

School of Business and Technology



The Business Degrees

www.excelsior.edu



The Philosophy of Excelsior College

What you know is more important than where or how you learned it.®

About Excelsior College

Excelsior College was originally founded in 1971 as the external degree program of the New York State Board of Regents. In 1998, the Board of Regents granted the College (then known as Regents College) an absolute charter to operate as a private, independent college. As are all colleges in the state, Excelsior College is a member of The University of the State of New York. The College is governed by a board of trustees comprised of individuals from across the United States who are prominent in the fields of business, education, government, and the professions.

Excelsior College awards degrees in 36 programs: 33 at the associate and baccalaureate levels in liberal arts, nursing, business, technology, and health sciences, and 3 master's-level degrees in liberal studies, nursing, and business. The College also awards certificates in business, health sciences, and liberal arts.

The faculty of Excelsior College are drawn from many colleges and universities as well as from industry and the professions. They establish and monitor academic policies and standards, determine degree requirements and the ways in which credit can be earned, develop the content for all examinations, teach our courses, review the records of students to verify their degree requirement completion, and recommend degree conferral to the Board of Trustees.

Approximately 13 percent of the students enrolled in Excelsior College come from New York State; the remaining 87 percent come from all other states and many foreign countries. Approximately 110,000 persons have earned degrees from Excelsior College. Many of them indicate that they expect to earn a master's or higher degree at some point in the future, and a large percentage of our baccalaureate graduates pursue postgraduate study immediately after earning their Excelsior College degrees.

The Mission of Excelsior College

Excelsior College exists to expand educational opportunity, with efficiency, economy, and academic excellence, and with a particular concern for those historically underrepresented in higher education. The College meets students where they are academically, geographically, and technologically and personally assists them in reaching their goals by offering a full range of flexible academic options.

The College seeks to meet the needs of a pluralistic society, increasingly dependent on an informed and educated citizenry. It focuses upon the needs of the individual student, primarily adults, who want to advance themselves in a flexible, self-paced manner, using a variety of faculty approved learning resources, frequently at a distance. The College is an international resource, a global leader, and a prime advocate for higher and distance education.

The Vision for Higher Education

Higher education will become an instrument through which all people can attain economic advancement, social justice, and a world at peace. Education is a good thing for all peoples and we should have more of it. Education breaks down barriers between neighbors and nations; it enhances the social fabric by creating understanding and self-sufficiency; it particularly benefits those in less favored positions in society; and, allied with an advancing technology, it can spread enlightenment and enlightened self-interest across the globe.

The Vision for Excelsior College

Ever cognizant of the great lessons learned throughout history, Excelsior College contributes to the greater world good through its programs for adult learners. The vision of Excelsior College is to become a model for ease of access to academic degree completion, through student-centered services and the validation of learning. Through this vision, the College will be recognized as the institution most responsive to the needs of career-oriented adult learners at a distance.

Accreditation

Excelsior College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, 215-662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA). The associate, baccalaureate, and master's degree programs in nursing are accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, New York, NY 10006, 800-669-1656. The NLNAC is a specialized accrediting agency for nursing recognized by the U.S. Secretary of Education. The baccalaureate degree programs in electronics engineering technology and nuclear engineering technology are accredited by the Technology Accreditation Commission (TAC) of the Accreditation Board for Engineering and Technology (ABET), 111 Market Place, Suite 1050, Baltimore, MD 21202, 410-347-7700. The TAC of ABET is a specialized accrediting agency recognized by the U.S. Secretary of Education. The Master of Arts in Liberal Studies program has been accepted into full membership by the Association of Graduate Liberal Studies Programs (AGLSP). This constitutes accreditation in the field of graduate liberal studies. All the College's academic programs are registered (i.e., approved) by the New York State Education Department. Excelsior College Examinations are recognized by the American Council on Education (ACE), Center for Adult Learning and Educational Credentials, for the award of college-level credit. Excelsior College Examinations in nursing are the only nursing exams approved by ACE.

Business Degrees Catalog Addendum

School of Business and Technology



October, 2007

Corrections to the *School of Business and Technology Catalog: Business Degrees*

Completing Degree Requirements by Examination

Depending on the program in which you are enrolled, you may be able to complete some or all of the requirements by examination.

For the **Associate in Science in Business** and **Associate in Applied Science in Business** degree programs, you may complete all of the requirements by examination with the exception of the Information Literacy requirement.

If you are enrolled in a **Bachelor of Science in Business** degree program, you may complete all of the requirements by examination with the exception of Business Policy and the Information Literacy requirement. However, if you are enrolled in one of the other business degree programs, you may complete some, but not all, of the specific concentration area requirements in this manner. Please contact your academic advisor for specific information.

Business Policy Requirement

All students enrolled in a **Bachelor of Science Business** degree program, on or after September 1, 2007, must complete the Business Policy core requirement by taking Excelsior College's online course **BUS 495: Business Strategy**. If enrolled prior to September 1, 2007, students will have until August 31, 2008 to complete this by an approved method other than Excelsior College's online course **BUS 495: Business Strategy**. After September 1, 2008, all students—regardless of enrollment date—must take **BUS 495: Business Strategy**.

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General Information

LIMITATIONS

Information in this catalog is current as of December 2006, and is subject to change without advance notice.

CHANGES IN COLLEGE POLICIES, PROCEDURES, AND REQUIREMENTS

The College reserves the right to modify or revise the admission requirements to any program of the College; degree and graduation requirements; examinations, courses, tuition, and fees; and other academic policies, procedures, and requirements. Generally, program modifications and revisions will not apply to currently enrolled students so long as they actively pursue their degree requirements. However, in the event that it is necessary to make program changes for enrolled students, every effort will be made to give notice. It is also the responsibility of students to keep themselves informed of the content of all notices concerning such changes.

Excelsior College maintains a drug-free workplace and is a drug-free school, as provided by the Federal Drug-Free Schools and Communities Act Amendments of 1989.

