take, and models they would employ, to become more effective leaders.

BIO110 HUMAN BIOLOGY

(4 credits)

This course provides the knowledge of human biology needed to meet the needs of Medical Assistant students. Students study the organization of the human body, homeostasis, cells and tissues, common pathology, and anatomical terminology. They also examine the basic structure and functions of all organ systems.

BIO220 INTRODUCTION TO PHARMACOLOGY

(3 credits)

PREREQ: MAT110

This course focuses on knowledge of medications patients may be taking, how it may impact their care, and the impact on the medical assistant's task. The course content includes math competency, dosage calculations, classification of drugs, and side effects.

CS107 COMPUTER APPLICATIONS

(3 credits)

This course focuses on the basic overview of computer concepts, including hardware and software. The students will learn Microsoft Office, and its components: Microsoft Word, Excel, PowerPoint and Outlook. In addition, students will learn how to effectively navigate through the internet to construct complex searches to find specific information.

ENG090 READING/WRITING SKILLS

(0 credits)

PREQ: Required unless waived through placement examination

This course focuses on providing the student with an opportunity to develop and refresh grammar and composition skills to the standards of post-secondary educational writing. Topics include: basic writing skills, style, structure for essay writing, spelling, vocabulary, grammar, punctuation and fundamental English skills. In addition, students will learn how to draft grammatically correct sentences and organize short compositions.

ENG101 ENGLISH COMPOSITION

(3 credits)

PREREQ: ENG090 or placement examination

This course focuses on providing students with the rhetorical foundations that prepare them for the demands of academic and professional writing. In this course, students will learn and practice the strategies and processes that successful writers employ as they work to accomplish specific purposes. Topics include: reading comprehension, instruction, entertainment, persuasion, investigation, problem-resolution, evaluation, explanation and refutation. Students will also learn to respond constructively to their peers' drafts, and also use peer responses to improve the quality of their own work. In addition, students will use writing to realize professional and personal goals.

MAT090 MATHEMATIC SKILLS

(0 credits)

PREQ: Required unless waived through placement examination

This course focuses on the foundational material needed for success in mathematics. Topics include: operations of whole numbers, fractions, decimals, ratios, proportions, percentages, integers, measurements, geometry and statistics.

MAT110 MATHEMATICS IN CONTEMPORARY SOCIETY

(3 credits)

PREREQ: MAT090

This course is designed to provide students with an understanding of the mathematical ideas and methods used in modern society. This course covers introductory treatments of sets, logic, number systems, probability, statistics, and finance. Appropriate applications are included.

GS105 PROFESSIONAL DEVELOPMENT

(1 credits)

This course focuses primarily on students building a career and discovering specific job opportunities. The refining of interpersonal communication skills, resume techniques, proper dialogue, interview attire, and developing job search skills are stressed. The student is more prepared to enter the job market and achieve his/her career in the medical assisting field.

MA101 MEDICAL TERMINOLOGY

(3 credits)

This course focuses on medical language and terminology used by healthcare professionals. Topics include: word roots, prefixes, and suffixes used with the medical language. Terminology related to all major body systems such as the muscular, skeletal, respiratory, circulatory, digestive, reproductive, and urinary will also be covered. In addition, students will learn how to combine words to create medical conditions as well as fully comprehend their definition along with the correct spelling.

MA105 INTRODUCTION TO PATIENT CARE

(3 credits)

This course focuses on the introduction of the medical office and patient/work flow. Skills include patient interviews, anthropometric measurements, vital signs, medical asepsis, and basic equipment.

MA110 CLINICAL PROCEDURES AND PATHOLOGY I

(4 credits)

PREREQ: MA105 and BIO 110

This course is the first of a three-course sequence of instruction in clinical procedures for the medical assisting student. Topics addressed include patient safety, infection prevention/control, common medical procedures, and performance of the ECG.

MA118 PRINCIPLES OF HEALTH INSURANCE AND OFFICE MANAGEMENT

(3 credits)

This course focuses on health insurance, claims processing as well as the medical billing cycle. Topics include: all aspects of medical insurance; including plan options, carrier requirements, state and federal regulations, extracting relevant information from source documents, and accurate completion of claim forms. In addition, students will also learn how to operate the Simchart in Medical Office Software Package for electronic health records.

MA200 CLINICAL PROCEDURES AND PATHOLOGY II

(5 credits)

PREREQ: MA110

This course is the second of the three-course sequence of instruction in clinical procedures for the medical assisting student. This course provides didactic and laboratory instruction focusing on common disorders and procedures including the performance of phlebotomy procedures, urinalysis, and obstetrics/gynecology examination.

MA205 CLINICAL PROCEDURES AND PATHOLOGY III

(5 credits)

This course is the third of the sequence and focuses instruction on clinical procedures performed or assisted by medical assistants in various medical specialties. These specialties include: Ear, Nose and Throat; Obstetrics and Gynecology; Cardiology; Pediatrics; Geriatrics; and Orthopedics.

MA300 EXTERNSHIP

(4 credits)

Requires permission of Program Director or VPAA

This externship course focuses on integrating theoretical knowledge and applied skills with practical field experience at a healthcare facility. The students will demonstrate competency applying their skills to complete assigned tasks. In addition, students will always display integrity and professionalism. This course is graded on a pass/fail basis.

All Medical Assisting courses are awarded as semester credit hours.

Academic Information

Course Load

All Dental Assisting students are considered to be full-time. In the Medical Assisting Programs, a full-time matriculated student takes a course load of a least twelve (12) but no more than eighteen (18) credit hours per semester. A part-time course load is less than twelve (12) credits per semester. A credit is an academic unit that represents 15 hours of lecture, or 30 hours of laboratory work, or 45 hours of externship during a semester, which is typically 15 weeks. A student who wishes to register for eighteen (18) credits or more in a semester must receive prior authorization to do so from the Vice President of Academic Affairs.

Effect of Remedial Coursework

While these courses count as semester hours in determining a student's course load for the term, they are not credit bearing and do not count toward completion of the academic program; therefore, they are not used in calculating the cumulative GPA. Any remedial hours will count as hours attempted and be added to the maximum time allowed for the course of study. Remedial courses may be individually attempted no more than two (2) times during a program. Unsuccessfully completing or passing the same remedial course two (2) times may result in termination from the institution, subject to an academic review by the VPAA.

Effect of Repeated Courses

All required courses must be passed to meet graduation requirements. A course may only be taken once unless special approval is obtained from the VPAA. If a course is retaken, both attempts will count towards attempted hours. When a course is repeated, both grades are used to compute the grade point average (GPA).

Effect of Advanced Testing

Transfer credits or credits awarded by examination are not included in the calculation of the student's cumulative GPA but are included as credit hours attempted and successfully completed in measuring the student's progress toward completion of the program.

Student Conduct

DRESS CODE

The following Dress Code MUST be followed while the student is on Campus:

- No excessive jewelry/hoop earrings
- No facial and/or tongue piercings
- No hats of any kind, scarves, or du-rags are to be worn while in school
- Must be in FULL uniform
- Hair must be groomed and tied back during classroom hours

Failure to comply with these rules will result in a oral warning for the first offense; a second offense will result in a written warning; and the third and final offense will result in expulsion.

BEHAVIOR

Classroom and Campus Regulations:

- NO cell phone usage while in class.
- NO smoking within 25 feet of the building; this includes NO smoking on campus, in the stairwells or inside the parking garage.

- NO classroom interruptions (excessive talking, noise, music, etc.) Be respectful of your classmates.
- NO food and/or drink(s) allowed inside the classrooms and/or laboratories. BOTTLED WATER is the only exception.
- NO verbal and/or physical altercations.
- NO excessive noise in the hallways. Be respectful of other classes that are still in session.
- Dress Code must always be followed.