Excelsior College does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender, or sexual orientation in the educational programs and activities which it operates. Portions of this publication can be made available in a variety of formats upon request. Inquiries should be directed to the Affirmative Action Officer, Excelsior College, 7 Columbia Circle, Albany, NY 12203-5159.

Campus Crime Statistics can be found at the following Web site: <http://ope.ed.gov/security>.

Important: It is important for you to keep us informed of your current contact information, so we can reach you. You can update your address, phone numbers, fax number, and email preference on our Web site, www.excelsior.edu, by clicking on "MyEC" and then "My Profile." Or you can call us with this information.

Excelsior College Programs

Business

Associate in Applied Science, Administrative/Management Studies*
Associate in Science, Business
Bachelor of Science, General Business
Bachelor of Science, Accounting (General)
Bachelor of Science, Accounting (NYS CPA Track)
Bachelor of Science, Finance
Bachelor of Science, Global Business
Bachelor of Science, Hospitality Management
Bachelor of Science, Management of Human Resources
Bachelor of Science, Management Information Systems
Bachelor of Science, Marketing
Bachelor of Science, Operations Management
Bachelor of Science, Risk Management and Insurance
Master of Business Administration
Certificate in Entrepreneurship

Health Sciences

Bachelor of Science in Health Sciences
Certificate in End of Life Care
Certificate in Health Care Informatics
Certificate in Health Care Management

Liberal Arts

Associate in Arts
Associate in Science
Bachelor of Arts
Bachelor of Science
Master of Arts in Liberal Studies
Certificate in Homeland Security

Nursing

Associate in Applied Science
Associate in Science
Bachelor of Science
Master of Science

Technology

Associate in Applied Science, Aviation Studies*
Associate in Applied Science, Technical Studies (with specialty)*
Associate in Occupational Studies, Aviation*
Associate in Science, Computer Software
Associate in Science, Electronics Technology
Associate in Science, Nuclear Technology
Associate in Science, Technology (with specialty)
Bachelor of Science, Technology (with specialty)
Bachelor of Science, Computer Technology
Bachelor of Science, Electronics Engineering Technology
Bachelor of Science, Information Technology (with concentration)
Bachelor of Science, Nuclear Engineering Technology



Sources of College Credit

Excelsior College accepts credits from a wide variety of sources represented by those listed below. In general, Excelsior College accepts credits from those colleges and universities that are regionally accredited; those recognized by the New York State Education Department; and those that have been evaluated by the Excelsior College faculty and found to follow acceptable educational practices and apply toward our degree programs.

1. Excelsior College courses
2. Transfer of degree-level credit from regionally accredited and NYS Education Department-approved colleges and universities. Courses required for Associate in Occupational Studies and Associate in Applied Science degree programs at proprietary schools in New York State are acceptable. The Institutional Directory of Postsecondary Education in New York State is used to verify the degree-granting status of schools in New York State.
3. College-level proficiency examination programs reviewed by the American Council on Education (ACE) College Credit Recommendation Service of the Center for Lifelong Learning
4. College-level proficiency examination programs reviewed by Excelsior College faculty

- a. Information Technology (IT) Vendor Certification Examinations (Microsoft, CompTIA, Cisco, Sun, International Computer Driving License [ICDL], etc.)
- b. Graduate Record Examination (GRE) Subject Tests
- c. National Commission on Certification of Physician Assistants (NCCPA) Physician Assistant National Certifying Examination (PANCE)
- d. National Certification Board of Pediatric Nurses General Pediatric Nursing (GPN) Certification Examination
- e. New York University Foreign Language Proficiency Tests
- f. Hebrew University of Jerusalem Examination
- g. Approved proficiency examination programs listed in Excelsior College DistanceLearn® database
- h. Adult, Pediatric, or Neonatal Critical Care Certification (CCRN) through the AACN Certification Corporation
- i. Oncology Certified Nurse (OCN) or a Certified Pediatric Oncology Nurse (CPON) through the Oncology Nursing Certification Group
- j. Certified Rehabilitation Registered Nurse (CRRN) through the Rehabilitation Nursing Certification Board

Service of the Center for Lifelong Learning, by the New York State Board of Regents National Program on Noncollegiate Sponsored Instruction (National PONSI), by the Excelsior College Criminal Justice Training Assessment Program, or by the Excelsior College Faculty (e.g., Nuclear Utility Accreditation Program (NUAP), Game Institute, and General Physics)

6. International Credentials: Degree-level credit at approved universities or university-parallel institutions beyond the United States. Transcripts are evaluated by Educational Credential Evaluators, Inc. (ECE), Commission on Graduates of Foreign Nursing Schools (CGFNS), Josef Silny & Associates, Inc. (for Israel only), GLOBE (for Russia only), and other faculty-approved international institutions.
7. Evaluation of extra-institutional learning (Excelsior College endorses the Council for Higher Education and Accreditation statement on the validation of extra-institutional and experiential learning for transfer purposes)
8. Excelsior College portfolio-based assessment
9. Federal Aviation Administration (FAA) Fixed Wing Certificates
10. Degree-granting professional school programs with Council for Higher Education (CHEA) professional accreditation following Excelsior College's policy on credit acceptance of transcripts from non-regionally accredited professional schools
11. College-level credit from any degree granting institution accredited by the Distance Education and Training Council (DETC) that also has been approved and recommended by the American Council on Education's (ACE) College Credit Recommendation Service
12. Association of Advanced Rabbinical and Talmudic Schools (limited)
13. Occupational Health Nursing (COHN) certification and the Case Management Specialty Extension of the COHN certification (COHN/CM) through the American Board for Occupational Health Nurses, Inc.
14. Certified Hospice and Palliative Nurse (CHPN) through the National Board for Certification of Hospice and Palliative Nurses
15. Certified Emergency Nurse (CEN) through the Board of Certification for Emergency Nurses
16. Certified Perioperative Nurse (CNOR) through the Competency and Credentialing Institute

Examples of Graduate Schools Accepting Our Graduates

American University
 Arizona State University
 Boston University
 Brigham Young University
 Catholic University
 Columbia Law School
 Cornell University
 Fordham University
 Harvard University
 Indiana University
 The Johns Hopkins University
 Michigan State University
 The New School for Social Research
 Northwestern University
 The Ohio State University
 The Pennsylvania State University
 Rutgers University
 Syracuse University
 Temple University
 University of Arizona
 University of California, Berkeley
 University of Colorado
 University of Kentucky
 University of Massachusetts
 University of Miami
 University of Michigan
 University of North Carolina, Chapel Hill
 University of Notre Dame
 University of Texas
 Vanderbilt University
 Villanova University
 Yale University

Excelsior College: Suiting Your Lifestyle, Meeting Your Needs

No matter where you live, no matter how busy you are, Excelsior College offers the flexibility you need to finish your college degree.

Excelsior College may be the program to help you complete your undergraduate degree if you

- have taken some college-level courses.
- have acquired college-level learning through other means and want to apply it toward a degree.
- need flexibility in the place and time frame in which you earn your degree.
- prefer to work at your own pace.
- have a schedule that would make it difficult to attend a traditional college.

We believe that “what you know is more important than where or how you learned it.”® We recognize that you can demonstrate your college-level knowledge and competencies through a variety of means including the submission of transcripts from regionally accredited colleges and universities and other approved sources, theory or performance examination results, and other assessment procedures.

We also believe that your need for further learning can be met in a variety of ways, both traditional and nontraditional, from passing proficiency examinations to taking college courses to pursuing independent study.

Independent learners are take-charge people. If you are one of them, Excelsior College can help you organize your efforts to meet your educational goals. As a leader in innovative education, we work in partnership with other colleges and universities and with employers and other organizations to remove barriers to educational opportunity.

Most of our graduates are working adults who once thought they could never attain a college degree. Yet thousands of students around the world have fulfilled their dreams by earning associate and bachelor's degrees through our unique program.

And now, with the introduction of our Certificate Program in Health Care Informatics and our Master of Arts degree in Liberal Studies (MA/LS), Master of Science in nursing, and Master of Business Administration (MBA) programs, graduate students can also take advantage of the flexibility and unique program offerings at Excelsior College.

Unless otherwise specified, information in the general sections of this catalog pertains to undergraduate degree programs. Specific graduate program information is presented in program materials and catalog sections pertaining to the particular graduate programs. We welcome your requests for further information and encourage you to contact the College and speak with an admissions counselor regarding any questions you may have about our graduate program offerings. You can also find information about all our programs on the College's Web site at <https://www.excelsior.edu>.

Is Excelsior College Right for Me?

If you want to earn a college degree and have the motivation to work toward that goal, we can help. It is up to you to decide whether or not Excelsior College is the program for you. You have a good chance of succeeding as an Excelsior College student if you

- are a motivated self-directed learner.
- have already acquired some college-level learning through college courses, the military, corporate training, independent study, work experience, or extensive reading.
- are comfortable working at a distance via phone, mail, or Internet, rather than in person.
- have the ability to plan ahead, be detailed in your work, and meet deadlines.
- are able to assimilate information from written materials and to locate and use a variety of learning resources.

As you are making your decision about enrolling in Excelsior College, you should study the degree requirements listed in a current catalog for the degree you wish to earn. Please be aware that you will be subject to the program requirements and College policies in effect when you enroll. Some requirements and policies change periodically and as an enrolled student you will be notified accordingly. You can access all our catalogs on the Excelsior College Web site, and we will be happy to send you hard copies of current materials at any time.

As a distance learning institution, Excelsior College provides access and support for many of the unique needs of adult learners. Misconceptions about distance learning may cause confusion, and some students may have unrealistic expectations regarding the services and programs we offer. Therefore, as you consider enrolling in Excelsior College, it may be helpful to learn

about some of the services we do *not* provide. Excelsior College does not

- automatically award credit for all educational experiences.
- grant credit for life experience rather than for learning gained from that experience.
- guarantee that all previously earned credit will fulfill degree requirements.
- provide on-the-spot evaluation and/or advisement services.
- provide clinical learning experience for nursing students.
- send a diploma until all the degree requirements listed in our catalogs have been fulfilled and the degree has been conferred.

How Will an Excelsior College Degree Help Me?

An Excelsior College degree will help you

- get ahead in your career.
- increase your salary.
- boost your self-confidence.
- prepare for success in graduate school.
- achieve personal satisfaction in completing what you started.

You could be one of the approximately 5,000 adults who graduate from our College each year, motivated individuals who achieve their goals and move forward in their lives.

Surveys of the College's baccalaureate degree graduates have shown that a large percentage continue on to graduate and professional schools. Over 250 graduate institutions have admitted our graduates. These have included many of the most competitive and prestigious in the country, schools such as Columbia University, Harvard University, The Ohio State University, UCLA, and Yale University. Most graduate programs in nursing in the United States accept our graduates. Many of our graduates say that the independence and motivation required for success in their degree programs proved to be equally valuable assets for success in graduate school.

Our graduates report their degrees have enhanced their lives in other ways as well. A large number of graduates report that through their independent college studies they have enjoyed significant intellectual

growth, enhanced their critical thinking abilities, improved their oral and written communication skills, and experienced personal growth and fulfillment. Workers and employers alike believe that this unique type of college experience provides excellent preparation for jobs and career growth.

How Do I Get My Degree?

The flexibility of an Excelsior College undergraduate degree program means you can demonstrate your previous college-level learning and earn degree-level credit in a variety of ways. We will help you identify and evaluate the college-level learning you have already acquired, and our academic advisors will help you develop a realistic plan for completing your degree requirements as effectively and efficiently as possible.

You may want to take advantage of Excelsior College's course offerings or study independently and then take proficiency examinations such as Excelsior College® Examinations to earn required credits (minimum grade of C required). You may choose to take courses from other approved colleges or universities and apply credits from those courses to your degree requirements as well. Distance learning is attractive to many students because distance courses are more flexible and self-paced than classroom courses, yet more structured and directed than independent study. Excelsior College and many other colleges and universities offer distance courses. These courses are generally available in formats such as online, CD-ROM, print, correspondence, and audio or video. You may even decide to use a combination of these sources of credit. We encourage you to use the Course Search feature on our Web site to locate courses that will fulfill your degree requirements.