ACADEMIC INTEGRITY

The principles of academic integrity entail simple standards of honesty and truth. Each member of the college has a responsibility to uphold the standards of the community and to take action when others violate them. Faculty members have an obligation to educate students to the standards of academic integrity, and to report violations of these standards. Students are responsible for knowing what the standards are and for adhering to them. Students should also bring any violations of which they are aware to the attention of their instructors, Departmental Chairpersons, or Vice President of Academic Affairs. Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. The following are unacceptable actions that can result in severe penalties up to and including dismissal:

- Cheating, plagiarizing, cooperating with and/or assisting others to cheat or plagiarize, stealing or circulating evaluation materials, or participating in any other breach of academic integrity which gives an unfair advantage to a student(s).
- Failing to comply with the directions of authorized college officials in proper performance of their duties or failing to identify oneself to a college official when directed to do so.
- Possessing any dangerous instrument and/or materials that can be used to inflict injury on any individual or damage to property on the college premises or within the building.
- Committing any act(s) of sexual harassment.
- Using, selling, and/or distributing drugs and/or substances that are prohibited by state and federal law.
- Practicing any form of bigotry and/or discrimination.
- Behaving in a disorderly manner, using words and/or actions that are likely to encourage or incite physical violence against any individual on the premises of the campus.
- Violating regulations relating to property entry or use of the premises, facilities, and/or resources of the campus including unauthorized entry or occupancy, blocking access, or removing, relocating, or using property without permission.
- Stealing, damaging, or defacing campus property or the property of any other individual on the campus and/or within the building.
- Being on the campus under the influence of alcohol and/or illegal drugs.
- Refusing to appear before personnel or committees of the institution in performance of proper official duties.
- Knowingly providing false information to the institution; forging, altering and/or using college documents with the intent to deceive; or using an individual's identity.
- Interfering with the institution's educational processes or facilities.
- Intimidation, threat of, or actual physical or verbal abuse that interferes with others on the campus or in the building exercising their rights to pursue their legitimate activities.
- Acting in any way that endangers the safety or security of any individual on the premises of the campus or within the building.
- Gambling on the premises of the campus or within the building.
- Misuse, mutilation, or defacing of educational materials, college records or forms, and/or college property.
- Misuse of/tampering with fire alarms, firefighting equipment, safety equipment, or electrical equipment on the college premises or anywhere within the building.
- Violation of any college regulation as stated within the catalog, or the college's website.

Faculty who suspect that violations have occurred should immediately contact the Vice President of Academic Affairs. Students who suspect that other students are involved in acts of academic dishonesty should speak to their instructor or the Departmental Chairperson.

The first violation will result in the student receiving an "F" on the assignment and/or test in questions. The "F" will then be averaged in with the other earned grades to yield the final grade.

The second violation will result in mandatory expulsion from the college for one or more semesters and/or a failing grade in the course, depending on the severity of the violation. Extreme, willful acts of academic dishonesty may lead to the permanent expulsion and separation from the college.

Students dismissed from NYSMDA due to violation of academic integrity, but who wish to be reinstated, may apply to the Vice President of Academic Affairs for reinstatement. The decision of the Vice President of Academic Affairs on these matters is final without further appeal.

DRUG POLICY

NYSMDA is in compliance with Federal Government Regulations for a Drug Free Workplace for students and employees. Any student and/or employee caught in possession, use, or distribution of any illegal substances will be dismissed and/or arrested. It is also a Title IV provision that students will certify and adhere to the above drug free regulation. Students may be suspended or dismissed from the college by virtue of misconduct. In the event a student is suspended or dismissed, Financial Aid will not continue, and no Financial Aid will be disbursed to the student. A student may be suspended or dismissed for reasons of conduct, failure to attain satisfactory progress, or failure to achieve graduation requirements.

Satisfactory Academic Progress (SAP) Policy

Satisfactory Academic Progress (SAP) standards are published and are reasonably applied for measuring whether an otherwise eligible student is making SAP in his/her educational program. To maintain eligibility for financial aid, students must make adequate academic progress toward completion of his/her program.

SAP PROCESS OVERVIEW

Federal regulations require all schools participating in federal financial aid, Title IV HEA programs to properly monitor and document SAP. These standards are applicable to all students enrolled in our educational programs and are used to measure their satisfactory progress toward graduation. The policy is provided to all students prior to the first-class session and is consistently applied to all applicable students

New SAP definitions went into effect on July 1, 2011. Policies were developed to determine the academic standards that students must meet. A schedule of measuring the achievement of Quantitative (Pace), Qualitative (GPA) standards as well as the maximum time frame allowance to achieve SAP.

SAP standards are established by the faculty in consultation with the Vice President of Academic Affairs (VPAA). Students must maintain SAP according to the set standards to continue enrollment. SAP is measured at the end of each payment period and will be checked prior to disbursement of aid.

Same As, or Stricter Than

The SAP policy for Title IV, HEA students is consistently applied and identical to the school's actual measurement used to monitor qualitative and quantitative standards for students enrolled in the same educational programs who are not receiving Title IV aid. The Financial Aid Administrator reviews the Title IV SAP policy to ensure it meets all federal requirements. The VPAA notifies the Financial Aid Office if the school changes academic policies.

Evaluation Periods

At each formal SAP evaluation point (end of each payment period), the school checks:

- Qualitative Measure (grade based)
- Quantitative Measure (pace)

Formal evaluations for SAP must coincide with the end of a payment period. The formal evaluations must be placed in each student's file. Evaluations determine if students have met the minimum requirements for SAP. The school's Dental Assisting Program is 900 clock hours. Evaluations for the Dental Assisting program will be conducted at the following evaluation points:

- 450 Clock hours completed (after first payment period)
- 900 Clock hours completed (end of second payment period)

The Medical Assisting Programs are measured in credit hours. The SAP evaluation is conducted at the end of each semester.

Academic Year Definition

Dental Assisting
900 Clock Hours and 45 Weeks

Medical Assisting
30 Weeks and a minimum of 24 Credits per year

Quantitative Measure

Full-time Dental Assisting students are scheduled to attend between sixteen (16) and twenty-four (24) clock hours weekly and part-time students are scheduled to attend fifteen (15) clock hours weekly. Full-time Medical Assisting students are scheduled to attend at least 12 credit hours per semester.

Students must progress through the Program at a sufficient pace to ensure completion within the maximum timeframe of 150% of the published length of cumulative clock or credit hours.

The maximum time for students to complete the school's 10-month Dental Assisting program is as follows:

Normal Clock Hours	Normal Timeframe	Maximum Clock Hours	Maximum Timeframe
900	45weeks	1350	67.5 weeks

The maximum time for students to complete the school's 12-month Dental Assisting program is as follows:

Normal Clock Hours	Normal Timeframe	Maximum Clock Hours	Maximum Timeframe
900	52 weeks	1350	78 weeks

The maximum time frame for a student to complete the school's 62 credit Medical Assisting program is as follows:

Normal Credit Hours	Maximum Timeframe
62 credits	93 credits attempted

The maximum time frame for a student to complete the school's 44 credit Medical Assisting program is as follows:

Normal Credit Hours	Maximum Timeframe
44 credits	66 credits attempted

To calculate the pace at which the student is progressing:

Divide the cumulative hours the student has successfully completed by the cumulative number of hours the student has attempted.

$$\frac{\text{Cumulative hours completed}}{\text{Cumulative hours offered}}$$

The maximum time frame must be measured at each evaluation point (the student is ineligible at the evaluation point when it is determined that the student will exceed the maximum timeframe NOT at the point when they actually reach the maximum timeframe.)

If a student is meeting satisfactory academic progress before the beginning of a payment period but will exceed the maximum time frame before the end of the payment period, the student must submit a successful appeal to extend the maximum time frame to at least the end of the payment period.

Additional Quantitative Measures for the Dental Assisting Program

To be considered making SAP in the Dental Assisting Program, students are required to attend a minimum of 70% of their educational program in no longer than 100% of the published length of the program as measured in clock hours. Evaluations are conducted at the end of each payment period to determine if students have met the minimum requirements and are based on the cumulative attendance percentage as of the last day of the evaluation period.

Pace is calculated by dividing the total hours accrued (successfully completed) by the total number of hours scheduled. At the end of each payment period, the school determines if students have maintained at least 70% cumulative attendance since the beginning of the payment period.

Qualitative Measures

The qualitative measure, used to determine SAP, is based on grades. At the end of the first evaluation point a student must have a 1.5 GPA to be making SAP, at the end of the second evaluation point the students cumulative grade point average must be at least 2.0 to be making SAP. Students must make up failed or missed evaluations and assignments. Students receive a letter grade as indicated on the chart below which is based on the end-of-payment period evaluation.