If you enroll in an Excelsior College graduate or certificate program, you will also have a degree of flexibility in planning your requirement completion within a specific framework of options.

Degree Programs

Excelsior College offers 36 different degree programs at the associate and baccalaureate levels in business, liberal arts, nursing, health sciences, and technology—and master's-level degree programs in business, liberal studies, and nursing. The College also offers a number of certificate programs. Information about these programs is available upon request and on the College's Web site.

If you are a New York State resident and do not have a high school diploma, Excelsior College can help you obtain a high school equivalency diploma after you have accumulated 24 college credits. This diploma is issued by the New York State Education Department. For further information, contact the New York State Education High School Equivalency Department at 518-474-5906.

Degree Requirements

The Excelsior College curricula are rigorous yet flexible. All undergraduate Excelsior College degree programs require college-level learning in (1) general education, (2) a specific field of study, and (3) elective subjects.

Note: The certificate and graduate programs have more focused yet still flexible requirement categories. Please refer to program-specific information for details if you plan to enroll in a certificate or graduate program.

The general education requirements of our undergraduate degree programs ensure that you have a good foundation in the natural sciences, the humanities, and the social sciences. The College expects you to master quantitative skills and to be able to communicate effectively in writing and speech. In addition, we strongly recommend that you cultivate an understanding of the history and cultural values of many different ethnic and cultural groups. A sensitivity to the perspectives of all groups provides valuable insight into the continuing development of the global community.

Completion of the requirements in a specific field of study prepares you professionally in business, nursing, or technology, or facilitates mastery of a discipline in arts or sciences in preparation for continued education or career growth. Elective/applied professional subjects allow you to pursue personal learning interests and satisfy your intellectual curiosity.

Finally, the College encourages you to recognize that true learning is lifelong and that the deepest satisfactions come when you attain your highest level of accomplishment.

How Do I Get Started?

Excelsior College is open to all who wish to pursue a college degree. Excelsior College does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender, or sexual orientation in the education programs and activities it operates. The College encourages students

to seek admission if its programs and services will meet their educational needs. Some degree programs have special admission criteria.

MyEC

It is important that you visit the Excelsior College Web site as soon as possible. Register at the site, and you will find your own “MyEC” homepage, which will include information tailored to your specific academic program information needs as well as announcements from the College. Visit the Web site often for important updates. Please remember to always keep the College informed of your email address.

First Apply

Like everything else at Excelsior College, our admissions process is geared toward busy, working adults:

- You can start on your degree anytime.
- The first step toward completing your degree is to submit the Undergraduate Application for Admission.

Note: If you have graduated from an Excelsior College degree program or have been enrolled in an Excelsior College degree program within the last five years, please contact your academic advisor. You can apply online by visiting the Excelsior College Web site at www.excelsior.edu/apply. If you prefer to use a paper application, you can download a pdf of the application instead.

If you have any questions before completing your Application, please contact the Admissions Office in one of the following ways:

- Call toll free: 888-647-2388 (press 2-7 at the prompt)
- Email: admissions@excelsior.edu.
- With your application, you will also submit official copies of your academic records from all the sources you wish to present for credit toward a degree. These include official transcripts from accredited colleges and universities, score reports from testing agencies, international credentials evaluations, and documentation from military or corporate education programs. Photocopies or unofficial copies of these documents cannot be accepted. Please review carefully the instructions accompanying the Undergraduate Application for Admission for specific information relating to the proper submission of your academic records. (Military candidates can refer to pages 8 and 9 for more specific information.)

- After you apply, we will send you an **unofficial review** that shows the requirements you have already fulfilled for your chosen degree program and what credits you still need to complete to finish your degree. You may be closer than you think!
- Our knowledgeable admissions counselors (available by phone or email) can explain our programs to you and help you take the steps you need to get started.

Then Enroll

Once your application to Excelsior College is accepted, the next step toward meeting your educational goals is to enroll. If you have not gone through the application process, you must do so before enrolling. If you decide to enroll in Excelsior College as an undergraduate, you may do so at any time during the year.

To enroll, simply go to **www.excelsior.edu/enroll** where you can enroll online. You will be prompted to create a user account if you have not already done so.

Complete the online enrollment form and pay your fee with secure-access credit card payment or apply for our payment plan online.

If you enroll online, you must pay your enrollment fee with a credit card. We accept

- Visa,
- MasterCard, and
- Discover Card.

If you prefer to use a paper enrollment process, you can download a pdf of the enrollment form from **www.excelsior.edu/enroll**. Simply fill out the enrollment form and submit it with the required enclosures as specified on our fee schedule to the address indicated. Your enrollment will be official when we receive and process your enrollment form. You will then receive an acknowledgment letter and information packet from the Records Office.

The cost to enroll in Excelsior College varies according to the program in which you enroll and the payment method you choose for paying your tuition fees.

For detailed information about enrollment fees and associated costs, go to the Excelsior College Publications Request page (**www.excelsior.edu/publications**), where you can access, view, and print out the fee schedule relevant to your student status and chosen area of study.

If you have any questions before completing your enrollment form, please contact the Admissions Office in either of the following ways:

- Call toll free: 888-647-2388 (press 2-7 at the prompt)
- Email: admissions@excelsior.edu.

When we receive your completed enrollment form along with any additional academic records earned since your admissions application, we will compare your educational experience to the requirements of your selected degree program. This initial evaluation usually takes four to six weeks to complete once all documents are received by Excelsior College. After your advising team has completed your evaluation, your status report and evaluation summary will be available on our Web site. Your status report indicates how we applied credit represented on the documents; the evaluation summary tells you what you still need to complete for your degree requirements. You will receive email notification when the evaluation is ready for you to view at your *MyEC* page. If you are not an e-delivery student, your evaluation will be mailed to you.