Grading System

Grade	Points	Percentage	Description
A	4	94-100%	Superior: Mastery of subject matter
A-	3.67	90-93%	
B+	3.33	87-89%	Good: Above average mastery of subject matter
B	3	84-86%	
B-	2.67	80-83%	
C+	2.33	77-79%	Satisfactory: Acceptable mastery of subject matter
C	2	74-76%	Satisfactory: Acceptable mastery of subject matter
C-	1.67	70-73%	Satisfactory: Acceptable mastery of subject matter
D+	1.33	67-69%	Low pass: Limited mastery of subject matter
D	1	65-66%	Low pass: Limited mastery of subject matter
F	0	Below 65%	Failure: Deficiency in subject matter
WU	N/A	N/A	Withdrew Unofficially
W	N/A	N/A	Withdrawal Officially
WL	N/A	N/A	Withdrawal Late
INC	N/A	N/A	Incomplete
P	N/A	N/A	Passing Grade

No credit will be granted for incomplete work. A grade of INC (incomplete) will only be awarded in exceptional circumstances, such as illness or a family emergency. Students must apply for an Incomplete grade in writing with appropriate documentation of the illness or emergency to the Instructor or Departmental Chairperson. In order to inform students of their academic progress, transcripts are provided to all students at the end of each semester. Students with Incompletes are given ten (10) school days in the subsequent semester to complete the coursework.

Examinations that are missed for a valid reason must be made-up within five (5) days unless permission for an extension is received from the Department Chairperson or Vice President of Academic Affairs. Students who fail to meet the Qualitative standards may be placed on Financial Aid Warning. The VPAA monitors qualitative progress. Students can monitor their academic progress by viewing their progress report on the Orbund Student Information System.

Academic Probation

Students in a Medical Assisting Program with less than a cumulative 2.0 grade point average at the end of a term will be placed on academic probation. The term of their academic probation will last for one semester. At the end of the next semester if they do not raise their cumulative grade point average to at least 2.0 then they will automatically be dismissed from the program. Students in the Dental Assisting Program will be automatically placed on academic probation if they have less than a cumulative 2.0 grade point average at the semester's midpoint (225 clock-hours) or

the end of a semester (450 clock-hours). The term of their academic probation will last for 225 clock-hours. If they do not raise their cumulative grade point average to at least a 2.0 by the end of the probationary period then they will be automatically dismissed. The college reserves the right to dismiss any student at any time they feel does not have a reasonable chance of achieving a 2.0 grade point average.

Grade Point Average (GPA)

GPA is calculated by multiplying the numerical value of a letter grade by the number of credits for the course, yielding the “quality points” for the course, and then taking the sum of the quality points and dividing by the sum of the credits attempted. Example: a grade of B in a 3-credit course is worth 9-points. If a student takes four (4) three-hour courses (12 credit hours for the quarter) and receives one A, two B’s, and a C, this is translated into 36 quality points to be divided by the 12 credit hours. The resulting GPA would be a 3.00. The cumulative GPA is derived by dividing the total number of hours taken while at the college into the total number of points earned for those courses.

Dean’s List

Full-time students who have a semester grade point average of 3.50 or higher will be named to the Dean’s List for that semester. Each student must successfully complete a minimum of 12 credit hours exclusive of remedial courses. A student may not qualify for the Dean’s List if the student is enrolled in a remedial course during the semester and does not have an additional 12 credit hours of courses that count towards the required completion of a degree or certificate.

President’s List

Full-time students who have a semester grade point average of 3.80 or better will be named to the President’s list for that semester. Each student must successfully complete a minimum of 12 credit hours exclusive of remedial courses. A student may not qualify for the President’s List if the student is enrolled in a remedial course during the semester and does not have an additional 12 credit hours of courses that count towards the required completion of a degree or certificate.

Graduation with Honors

A student who has completed all requirements for graduation from a degree program will be graduated with honors if the following cumulative grade point average has been achieved: Summa Cum Laude 3.90 - 4.00, Magna Cum Laude 3.80 - 3.89, Cum Laude 3.70 - 3.79

Grade Appeal Policy

An Appealable Grade is a final course grade that the student claims does not reflect what he/she has earned according to the criteria for grading as outlined by the instructor of the course and indicated in the course syllabus. In all cases, the student may NOT appeal the professional judgment of the faculty member, and the policy in the course syllabus shall prevail in determining the grade.

Reasons that constitute an Appeal of final grade are as follows:

- **Arbitrary** - An appeal based on an arbitrary evaluation must address seemingly random actions or an evaluation based upon chance. It is seen as an unreasonable act of will on the part of the instructor.
- **Capricious** - An appeal based on a capricious evaluation must address the grading method and the outcome as being impulsive and governed by no apparent reasoning.
- **Prejudice** - An appeal based on a prejudicial evaluation must address a preconceived judgment, directed towards an individual, group, race, gender, sexual orientation, or their “supposed” characteristics.
- **Error** - An appeal based on simple human error.

Student Grade Appeal Procedure:

- **Step 1:** A student who believes a final grade is in error should first discuss the issue with the instructor (in person or by written letter) or, if the instructor is unavailable, with the head of the department. If the student and instructor fail to reach an agreement, he/she will proceed with the following step.
- **Step 2:** The student must submit a written appeal to the Department Chairperson by the end of the second week of the subsequent semester. The Department Chairperson may contact the instructor

for further documentation. If the student is dissatisfied with the decision of the Department Chairperson, the student may take his/her appeal to the next level.

- **Step 3:** The student may appeal (again, in writing) to the Vice President of Academic Affairs (VPAA). All documentation should be forwarded. The VPAA may ask the Student Grievance Committee to review the case. Based on the committee's recommendations, the VPAA will make the final decision and **that** decision concludes the appeal process.

Remedial Coursework (Pass/Fail Grades)

Students might be assigned to take one or more remedial courses in English or Mathematics based on the results of their placement examinations. The purpose of these courses is to address and improve student academic ability to perform college level work and thus succeed in his or her program of study.

No quality points are assigned to remedial courses as they are not credit bearing and do not count toward completion of the academic program. They do, however, count as semester hours in determining a student's course load for the term and towards attempted hours. The grades awarded for these courses are either P (Pass) or F (fail). A remedial course that is failed must be repeated.

Checking SAP

At the time of review, any student who is not in compliance with SAP standards is no longer eligible to receive any title IV assistance unless they are placed on financial aid warning. This is true whether the student has not achieved the required qualitative assessment or is not successfully completing the program at the required pace of completion to complete within the maximum time frame.

Each student will be notified by mail of the results of their evaluation and how it impacts his/her Title IV eligibility.

Financial Aid Warning

The school evaluates SAP at the end of each payment period. Students who do not meet SAP measures described above may be placed on Financial Aid Warning for one payment period. Students who are placed on Financial Aid Warning continue to receive Title IV aid for the next payment period after they are placed on Financial Aid Warning. The student's academic progress will be evaluated at the end of the warning period. The warning status is applied only to students with a reasonable expectation of improvement in one payment period. If a student is making SAP at the end of the Financial Aid Warning period, they shall be returned to normal SAP status with no loss of Title IV eligibility.

A student, who has not improved his/her standing and still fails to comply with the satisfactory academic progress policy at the end of the Warning Period, will be [ineligible](#) for future aid disbursements. It is advisable for any student on warning status to meet with both a financial aid counselor and an academic advisor to ensure future satisfactory progress and aid eligibility.

Reinstatement of Title IV, HEA AID

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning period will be removed from the warning status and will retain eligibility for Title IV, HEA funding.

A former student requesting to be reinstated as an active student should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The student shall be notified of the Reinstatement Review within five (5) business days following the decision of the Financial Aid Academic Appeals Committee. A student re-enters in the same SAP status in which they left. There is no SAP amnesty. Students who regain SAP at the end of the next payment period will remain fully eligible for Title IV, HEA funding.

Leave of Absence

In some cases, a student may arrange to leave school temporarily with the intention of resuming the program later. The student must fill out and sign a Leave of Absence Request Form. Upon completion of the requisite form, students are required to schedule a meeting with the VPAA, either in-person or through a virtual platform. This meeting provides an opportunity for students to present their case for requesting a leave of absence. Should the VPAA approve the leave of absence, they will work with the student to develop an adjusted academic schedule, typically featuring a revised expected graduation date, ensuring the student's academic journey can continue smoothly upon their return. Under no circumstances

will a Leave of Absence be granted for a period more than 180 days. If a student is granted more than one Leave of Absence, then the total number of days in all the leaves of absences will not exceed 180 days.