Note: If within three weeks of your enrollment we have not received all the official documents listed on your enrollment form, we will conduct the initial evaluation based upon the information received to date. As new official documents are received, your status report will be updated accordingly. Updates are usually completed in four to six weeks. Once you have your status report in hand, we will then work with you to help plan the ways in which you can earn the additional credit you need to fulfill your goal of earning a college degree.

The Student Online Success Guide

This resource is designed to help prepare students for online success. Included are self-assessment tools, study strategies, and assistance with identifying your learning style. Navigate the Student Online Success Guide by reading the Introduction and continuing through the topics listed in the menu. Be sure to view a sample Excelsior College online course in WebCT. Courses in WebCT provide an experience that is most like traditional education. Scroll to the link titled Sample Course to view this interactive simulation. Each demo provides a short movie with accompanying text, showing you the look and feel of the courses you may be taking.

Begin the Process of Earning Your Excelsior College Degree

Excelsior College uses team advising to support you in your educational progress. After you enroll, we will assign you an advising team based on your degree program. Your academic advisors will help you plan your degree program and select appropriate methods for completing degree requirements. They can help you locate distance learning and proficiency examination options to fulfill our degree requirements.

The student policy handbook, which is sent to you when you enroll, includes useful guidelines and tips on making our advising system work for you. Excelsior College also offers a unique Course Search feature at our Web site that allows enrolled students to search for specific courses to complete their degree requirements. If you choose to use traditional college courses, it is your responsibility to locate such courses. Regardless of the method used to earn credit, you must receive prior approval from your advisor to ensure that the credit earned will apply toward your Excelsior College degree.

Each time you complete additional examinations or courses that fulfill your degree requirements, you should request that an official transcript be sent to the Excelsior College Records Office. Provided you remain actively enrolled, we will continue to update your status report until our records indicate you have satisfied all the requirements for your degree, at which time your records will automatically be submitted for the next eligible degree conferral.

Undergraduate Enrollment Policies

You may be enrolled in only one degree program at a time. If you withdraw from the College and subsequently reenroll, you will have to satisfy the degree requirements in effect at the time of your reenrollment.

Some of our degree programs have admissions criteria, and academic requirements may vary among them. You'll find information on any criteria or requirements specific to a degree program in the catalog for your degree program. The College does have general policies and procedures that apply to all our degree programs. Some of these policies and procedures are described in this catalog, and more detailed descriptions may be found in the handbook and program materials you receive when you enroll.

By enrolling in the College, you agree that your contractual relationship with the College will be governed

by the laws of the state of New York; and that any litigation or assertion of rights in a judicial or quasi-judicial forum will be brought only in a court or other forum having jurisdiction within the state of New York.

Submission of Military Documentation

The forms required for providing official documentation of military educational experiences can be requested from the following sources.

Active Duty Personnel, National Guard, Reservists

- **Air Force:** Enlisted Air Force Personnel: Community College of the Air Force transcript submitted directly from CCAF, 130 W. Maxwell Blvd., Simler Hall, Suite 104, Maxwell AFB, AL 36112. Commissioned Officers should request an official DD Form 295 submitted directly from the military education center.
- **Army:** Enlisted Army Personnel: AARTS (Army/American Council on Education Registry Transcript System) sent directly from the AARTS Operations Center, 415 McPherson Ave., Fort Leavenworth, KS 66027-1373. Information on ordering an Official Institution Copy of your AARTS Transcript and eligibility requirements is available online at <https://arts.leavenworth.army.mil> or by phone at 866-297-4427. Officer/Warrant Officer Army Personnel should request an official DD Form 295 submitted directly from the military education center. Army National Guard Personnel may wish to contact the Army National Guard Education Support Center for assistance in degree program planning online at www.virtualarmory.com or by phone at 877-632-7644.
- **Coast Guard:** Coast Guard Transcript submitted directly from the Coast Guard Institute, 5900 SW 64th St., Room 235, Oklahoma City, OK 73169-6990. Information on ordering an official Coast Guard Transcript is available through your Education Services Office or online at www.uscg.mil/hq/cgi.
- **Marine Corps:** SMARTS (Sailor/Marine ACE Registry Transcript) available through your Education Services Office. Log on to <https://www.navycollege.navy.mil> or call 877-253-7122 for SMARTS Transcript ordering information.
- **Navy:** SMARTS (Sailor/Marine ACE Registry Transcript) available through your Education Services Office. Log on to <https://www.navycollege.navy.mil> or call 877-253-7122 for SMARTS Transcript ordering information.

Servicemembers With Language Training

- Defense Language Institute Courses-Transcript submitted directly from DLI.
- Defense Language Proficiency Tests (DLPT)-DLPT Score Report submitted directly from DLI or DLPT Score Report/DA Form 330 submitted directly from the military education center with certifying officer's signature and date.

Veterans of All Branches Except Enlisted Air Force Personnel

Official copy of the DD Form 214. The DD Form 214 must be signed, currently dated, and certified to be a true copy and submitted directly from one of the following sources:

- Veterans Affairs (VA) Office (state- or county-level)
- County Clerk's Office
- General Services Administration-National Personnel Records Center (Military Personnel Records), 9700 Page Boulevard, St. Louis, MO 63132

Note: Students may submit certified copies of military documentation from the originating source in a sealed envelope and forwarded to Excelsior College unopened.

Military Partnerships

Navy College Program Distance Learning Partnership

Excelsior College offers associate and bachelor's degrees designed to meet the needs of Sailors through the Navy College Program Distance Learning Partnership. Students can take Excelsior College Distance Learning Courses delivered through CD-ROM and video no matter where they are to earn credit toward their degree. Courses begin every other month and are eligible for up-front Tuition Assistance. There are many student support services available such as academic advising by phone, fax, and email; online library services; and an online bookstore, which delivers course materials directly to you. This program is outlined in detail at www.excelsior.edu.

SOCCOAST/Coast Guard Distance Learning Partnership

Excelsior College offers associate and bachelor's degrees designed to meet the needs of Coast Guard personnel through SOCCOAST/Coast Guard Distance Learning

Partnership. Students can take Excelsior College Distance Learning Courses delivered through CD-ROM and video no matter where they are to earn credit toward their degree. Courses begin every other month and are eligible for up-front Tuition Assistance. There are many student support services available such as academic advising by phone, fax, and email; online library services; and an online bookstore which delivers course materials directly to you. This program is outlined in detail at www.excelsior.edu.

Army National Guard Education Support Center (MOU)

Excelsior College has formed a partnership with the Army National Guard Education Support Center (ARNG ESC) to meet the needs of Army National Guard (ARNG) soldiers, their family members, and ARNG civilian employees. Under this agreement, the ARNG ESC will publicize Excelsior College on their Web site and in National Guard related publications, generate an automated degree plan for Excelsior College prospective students for the degree program of their choice, assemble and submit official enrollment packets, and provide examination study material through the Student Guide to Success. Excelsior College will review the degree plans generated by the ARNG ESC, provide feedback to the student who may need assistance, and send a monthly list of enrollments to the ARNG ESC.

eArmyU

The U.S. Army has created one of the most innovative programs of higher education in the world—Army University Access Online (known as eArmyU). eArmyU provides access to quality education for enlisted soldiers across the globe, helping them further their professional and personal goals and providing the Army with top preparation for its forces. It brings together a unique collaboration of colleges and universities offering a broad range of educational opportunities. Once enrolled, soldiers receive up to 100% funding for tuition, books, and course fees, as well as a personal laptop, printer, email account, and an Internet Service Provider (ISP) account. eArmyU provides soldiers with assistance in determining a program of study, registering for courses, and transferring credits. Excelsior College is a participating college in eArmyU delivering the Master of Arts degree in Liberal Studies and Master of Science degree in nursing. These two graduate degree programs can be completed entirely online.

DANTES

DANTES is the umbrella organization that oversees all military education programs for the armed services. DANTES publicizes Excelsior College degree programs in their *DANTES Directory of External Degree Programs*, *DANTES Guide to Independent Study*, *DANTES Distance Learning Brochures*, and *DANTES Examination Program Handbook*. Excelsior College has a contract with DANTES for the administration and funding of Excelsior College Examinations to active-duty, reserve, and National Guard military personnel.

General Education Outcomes Measurement

There is currently a movement in higher education to provide hard evidence of student success, generally referred to as outcomes assessment. Periodically, Excelsior College students will be asked to take a test to measure their attainment of the general education outcomes. The assessment results are used to continuously improve our programs as well as to report on the effectiveness of our institution. Scores on general education outcomes assessments are kept completely confidential and do not appear on individual student transcripts, although favorable scores can be reported to employers and other educational institutions at the request of participants. There is no fee for participating in the general education outcomes assessment.

Costs of an Excelsior College Education

The cost of earning your Excelsior College degree will depend upon the requirements of your degree program, the pace at which you complete that program, and the ways through which you choose to earn credit. If you primarily take college courses, for example, you will have higher costs than if you primarily take examinations, because tuition fees are often higher than examination fees.

While the College's fees are intentionally kept reasonable in order to accommodate adults with other financial responsibilities, in most cases they will not be the only costs incurred. As you develop your budget, you should take into account the cost of college courses, examinations, books and other learning materials, transportation, postage, online resources, and miscellaneous charges and supplies.

Our fee structure allows you to pay designated fees as you go through the process of earning your degree.

Bear in mind that if you have already earned a great deal of credit, your costs should be relatively low, whereas if you begin your degree program with little prior credit, your costs will be higher.

The following are the major fees that students pay to Excelsior College. Please note that there are distinct fee policies and structures that apply to students in the military and students who are enrolled in our undergraduate and graduate degree programs. For more detailed information, refer to the relevant fee schedule or consult with your academic advisor or the Admissions Office.

Required Fees

- The application fee covers the cost of processing your application and the unofficial evaluation by your team of academic advisors of your prior academic credits from official college transcripts, score reports, and additional official academic records.
- The enrollment fee covers the cost of processing your enrollment form and the official evaluation by your team of academic advisors of your prior academic credits from official college transcripts, score reports, and additional official academic records. It also allows access to all Excelsior College student services and online services such as the Excelsior College Virtual Library, your customized MyEC Web page, and the Electronic Peer Network (EPN). This fee also covers the evaluation of additional official academic records you submit, academic advising, and program planning services for a period of one year from the date your initial Status Report notification (or two years from such date if you enroll in an AAS or AOS degree program within the School of Business and Technology).
- If you are submitting credentials from universities located outside the United States, you may be required to pay an additional fee to an independent credential evaluation service to have those documents reviewed for equivalency to U.S. degrees and courses.
- The Student Service Annual Fee (SSAF) covers the cost of twelve months of evaluation of academic records submitted by you or the source directly, academic advising and program planning services, and maintenance of your student records. The SSAF is assessed each year you renew your enrollment at Excelsior College (or after your second year in an AAS or AOS degree program within the School of Business and Technology), approximately six to seven weeks prior to the anniversary date of issuance of your initial Status Report. If it takes you more than a year (or two years in an AAS or AOS

program) to complete your degree program from the date of issuance of your initial Status Report, you will need to stay actively enrolled in the College by paying this fee. You may pay your SSAF fee in full by the due date or you may use our SSAF payment plan to budget and pay your SSAF. See below for details.

Note: Failure to pay the SSAF when due will interrupt your progress toward reaching your educational destination, and the College may be forced to change your status from “active” to “withdrawn.”

SSAF Payment Plan

We are pleased to offer our SSAF Payment Plan to help you stay on track toward earning your degree. The SSAF Payment Plan is an affordable way to budget and pay your Student Service Annual Fee.

You can budget your Student Service Annual Fee (SSAF), choosing from two to six monthly payments.

If you have questions about the SSAF Payment Plan, please call our Student Accounting Office toll free at 888-647-2388; at the prompt, press 1-4-2.