If enrollment is temporarily interrupted for a Leave of Absence, students return to school in the same SAP status as prior to the leave of absence. Time that has elapsed during a leave of absence will extend the students' contract period by the same amount of time taken in the leave of absence and will not be included in the cumulative attendance percentage calculation.

Students who do not return from a Leave of Absence will be unofficially withdrawn from the school. Their last date of attendance will be the last day of the leave of absence. Students who withdraw prior to completion of the course and wish to re-enroll within 180 days of the original official withdrawal date will return in the same SAP status as at the time of withdrawal.

Official Withdrawal from School

In the event a student must withdraw, she/he must consult with the Executive Director and/or the VPAA and notify in writing of his/her official last day.

Unofficial Withdrawal from School

If the school unofficially withdraws a student from the school, the Executive Director and/or the VPAA will record the circumstances and last day in writing and include the information in the student's official file.

WITHDRAWAL DATE

- **Official withdrawal from a course during Semester Weeks 2-5:** Following the Drop/Add Period in the first week but prior to the beginning of the sixth week of the semester, a student who stops attending a course is considered to have withdrawn and will receive a "W" (Withdrawal) grade, which appears on the transcript, but is not used in computing the GPA.
- **Official Late Withdrawal from a course during Semester Weeks 6-10:** An official late withdrawal may be requested in a course between the beginning of the sixth week until the end of the tenth week of the semester. The student receives a "WL" (Withdrawal-Late) grade, which appears on the transcript, but is not used in computing the GPA.
- The College will not accept withdraws after the 10th week of the semester and the grade that the student earns for the course will be part of their record and will count towards their GPA.
- **Unofficial Withdrawal:** By not attending a course after the 5th week of the program and not notifying the school of their intent to withdraw the student is assigned a grade of "WU" (Withdrawal- Unofficial) which appears on the transcript and counts as a failing grade. The "WU" grade is used in computing the GPA for the semester.

Effects of Course Withdrawals, Failures, or Incompletions

All withdrawals, incompletes, and failures are used to calculate credit hours attempted.

Course Withdrawals

Upon deciding to withdraw from a course, students are required to consult with their program chair to explore their options for program completion. This meeting aims to formulate a strategy tailored to the student's needs, acknowledging that withdrawal may extend their path to graduation. While a delayed graduation date might be recommended in many situations, retaking the course and taking a heavier course load in subsequent semesters may allow the student to graduate on his/her original timeframe.

Course Failures

The New York School of Medical and Dental Assistants (NYSMDA) actively monitors student performance, offering preemptive notifications to students at risk of failing a course. Following a course failure, the program chair will reach out to

the student to discuss a revised graduation plan. This plan may include retaking failed courses, potentially altering the expected graduation date. Students will be formally notified of any changes to their graduation timeline during this phase.

Course Incompletions

In cases where a grade of 'Incomplete' is assigned, the program chair will promptly contact the student to agree on a deadline for submitting outstanding coursework. This deadline is flexible, based on the specific circumstances that hindered course completion. Students will be informed of the implications of missing this deadline, which may include a postponed graduation date.

Notification of Changes to Expected Graduation Date

NYSMDA is committed to transparent communication regarding academic progress. Should any of the above scenarios result in a change to a student's expected graduation date, the student will be notified immediately. This communication will detail the revised graduation plan, including any necessary steps the student must take to achieve graduation.

Non-Title IV Satisfactory Progress Requirements

Attendance Policy

The College's educational approach is personal and hands-on. Interaction among students and faculty in our classrooms supports the development of knowledge and skills for academic success and professional development. Therefore, consistent attendance, punctuality, and active participation are highly valued. The practices and guidelines outlined in this policy intend to support those values.

Any student who misses fourteen (14) consecutive calendar days when the College is in session will be automatically withdrawn. The college reserves the right to terminate any student who has cumulative attendance below seventy (70) percent.

Attendance Policies Unique to the Dental Assisting Program

In addition to maintaining the grades specified above, students must have cumulative attendance of at least seventy (70) percent of the scheduled class hours. Attendance will be checked for compliance at the midpoint (225 clock-hours) and the end of each payment period (450 clock-hours). If a student does not have cumulative attendance of at least seventy (70) percent of the scheduled class hours at each checkpoint, then the student will be terminated from the program. NYSMDA does not allow students to make-up time to comply with this requirement.

Attendance Requirements for Medical Assisting Programs

Documented Absences

The College understands that situations arise that may interfere with attendance and are beyond the control of the student. These include, but are not limited to, medical emergencies for the student or members of their family, an important legal obligation, military deployment, job-related obligations, or the unfortunate passing of a loved one. In such cases, a student may provide timely documentation for the related absence to the VPAA, which will review the circumstances and record the absence as "documented" when warranted (denoted on the student's attendance record with a "D"). The student will be permitted and encouraged to make up any missed exams or assignments.

Note: All documents are subject to verification. Submitting falsified documents is a serious violation of the Colleges rules and regulations which may result in disciplinary action up to and including expulsion from the College.

Absence Guidelines

For undergraduate lecture classes, the College has set the following guidelines for absences that are not documented:

- Classes that meet once per week: two absences
- Classes that meet two or more times per week: four absences

At the discretion of the professor, students who exceed the above number of absences may have up to 10 points deducted from their overall course grade.

Lateness/Leaving Class Early

Students who arrive to class 10 minutes after the start time are recorded as late and those who leave before the class is dismissed are recorded as having left early. At the discretion of the professor, a certain combination of lateness or early departures may be counted as an absence. The professor's policy is stated in the course syllabus.

NOTE: Clinical and lab courses have more stringent attendance and punctuality policies that are included in the course syllabus.

Make-Up Work

In rare situations make-up work may be approved. In these situations the VPAA would have to approve the work and he/she would have to assess whether the work could adequately be made up through an assignment and would have to assign work that would be an adequate substitute for the session or sessions that were missed. The VPAA might require the make-up session to be supervised.

Required Grades

In the Medical Assisting Program students are required to have a 1.5 average after the first payment period to be making non-Title IV satisfactory progress. In all payment periods after the first payment period students must have a 2.0 cumulative GPA to be making non-Title IV satisfactory progress. In the Dental Assisting Program students are required to have a 1.5 average after 225 clock-hours and a 2.0 average after the first payment period and all other payment periods.

Tutorial Sessions

Tutorial sessions are available to all students. Arrangements are made through the individual instructors.

Clock/Credit Hours

The unit of credit used in the Dental Assisting Program is clock hours. A clock hour is 50 minutes of instructional time. The type of credit hour awarded in the Medical Assisting Programs is a semester credit hour.

Graduation Requirements

Students must achieve a cumulative average of 2.0. In the Dental Assisting Program each student must have attended at least seventy (70) percent of their scheduled hours to graduate.

Tuition

TUITION

Medical Assisting A.O.S. Degree 62 credits

Tuition for full-time matriculated students (12 or more credits/remedial hours)	\$ 6,500/per semester**
Tuition for part-time matriculated students (less than 12 credits/remedial hours)	\$ 565/per credit

Dental Assisting Certificate 900 clock hours

Full-time Student	\$ 16,365***
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** Textbooks, uniforms, labs, supplies, materials, CPR training are included in the cost of tuition.

*** Textbooks, uniforms, labs, supplies, materials, CPR training, and one-time certification exam fee are included in the cost of tuition.

Textbook Program Opt-Out Policy Form must be filled out by students who have the option of opting out of purchasing the required textbooks from other sources.

FEES AND EXPENSES

Application Fee	\$35.00	This is a refundable application fee for first-time students in all Programs.
Duplicate Records*	\$10.00 \$ 5.00 \$ 5.00 no charge	Duplicate degree Duplicate certification Official transcript Student transcript
Re-Entry*	\$ 75.00	For students who are granted readmission to the College.

* Fees are based on current cost and subject to change.

Refund Policy

All monies paid by an applicant are refunded if requested within seven days after signing an enrollment agreement. An applicant requesting cancellation more than seven days after signing an enrollment agreement, but prior to entering the school, is entitled to a refund of all monies paid minus the registration fee. Students who have not visited the

school facility prior to enrollment will have the opportunity to withdraw without penalty within seven days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment.