The Program Completion and Graduation Fee

- This fee covers the cost of the final evaluation and verification of your total academic record for degree eligibility by staff and faculty. It also covers costs involved in processing your records for award of your degree, one student (unofficial) and one official copy of your final transcript, and preparation and mailing of your diploma and diploma cover.

Additional Fees

- In terms of additional fees, the exact expense you incur at Excelsior College will be largely influenced by the degree program you choose. For example, if you are a nursing student, you will be required to take theory and performance examinations for which additional charges are assessed. Likewise, if you enroll in the electronics engineering technology or nuclear engineering technology program, you will be required to complete an Integrated Technology Assessment (ITA) for which an additional charge is assessed.

Sample Optional Fees

- The Transcript Fee covers the cost of preparing and mailing an Excelsior College transcript.
- The Program Transfer Fee is assessed if you decide to transfer from one degree area (division) to another (e.g., from the School of Business and Technology to the School of Liberal Arts). The fee covers the cost of reevaluating your records to determine how they apply to the requirements of the new program.
- A Late Fee is assessed if you do not pay fees by the date shown on the invoice. The Late Fee applies to past due payments of the Student Service Annual Fee (SSAF) or the Program Completion and Graduation Fee.
- A Reactivation Fee is assessed if you reenter your degree program within twelve weeks of our changing your status from “active” to “withdrawn” because of your failure to pay the Student Service Annual Fee (SSAF) within four weeks of its due date. If you reenter your degree program more than twelve weeks after this status change, you will be considered a new student and subject to the full enrollment fee and all policies in effect at that time.

General Refund Policy

The fees described above are not refundable. The only exception allows two thirds of the enrollment fee to be refunded if you request a refund in writing within six months of enrollment and if the College has not yet conducted an evaluation of your academic records.

Detailed information about refund, payment, and cancellation policies related to specific programs and student populations is provided in relevant fee schedules, which are accessible on the College’s Web site and available free upon request from the Admissions Office.



Business Degree Programs Information

Choosing a Degree Program

You may find it helpful to compare the requirements for each degree with your own educational background and career aspirations to determine the best degree for you. Professionals in your field of choice may be able to advise you about the preparation necessary for particular areas, and graduate school admissions counselors can advise you about requirements for entry into specific graduate schools. Excelsior College advisors can offer you general information about how previous study might apply to degree requirements and about your general options for continued study.

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Associate Degree Programs in Business



Excelsior College associate degree business programs require a specific number of semester hours of credit in each of its *component areas*. These areas include an arts and sciences component, a business or career component, and a free elective component in which you may earn credits through applicable coursework or examinations in subject areas of interest to you.

In the following pages, you will also find a chart relevant to your chosen degree program, which provides a graphic representation of the credit needed to fulfill the requirements.

Note: Throughout this catalog the term “credits” is used to indicate semester hours. Quarter hours are converted to semester hours by multiplying quarter-hour values by two thirds.

You are subject to the degree requirements in effect at the time of your enrollment or program/degree transfer (program transfer refers to change from one school to another; degree transfer refers to changing degrees within the same school).

The faculty reserves the right to make changes in curricular requirements as necessary to reflect professional practice. Changes may affect both enrolled and prospective students. It is your responsibility to keep informed of such changes. We make every effort to inform you of changes as they occur. Current information about degree requirements is posted on our Web site. Information about changes to degree requirements is also made available on our Web site.

www.excelsior.edu

Sources of Credit Applicable Toward Your Degree

There are a variety of means by which you may earn credit for your degree including Excelsior College online or CD-ROM courses, campus-based courses, courses offered at a distance, Excelsior College® Examinations, and accredited proficiency examinations.

Note: Throughout this catalog where the term “course” is used, unless otherwise indicated, it is intended to include proficiency examinations.

A detailed listing of examinations that meet Excelsior College degree requirements can be found in the section of this catalog titled Use of Proficiency Exams for Business Degree Credit. Additional examination information can be found in our publication *A Student Guide to Credit by Examination at Excelsior College*.

Minimum Academic Average

You must have a cumulative grade point average of C (2.00) or better in order to qualify for graduation from Excelsior College. In addition, only course or examination grades of C (or better), P (Pass), or a score acceptable to the Excelsior College faculty will qualify toward satisfying the business requirements. The same restrictions apply to the arts and sciences core courses required for all business degrees and to the Ethics and Organizational Behavior Requirements. You may apply credit from non-business courses with grades as low as D toward other arts and sciences and additional credit components, as long as your overall cumulative grade point average is at least C (2.00). Examination credit will be applied only for grades of C (or better) or Pass.

Diversity

Excelsior College encourages you to plan your degree program to include study of the perspectives of various ethnic and cultural groups as well as investigation of the fundamental assumptions of Western civilization.

Note: Where an Excelsior College® Examination or course will satisfy a requirement, it is shown in **[brackets]**. Excelsior College Examinations have an “x” after the department e.g., **[PHIx310 Ethics: Theory & Practice]**.

Written English Requirement

You must demonstrate competency in expository writing in English in one of the following ways:

1. Successful completion of an approved college-level proficiency examination such as the Excelsior College® Examination in English Composition **[ENGx101 College Writing]** and **[ENGx111 English Composition]** or the Advanced Placement (AP) English Examination.

Note: Excelsior College does not accept the CLEP General Examination in English Composition with Essay toward this requirement.

2. Successful completion of a college course (minimum 3 credits; minimum grade of C) from one of the following options:
 - a. One-semester expository writing course such as **[ENG 131 Elementary Composition]**, **[ENG 231 Professional Writing Skills]**, and **[MLS 500 Graduate Research and Writing]** (some restrictions apply).
 - b. Two institutionally designated writing-intensive, writing emphasis courses.
 - c. Two applied writing courses. The applied writing courses must focus on different applications of the writing process.
3. Submission of an official statement of proficiency from a regionally accredited institution, from which transfer credit is being accepted, verifying satisfactory completion of its writing requirement.
4. Successful completion of a noncollegiate sponsored instruction course or program on writing that has been evaluated by either the New York State Board of Regents National Program on Noncollegiate Sponsored Instruction (National PONSI) or the American Council on Education (ACE) College Credit Recommendation

Service of the Center for Lifelong Learning, and which contains a recommendation of at least 3 credits for the course. This course must contain an actual assessment of your competence in expository writing in English.