Once instruction has begun, the student may withdraw by notifying the school of such withdrawal or may be terminated for cause by the school. In either case, the student shall be considered to have been enrolled from the first day of classes to the last day of actual attendance.

Withdrawal from college is a serious matter that can adversely affect a student's long-term career opportunities and best interests. For that reason, NYSMDA requests that all students who wish to withdraw from the College fill out a Withdrawal from College form through their Department Chairperson. This form must be approved and filed with the Registrar's Office at the campus. Refunds, if applicable, will be made in accordance with the schedule for refunds outlined below.

Withdrawal Period	Percent Refunded
Student withdraws during the 1 st week of the semester	100%
Student withdraws during the 2 nd week of the semester	75%
Student withdraws during the 3 rd week of the semester	50%
Student withdraws during the 4 th week of the semester	25%
Student withdraws after the 4 th week of the semester	0%

Refunds are made for a student who withdraws or is withdrawn from the College prior to the completion of his/her program and is based on the tuition billed for the term in which the student withdraws, according to the schedule set forth above. Refunds will be based on the total charge incurred by the student at the time of withdrawal, not the amount the student has actually paid. Paid tuition and fees attributable to any term beyond the term of withdrawal will be refunded in full. Any books or equipment that have been purchased are nonrefundable. When a student withdraws from the institution, the institution requests that he/she complete a student withdrawal form with their Department Chairperson. Refunds will be made within 45 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the institution. A student who withdraws or is withdrawn prior to the end of the term, is subject to the Return of Title IV Funds policy which may increase a balance due to the College. If there is a balance due to the College after all required Title IV funds have been returned, this balance will be due immediately, unless a cash payment agreement for this balance has been approved by the College. When a student applies for financial aid, a statement is signed that the funds will be used for educational purposes only. Therefore, if a student withdraws before completing the program, a portion of the funds received may have to be returned. The school will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to R2T4 policy.

Return of Title IV Fund Policy

When a student applies for financial aid, a statement is signed that the funds will be used for educational purposes only. Therefore, if a student withdraws before completing the program, a portion of the funds received may have to be returned. The School will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

This policy applies to students who withdraw officially, unofficially or fail to return from a leave of absence or are dismissed by the School. It is separate and distinct from the School refund policy.

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to a student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned. The period of enrollment for the credit hour programs is one half the academic year. The period of enrollment in the clock hour program is 900 hours.

The student is considered to have withdrawn if the student is not scheduled to begin another course within a period of enrollment for more than 45 calendar days after the end of the module the student ceased attending. If a student ceases attendance (drops or withdraws) from all his or her Title IV eligible courses in the period of enrollment, the student must be considered withdrawn for Title IV purposes.

The Date of Determination is the date that the institution determines the student has withdrawn from the program but can never be more than 14 days after the Last Date of Attendance (LDA). For a student who withdraws while on a Leave of Absence the expected return date will be the date of determination for R2T4 purposes. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the "Date of Determination". The Withdrawal Date is the Last Date of Attendance (LDA).

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice. The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdrawal disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdrawal disbursements will occur within 180 days of the date that the student withdrew.

The Bursar's Office is required by federal statute to calculate the percentage of earned Title IV Funds disbursed or could have been disbursed and to return the unearned funds for a student who withdrew, was terminated or failed to return from an approved leave of absence. 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 days/hours in the period of enrollment up to the last recorded date of attendance, divided by the total number of days/hours in the term. Any break of five days or more is not counted as part of the days in the term.

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 might be required to return a portion of the funds. When Title IV funds are returned, the student may owe a balance to the institution.

If a student earned more aid than was disbursed to them, the institution would owe the student a post withdrawal disbursement which must be offered to the student within 30 days of the student's date of determination that they withdrew.

ORDER OF RETURN

The School is required to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated return amount of the R2T4 Funds is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

Return to Title IV questions?

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.

*This policy is subject to change at any time, and without prior notice.

Financial Aid

Financial Assistance

NYSMDA is committed to providing educational opportunities for all qualified students regardless of financial need. A variety of financial aid programs makes it possible for even the neediest student to gain a college education. The college participates in Federal and State financial aid programs. The amount of money available is based upon the student's financial need, which is determined by subtracting the amount of the family's estimated contribution for college expenses from the estimated cost of attending the college. Financial need for all programs--State, Federal, and institutional--is measured by a comprehensive financial statement, the Free Application for Federal Student Aid Form (FAFSA). The college will defer any tuition payments due from a student upon application by the student for a grant for the expected amount. Funds received by the college on behalf of a student will first be applied towards the student's tuition. After the student's tuition is paid in full, the remaining balance will be refunded. Financial aid decisions are made for the full academic year based on financial need and the availability of funds. It is important to note that the availability of and eligibility for aid from Federal and New York State programs are not guaranteed from one academic year to the next and that students must reapply every year. Also, enrolled students must meet this institution's academic progress standards to continue qualifying for financial aid awards. All financial aid is awarded based on need, regardless of race, color, religion, sex, sexual orientation, age, national or ethnic origin, handicap, marital, parental, or veteran status. Students are encouraged to apply for financial aid at least eight weeks before the beginning of the term in order that the funds will be available in the first month.

Tuition and fees and any previous balance must be paid in full each semester before the official registration deadline. Deposits made on acceptance of admission are credited to the student's semester account. NYSMDA reserves the right to change tuition rates, fees, and other charges at its discretion when it is deemed advisable.

How to Apply

To apply for financial aid, an applicant is required to complete the Free Application for Federal Student Aid (FAFSA), which is used to determine eligibility for all Title IV programs and for New York State aid through the Tuition Assistance Program (TAP). The FAFSA may be completed on-line at <https://fafsa.ed.gov>, and is used to determine eligibility for the Title IV aid including the Federal Pell Grant Program. NYSMDA's FAFSA Code is 010551, and the College's TAP Code is 2326. The Financial Aid Office will help students fill out the form and secure necessary documentation.

Eligibility for Federal Student Aid Programs

To be eligible for Title IV assistance, a student must meet the following requirements:

- Be enrolled as a regular student in an eligible program of study on at least a half-time basis for federal student loans;
- Be a United States citizen or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- Have financial need as determined by a need analysis system approved by the United States Department of Education;
- Provide required documentation for the verification process and determination of dependency status when required;
- Not owe a refund on a Federal Pell Grant, FSEOG, or state grant previously received from any college;
- Not be in default on a Federal Perkins Loan (formerly NDSL), Federal PLUS, Federal SLS, Federal Stafford Loan, or an Income Contingent Loan previously received from any college;
- Not have borrowed in excess of annual aggregate limits for the Title IV programs;
- Most males must register for Selective Service – ages 18-25 – to receive federal aid.

Policies and Procedures for Verification

Verification is the process used to check the accuracy of the information that a student gives when applying for Federal Student Aid. The U.S. Department of Education selects random applications whose data is to be confirmed. The institution will verify data for those applicants selected. The dependent student must also submit the parents' tax return transcript(s) if applicable.

- All selected applicants will be verified.
- Selected applicants must submit required verification documents within thirty days of notification. If a student fails to provide the required documentation within the established time frame, then the student will be treated as a cash-paying student until the requested documents are provided.
- If a student does not meet the deadline and is not capable of making cash payment(s) at the end of the deadline, he/she may be dismissed from the college. The student may re-enter only when he/she can provide documentation or makes a cash payment.
- The college reserves the right to make exceptions to the above stated policies due to extenuating circumstances, on a case-by-case basis as in compliance with federal regulations and guidelines.
- Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
- The college will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the college will take if the students do not submit the requested documentation within the time period specified.
- Students will be notified by mail or in person if the results of verification change the students' scheduled award
- Any suspected case of fraud will be reported to the Regional Office of the Inspector General or, if more appropriate, to a State or Local law enforcement agency having jurisdiction to investigate the matter. Referrals to State or Local agencies will be reported on an annual basis to the Inspector General.

DOCUMENTATION REQUIREMENTS

For Students selected for verification in the 2023-2024 year, the Department of Education requires that the applicant either successfully link IRS data within the FAFSA site utilizing the IRS Retrieval Tool or provide IRS tax transcripts to complete the verification review process. NYSMDA will not require Tax Transcripts when it can document via the Institutional Student Information Record with a valid code that the student and/or parent successfully linked IRS data via the FAFSA IRS Data Retrieval Tool. In cases where a student and/or parent do not utilize or cannot utilize the IRS Linking Tool, NYSMDA will require Tax Transcripts to complete the verification process along with the Verification Worksheet. The College may request a copy of filed taxes in cases where a student and parent submitted an amended tax return to the IRS. In these cases, the original filed return, along with the official IRS Tax transcript, will be reviewed for verification. For individuals who were not required to file an annual federal tax return, but had other sources of income, the College will require documentation in support of the income reported on the FAFSA. Samples of such documents include, but are not limited to, Public Assistance/Human Resources Budget Letter, Social Security Award Letter, W-2s, and statements of support or income. Please note that NYSMDA will notify the student of acceptable documentation.

Federal Student Aid Programs (Grants and Loans)

FEDERAL PELL GRANT

This grant program is designed to assist needy students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the U.S. Department of Education. The maximum award for the 2023-2024 academic year is \$7,395. The maximum Pell Grant eligibility is limited to 12 full-time, life-time payments.

Federal Supplemental Educational Opportunity Grants (FSEOG)

This grant is available to undergraduate students with exceptional financial need (with priority given to Federal Pell Grant recipients). The amount of the grant depends on the availability of funds from the U.S. Department of Education. The Maximum award for the 2023-2024 academic year is \$200.

SUBSIDIZED DIRECT LOAN

Federal Subsidized Loans are need-based full amount or prorated loans made available to students by the Department of Education. The maximum amount students can borrow each year is based on their enrollment levels in school. For example, a student can borrow up to \$3,500 as a freshman and \$4,500 as a sophomore. The Subsidized Stafford aggregate loan limit for students enrolled in undergraduate programs of study is \$23,000. The applicable interest rate on a Subsidized Stafford Loan that is disbursed between July 1, 2023, and June 30, 2024, will be 5.50%. This rate does not include lender origination fees. All students must complete a Direct Loan Master Promissory Note (MPN). Repayment begins six months after students either: graduate, cease enrollment, or drop below half-time enrollment status.

UNSUBSIDIZED DIRECT LOAN

Federal Unsubsidized Loans are not based on demonstrated need. All undergraduate dependent students can borrow up to \$2,000 each year. The interest rate for new Direct Loans made on or after July 1, 2023, and before June 30, 2024, will be a fixed rate of 7.05%. This rate does not include lender origination fees. Interest accrues and can be compounded on this type of loan. Repayment begins at disbursement unless you tell your lender to capitalize your loan. Undergraduate independent students can receive a combination of unsubsidized and subsidized Stafford Loans, but not to exceed an aggregate amount of \$57,500.

DIRECT PARENT LOANS FOR UNDERGRADUATE STUDENTS (PLUS)

PLUS, Loans are fixed rate loans made available to the parents of dependent undergraduate students to assist with educational expenses. The maximum amount that parents can borrow is equal to the College's Cost of Attendance minus other aid the student receives. These loans require a credit check, and the parents must complete a Direct Loan Master Promissory Note (MPN). Repayment of both principal and interest may begin 60 days after the final loan disbursement is made, or the parent may choose to defer loan payments until six months after the date the student ceases to be enrolled at least half-time. The applicable interest rate for the Direct PLUS Loan that is first disbursed between July 1, 2023, and June 30, 2024, will be 8.05%. Undergraduate dependent students whose parents are not eligible for a PLUS Loan due to exceptional circumstances are eligible for Unsubsidized Stafford Loans at the same level as independent undergraduate students.

School Sponsored Loans

Students who are eligible for a package of Federal Financial Aid that is less than a program's tuition plus book fees will be eligible for a School Sponsored Loan for the difference between their financial aid eligibility and the amount of tuition plus book fees up to but not exceeding \$6,000. The loans will have an interest rate of 6%. The borrower's first payment will be due sixty (60) days after their last date of scheduled in school attendance. The minimum monthly payment will be predicated on the size of the loan.

Below is a chart detailing the approximate minimum monthly payments:

Size of Loan		Minimum Monthly Payment
Greater than	\$4000	\$100
Greater than	\$3000	\$80
Less than	\$3000	\$60

FINANCIAL AID DISBURSEMENT REQUIREMENTS FOR DENTAL ASSISTING STUDENTS

For a dental assisting student to receive their second federal financial aid disbursements they must have reached the midpoint of the program (450 clock-hours) and be in compliance with the school's SAP policy to receive 2nd disbursements outlined earlier and they must have attended at least 405 hours or ninety (90) percent of the 450 clock hours. If they have not attended 405 hours, they can attend future classes until they reach the 405 hours.

TUITION ASSISTANCE PROGRAM (TAP)

This is an entitlement program. The applicant must:

- Be a legal New York State resident for a minimum of 12 months and a U.S. citizen or a permanent resident alien or a paroled refugee or a conditional entrant to the United States.
- Be enrolled full time and matriculated in an approved New York State post-secondary program.
- Not be in default on a student loan made under a New York State or federal loan program.
- Be charged tuition of at least \$200 per year.
- Have a cumulative "C" average after receipt of two annual payments.
- Have a US high school diploma or GED.
- Have a valid social security number; and meet income eligibility requirements.
- Complete the Free Application for Federal Student Aid (FAFSA) as well as an Express TAP application at www.tapweb.org. The Higher Education Services Corporation determines each applicant's eligibility and emails an award certificate directly to the applicant indicating the amount of the grant. The amount of the TAP award is scaled according to type of school, level of study, tuition charge, and net taxable income.

The Medical Assisting programs are TAP eligible. The Dental Assisting program is not a TAP eligible program.

Tap Academic Eligibility and TAP Waiver

New York State Education Department regulations require that students applying for the Tuition Assistance Program (TAP) must meet the Standards of Satisfactory Academic Progress (see above) and pursuit of program to maintain eligibility for the program. Students who are not in compliance with these standards will have their awards suspended and may re-establish eligibility only after providing acceptable evidence of their ability to successfully complete the program.

Special Provisions for Students Using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® or Vocational Readiness and Employment (VR&E)

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Readiness and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

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

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

TAP SAP CHART

A change in legislation has created a uniform chart used to determine a student's satisfactory academic progress.

TAP Satisfactory Academic Progress Schedule		
Before being certified for this payment	A student must have accrued at least this many semester hour credits	Have at least this grade point average
1 st	0	0.0
2 nd	3	1.1
3 rd	9	1.2
4 th	21	1.3
5 th	33	2.0
6 th	45	2.0

The chart listed below will be used to determine a student's satisfactory academic progress for first-time undergraduates who first received TAP prior to the 2006-07 academic year(s).

Student Satisfactory Academic Progress Chart		
Before being certified for this payment	A student must have accrued at least this many semester hour credits	Have at least this grade point average
1 st	0	0.0
2 nd	3	1.1
3 rd	9	1.2
4 th	21	1.3
5 th	33	2.0
6 th	45	2.0

The chart listed below will be used to determine a student's satisfactory academic progress for first-time undergraduates beginning with the 2006-07, 2007-08, 2008-09, and 2010-11 years and thereafter (including remedial students).

Associate Degree & Certificate Program - Remedial Students		
Before being certified for this payment	A student must have accrued at least this many semester hour credits	Have at least this grade point average
1 st	0	0.0
2 nd	3	0.5
3 rd	9	0.75
4 th	21	1.3
5 th	33	2.0
6 th	45	2.0

The chart listed below will be used to determine a student's satisfactory academic progress for first-time undergraduates beginning with the 2010-11 year and thereafter (non-remedial students).

Associate Degree & Certificate Program - Non Remedial Students		
Before being certified for this payment	A student must have accrued at least this many semester hour credits	Have at least this grade point average
1 st	0	0.0
2 nd	6	1.3
3 rd	15	1.5
4 th	18	1.8
5 th	30	2.0

Student Services

Non-Discrimination Policy

NYSMDA is committed to equal opportunity in educational programs, admissions and employment. It is the policy of the institution to provide equal opportunity for all qualified applicants, students, and employees; and to prohibit discrimination on the basis of race, color, gender, religion, national origin, age, sexual preference, disability, or marital status. The Vice President of Academic Affairs has been designated to respond to inquiries regarding the non-discrimination policies and grievance procedures.

The institution offers the following services to all of its students:

- Academic Support & Advising
- Learning Resources
- Student Activities
- Career Service

Student Services for Students in Hybrid Learning Programs During the COVID-19 Pandemic

The NYSMDA student services will be available to students enrolled in distance education program(s)/course(s) by way of real-time and passive support tools such as instant messaging, virtual meeting rooms via Zoom, emailing, online forms, and phone calls, based on students' preferences. Students can meet with their academic, financial, and career advisors via Zoom for advice from course selection to financial assistance and/or addressing any other student needs. Additionally, all employees have RingCentral software, which allows phone calls from the campus to be directly forwarded to personnel out of the office. NYSMDA promises to have a 48-hour turnaround on responses to student emails and requests.

In addition, all staff members will be on-campus four (4) days a week and all student services departments will be staffed with a representative from Monday to Friday during normal business hours. Therefore, students will be able to schedule face to face appointments with NYSMDA staff.

Academic Support & Advising

Academic Support & Advising (ASA) is committed to empowering NYSMDA students with the skills needed to achieve their academic goals and develop lifelong learning skills. ASA is dedicated to providing quality guidance, counseling and advocacy services to the students.

Goals of the ASA are:

- To have an open, clear and concise communication between the ASA and faculty to better serve the needs of the student.
- To monitor students' progress and assist them in achieving academic success.
- To provide students with resources and strategies that will assist them in their studies.
- To develop a sense of community amongst the students and faculty.

Learning Resource Center

The Learning Resource Center (LRC) provides the materials for students to succeed in their programs by helping with tutoring, writing workshops, research assistance, and reference sources. Faculty may refer a student to the LRC in the case a student requires additional academic assistance outside the classroom.

Library Services are delivered through:

- One-on-one assistance in person, or via Zoom, phone, or text
- Print materials
- Online subscription databases including ProQuest Allied Health Source and Gale Virtual Reference Library
- Online library guides available at <https://nysmda.libguides.com/>

Student Activities

The Student Activities program is planned and implemented, in large part, by students being involved in social, cultural, and recreational activities. Those participating can lead, volunteer, and help plan and organize activities outside of the classroom environment.

This responsibility helps students build character, develop greater understanding of others, learn leadership skills, and have a greater sense of their own abilities.

Students who have an interest in becoming student leaders and volunteers to assist in these activities may contact the Vice President of Academic Affairs.

Career Services

NYSMDA has an experienced and successful Career Services Department with extensive contacts among employers that will further assure a successful employment outcome for our students. The college provides free placement services to its graduates and alumni. The Director of Career Services counsels and advises students throughout the placement process, records all job leads, develops new employment opportunities, surveys graduates and employers, and keeps placement records.

EXTERNSHIPS

NYSMDA has a long tradition of offering externships to students. Externships are an integral and critical component of all proposed degree and certificate programs. We believe strongly in reinforcing the link between college and work by placing students in positions before they graduate that allow them to perfect the skills they have developed in their coursework, to integrate theory and practice, and to reflect upon their experiences in an academic setting.

The Career Services Department is responsible for identifying and developing the externship sites and for evaluating each site for the Medical Assisting Program. The 4-credit externship course requires a minimum of 275 hours on-site, or an average of 18 hours per week in a 15-week semester. Dental Assistant students must complete a 300-hour externship. All students are responsible for fulfilling the conditions of their externships, for working the required number of hours and for completing weekly timesheets.

During the externship students will attend periodic meetings with faculty advisors at the college. Students can discuss their experiences at the workplace, to receive guidance from the externship coordinator concerning problems that arise, and to reflect on the relationship between the theory and skills learned within the classroom and their experiences on the job.

A portion of the advising process is devoted to job placement activities such as discussing workplace expectations and behaviors, developing interviewing skills, preparing resumes, and writing application letters.

CAREER PLACEMENT

NYSMDA recognizes its responsibilities to assist students in finding gainful employment upon graduation. The Career Services Department will assist students in preparing themselves for entry into the job market. Although employment cannot be guaranteed, the opportunities for qualified, serious students to find jobs are numerous. Students seeking post-graduation career employment are invited to visit the Career Services Department. All students should become familiar with the office during their enrollment at NYSMDA so they may begin preparing themselves for entry into the job market.

The services of the Career Services Department include:

- Interview Techniques and Procedures
- Employment Assistance

The facilities of the NYSMDA Career Services Department are available without charge to students who:

- Are in good academic standing.
- Comply with rules, regulations, and procedures of the office and the school.
- Maintain a satisfactory attendance record.
- Have satisfied all of their financial obligations with the school.
- Have proper working papers.

All NYSMDA graduates are invited to return to the school any time they are in need of assistance.

CAREER PLACEMENT PROCEDURES

Students seeking employment should contact the Career Services Department to schedule a conference during which aptitudes, abilities, qualifications, and interests are discussed and assessed. Assistance will be given in arranging for appropriate job interviews as they become available. Special attention is given to matching student skills and interests to job opportunities.

Students who wish to use the Career Services Department should keep in mind that professionalism, personal grooming and neatness, a pleasant cooperative attitude, and the skills and knowledge acquired at NYSMDA contribute to finding and keeping suitable employment. However, please remember that the school cannot guarantee employment to any student or graduate.

Graduation and Employment Disclosures

Based on Student-Right-to Know Disclosures

Of the 281 first time students enrolled during the period 7/01/20 – 6/30/21, 177 (or 62.99%) successfully completed the program within the 150% timeframe.

GRADUATION AND GRADUATE EMPLOYMENT RATES TO ACCSC

Graduation and Graduate Employment Rates Reported to the Accrediting Commission of Career Schools and Colleges (ACCSC) for the 2023/2023 Annual Report.

Medical Assisting AOS Degree 16 Month Program

The rates listed below are for 81 students who started the program from April of 2020 through March of 2021.

- Of the 81 students who started 46 graduated for a 57% graduation rate.
- Of the 46 graduates available for employment 39 found employment in the field of study for a 85% employment rate.

Medical Assisting Certificate 12 Month Program

The rates listed below are for 38 students who started the program between October 2020 and September 2021.

- Of the 38 students who started the program 32 graduated for a 84% graduation rate.
- Of the 32 graduates 28 found employment in the field of study for a 88% employment rate.

Dental Assisting 10 Month Program

The rates listed below are for 109 students who started the program from January of 2021 through December of 2021.

- Of the 109 students who started 80 graduated for a 73% graduation rate.
- Of the 80 graduates 72 found employment in the field of study for an 90% employment rate.

Dental Assisting 12 Month Program

The rates listed below are for 22 students who started the program between October 2020 and September 2021.

- Of the 22 students who started 12 graduated for a 55% graduation rate.
- Of the 12 graduates 11 found employment in the field of study for a 92% employment rate.

Certification and Licensure Examinations

The New York School for Medical and Dental Assistants is committed to preparing students with the skills and knowledge necessary to pursue entry-level work in their field of study. Professional certifications and licensure examinations are available for students who successfully complete programs. Please discuss with an academic representative the specifics of examinations.

Requesting NYSMDA Transcripts

In order to request a transcript, either a student copy or an official transcript, the student is required to submit a written request to the Registrar's Department.

The request for a student copy should include the name of the student, including any previous name, when the student attended the school, the program he/she attended and when he/she graduated or last attended. In addition, the student should include his/her present address, a day-time telephone number and an email address.

If the transcript is to be official, then the student must include the exact Address and Office of the receiving institution, agency, organization or the school where the transcript should be sent. If the student is presently enrolled, there is no charge for the transcript.

If the student is no longer enrolled or has graduated the cost to process any transcript request is \$5 which must be paid as either a money order made out to The New York School for Medical and Dental Assistants or cash paid to the Bursar's Office who will issue a receipt. The processing time is approximately 5-10 business days from receipt of the request and fee.

Replacement of Diploma or Letter of Completion

If the original diploma was lost or damaged, the student must submit a written request for a Duplicate certificate or letter to the Registrar's Office with an appropriate replacement fee.

The request should include the name of the student, including any previous name, when the student attended, the program he/she attended and a graduation date. In addition, the student should include the student's present address, a day time telephone number, and an email address.

General Information

Academic Freedom

NYSMDA adheres to the principles of academic freedom with correlative responsibilities as expressed in the 1940 "Statement of Principles on Academic Freedom and Tenure" jointly formulated by the American Association of University Professors and the Association of American Colleges. Academic Freedom and more generally, freedom of expression are of paramount value in an academic community.

Academic freedom is essential to the functioning of a college. It applies to its teaching, research, and public service and involves both faculty and students. The principle of academic freedom is designed to protect the faculty member's freedom to teach and to conduct research. It also protects the student's freedom to learn. Faculty members are responsible for providing students with the same kind of freedom, which they claim for themselves, namely, the freedom to consider conflicting views and to make their own evaluation of data, evidence, and doctrines. Furthermore, faculty members have a responsibility to maintain an atmosphere conducive to intellectual inquiry and rational discussion.

It is not the responsibility of a faculty member in a democracy to misuse his or her authority in the classroom and indoctrinate his/her students with ready-made conclusions on controversial subjects. The faculty member is expected to educate a student to think for him or herself, and to provide the student with access to those materials that one may need if one is to think intelligently. Hence, in giving instruction upon controversial matters the faculty member is expected to be of fair and judicial mind, and to set forth justly, without suppression or innuendo, the divergent opinions of other investigators.

It is the policy of NYSMDA that an atmosphere of freedom should prevail and that there should be no political or religious propagandizing in the academic programs. Academic freedom, however, does not mean academic license. With freedom there must be responsibility for statements, speeches, and actions. In the college, as in society as a whole, freedom of speech and expression cannot be absolute. For example, speech that is libelous, slanderous, incites to riot, or is unlawfully harassing is not constitutionally protected; in addition, speech directed at persons with clear intent to cause substantial injury is not protected by academic freedom.

Freedom of speech and expression is the right of opponents of a speaker as well. Opponents may make their views known in a variety of ways so long as they do not thereby interfere with a speaker's ability to make his/hers known, or with the rights of others to listen.

Students with Disabilities

NYSMDA is dedicated to ensuring that students with disabilities receive equal access to curricular and co-curricular opportunities in the academic community, in compliance with *Section 504 of the Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*. The facility can accommodate the disabled with its level entry. There is an elevator located inside of the building, the corridors are wide enough to accommodate wheelchairs and there are access ramps to the administrative offices.

Campus Security

NYSMDA's Annual Security Report is distributed to all students during orientation and annually by October 1st. This report summarizes campus security, prevention, and reporting procedures, campus crime statistics, and emergency protocols. The United States Department of Education's web site for campus crime statistics is <http://nces.ed.gov/surveys/pegis/publications/97402/>. For NYSMDA statistics during recent calendar years, please visit the following DOE website at <http://ope.ed.gov/security>. NYSMDA fully complies with Article 129-A of New York State Education Law as it pertains to the dissemination of campus-wide information and procedures regarding the prevention of sexual assault, of 14 bias/hate crimes, and of the investigation of violent felonies

Privacy Act – FERPA

Under the Authority of the Family Educational Rights and Privacy Act of 1974, students have the right to examine certain files, records, or documents which are maintained by the school pertaining to them. The school must permit students to examine such records within forty-five (45) days after submission of a written request, and to obtain copies of such records upon payment of the cost of reproduction. Students may request the school to amend their education records on the grounds that they are inaccurate, misleading, or in violation of their right of privacy. If the school refuses to amend the records, students may then, after complying with the NYIBT Complaint Procedure, request a hearing. Under certain circumstances, NYSMDA may disclose personal information from student records to appropriate parties, including parents, teachers, and school officials, in connection with an emergency and in order to protect the health and safety of the student or other individuals.

The school is a co-educational, non- denominational school licensed by the State of New York. The school offers equal opportunities, without distinction or discrimination because of race, color, gender, sexual orientation, religion, age, national origin, physical or mental handicap in any of its academic programs or activities or in any of its employment practices.

The school is in compliance with the following: Title IV (The Civil Rights Act), Title IX (Discrimination on the Basis of Sex), The Equal Credit Opportunity Act (Discrimination in Lending) and The Age Discrimination Act.

Student Grievance Procedures

Students who have a complaint and/or wish to launch a grievance against an employee of the college should:

1. Contact the head of the department who supervised the staff member in question and verbally outline the grievance.
2. Submit a written grievance to the Vice President for Academic Affairs within 30-days of the end of the semester during which the alleged offense took place (if Step 1 has not resolved the issue).
3. The Vice President for Academic Affairs will refer the written grievance to the Academic Affairs Committee for review and a final determination.
4. The Committee will prepare a written response within fifteen (15) business days after receipt of the written grievance. The Committee's decision is final.

Student Complaint Procedure

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Campus Director, Clinton Arnaboldi or online at www.accsc.org.

Faculty

Medical Assisting Department

Program Chair

Rafeeqe Ahmad M.D.; King George's Medical University, India
M.P.H.; SUNY Downstate Medical Center

Instructors

Salma Ahmed M.D.; Dhaka Medical College, Bangladesh
Nazrul Islam M.D.; Chittagong Medical College, Bangladesh
Mahfuz Hossain M.D.; Shahjalal University of Science and Technology, Bangladesh
Mohammed Huda M.D.; Rajshahi Medical College, Bangladesh
Muhammad Mahmud M.D.; University of Chittagong, Bangladesh
Elsa Mora M.D.; Southwestern University, Philippines
Mohammed Zahidur Rahman M.D.; University of Dhaka, Bangladesh
Shah Rahman M.D., Dhaka Medical College, Bangladesh

Dental Assisting Department

Program Chair

Miriam Davenport B.A., English Literature, City College of New York
A.A.S., Dental Hygiene, Northampton County Area Community College

Instructors

Yuvraj Bhanot D.D.S.; Baba Farid University, India
Candace Clinkscales B.A., English, Hunter College
A.A.S. Dental Hygiene, University of Texas
Muhammad Shafiqul Islam M.S.; Oral and Maxillofacial Surgery, Dhaka Dental College, Bangladesh
B.D.S.; Dentistry, Dhaka College, Bangladesh
Adonna Lewis MBA Keller Graduate School of Management
B.S.; City University of New York; Dental Hygiene
RDH. AAS New York City College of Technology
Rachel Rivera B.S.; Community Health Education, York College
A.A.S.; Dental Hygiene, Hostos College
Manav Sachdeva B.D.S., Dental Surgery, Magadh University, India
Howard Usher Dental Assistant, Department of the Navy

Liberal Arts & Sciences

Program Chair

Brenda Donald M.S.; Adolescent Education, 7-12, Mercy College
MBA; Master of Business Administration, Long Island University
B.S.; Education, Mathematics, St. Joseph's College

Instructors

Danielle Dale M.A., English, St. John's University

	B.A.; English, St.John's University
Sabrina Guerre-Douglas	M.P.H., Community Health, Brooklyn College B.A., Psychology, Queens College
Denise Dubron	M.A., Psychology in Education-Clinical Psychology, Teachers College of Columbia University B.A., Psychology, SUNY at Stony Brook University
Steven Hock	M.A.; English and American Studies, University of East Anglia B.A.; English, West Virginia University
Syed Hussain	M.A.; Teaching and Transitional B Certification, Relay/GSE Graduate School of Education B.S., Nutrition, Cornell University
Clyde Morris	M.S.; Computer Information Systems, Boston University B.S.; Computer Science and Mathematics, College of Staten Island
Angela Romboulis	B.A.; Psychology, Hunter College

Administration

Corporate Officers

Co-Chairman..... D. Clinton Arnaboldi
Co-Chairman/Chief Financial Officer..... Douglas K. Jordan

Academic Offices

Vice President of Academic Affairs and
Medical Assistant Program Chair and Externship Coordinator..... Rafeeqe Ahmad
Dean of Academic Support & Advising and
Liberal Arts & Sciences Department Chair..... Brenda Donald
Dental Assistant Program Chair and Externship Coordinator..... Miriam Davenport

Registrar Department

Registrar..... Daniel Hillier

Admissions Department

Admissions Representative..... Evelyn Fernandez
Admissions Representative..... Phineas Duru
Receptionist..... Angela Romboulis
Receptionist..... Lucinda Ahmed

Financial Aid Department

Director of Financial Aid..... Georgia Mattinson
Financial Aid Advisor..... Aldo Ventura

Career Services Department

Director of Career Services..... Lena Notarstefano
Career Services Advisor..... Shereen Chandarbhansingh

Student Services

Student Services Coordinator..... Lisa Jordan

Library

Librarian..... Hinde Fertig



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