Examinations or courses used to fulfill the Written English Requirement *may not be used* to satisfy the humanities distribution requirement of an Excelsior College degree (except the six-credit Excelsior College **ENGx111 English Composition** exam for which three credits may be used for humanities and three credits satisfy the Written English Requirement). All coursework must be from an English-speaking institution. An English as a Second Language (ESL) course may not be used to satisfy the Written English Requirement. A maximum of 6 credits in English Composition/Freshman English can apply toward degree requirements.

Following are examples of 3-credit courses from other colleges and universities that will satisfy the Written English Requirement:

- English Composition
- Expository Writing I
- Freshman Composition
- Effective Writing
- Introduction to Writing
- College Writing I

Information Literacy Requirement

Students are expected to demonstrate competency in information literacy. The standards, performance indicators, and outcomes for this requirement were selected from the Association of College and Research Libraries (ACRL) Information Literacy Competency Standards for Higher Education. Competency will be assessed through a one-credit pass/fail course offered online by Excelsior College or through successful completion of a course taken at a regionally accredited college covering comparable content.

The information literate student will be able to

- determine the nature and extent of the information needed.
- access needed information effectively and efficiently.
- evaluate information and its sources critically.
- incorporate selected information into his or her knowledge base and value system.
- understand many of the economic, legal, and social issues surrounding the use of information.
- access and use information ethically and legally.

Students seeking additional information should check the Excelsior College Web site or consult with their academic advisor team.



Associate in Applied Science in Administrative/Management Studies Degree

While this degree program was designed specifically to meet the needs of those with military backgrounds by recognizing the college-level learning that takes place as a result of military training, the program may also be appropriate for some non-military students. Graduates of the Associate in Applied Science in Administrative/Management Studies degree program who are interested in continuing on to baccalaureate-level study should contact the business advising team for advice on the preferred program of study. See Chart 1 at right for a graphic representation of credit required for this degree program. A description of objectives and specific degree requirements follows.

Objectives

We expect that as an Excelsior College Associate in Applied Science in Administrative/Management Studies graduate you will be able to

1. write clear, correct, effective prose.
2. argue a point using appropriate supporting evidence.
3. analyze a written or spoken argument.
4. read and analyze college-level prose.
5. demonstrate sensitivity to human issues in administration.
6. demonstrate recognition of the significance of business and administration in the human endeavor.
7. demonstrate introductory college-level knowledge in one or more of the following subject areas: biology, chemistry, physics, earth science, geology, mathematics.
8. demonstrate introductory college-level knowledge in one or more of the social sciences: history, anthropology, sociology, psychology, geography, economics, political science.
9. demonstrate a working knowledge of administrative skills within an organization.

CHART 1

Associate in Applied Science Degree in Administrative/Management Studies

AAB

Total Degree Credits Required: 60

Arts and Sciences Component

Credit Hours

Humanities Requirement
(3 credits must satisfy the Written English Requirement and 3 credits must be in subjects other than writing)

6

Social Sciences/History Requirement
(3 credits must be in behavioral sciences subjects)

6

Natural Sciences/Mathematics Requirement

6

Arts and Sciences Electives

2

Total Arts and Sciences

20

Career Component

Total Career Component

20

Elective Component

Free Elective Component (includes 1-credit Information Literacy Requirement)

20

Total Elective Component

20

Degree Component Requirements

60 credits

The Associate in Applied Science in Administrative/Management Studies degree requires a minimum of 60 credits as follows:

- 20 credits minimum in the arts and sciences
- 20 credits minimum in the career component
- 20 credits of electives (to include Information Literacy)

I. Arts and Sciences Component

Arts and sciences are those areas of study classified as humanities, social sciences/history, and natural sciences/mathematics. The Associate in Applied Science in Administrative/Management Studies degree requires a minimum of 20 credits in the arts and sciences distributed as follows:

- 6 credits in the humanities, including 3 credits in English Composition to fulfill the College's Written English Requirement, and 3 credits in a humanities area other than writing;
- 6 credits in social sciences/history, including 3 credits in behavioral sciences;
- 6 credits in natural sciences/mathematics; and
- 2 credits in any arts and sciences area.

Note: Excess credits in arts and science or in the career component may be applied toward electives.

Humanities

At least 6 credits must be earned in humanities subjects—3 of those 6 credits must be earned through completion of an examination or course used to satisfy the Written English Requirement (see page 14). The remaining 3 credits *may not* be in subjects such as written English composition, Freshman English, or lower-level applied, technical, or professional writing.

Humanities subjects include, but are not limited to, art, music, foreign language, literature, humanities, philosophy, religion, speech/communications, and ethics.

Social Sciences/History

At least 6 credits must be earned in social sciences/history of which 3 must be in behavioral sciences.

Social sciences/history subjects include, but are not limited to, anthropology, sociology, government, political science, psychology, geography, history, and economics.

Natural Sciences/Mathematics

At least 6 credits must be earned in natural sciences/mathematics. A maximum of 3 college-level math courses below the level of calculus may be applied toward degree requirements.

Natural sciences/mathematics subjects include, but are not limited to, anatomy and physiology, microbiology, chemistry, biology, genetics, zoology, physics, precalculus, calculus, astronomy, geology, and oceanography.

Arts and Sciences Electives

A maximum of 2 credits may be applied in this area.

II. Career Component

The Associate in Applied Science in Administrative/Management Studies degree requires a minimum of 20 credits in the career component. The career component consists of business credits related to your career field and primarily applies to those with military backgrounds.

The following list shows the classification of military career fields according to the Associate in Applied Science, Administrative/Management degree program. Career fields have been categorized to assist you in designing your program. If you have earned examination or coursework credit beyond military educational experience, you may choose another degree area that better fits your educational goal. Career fields that do not appear on this list may be appropriate for other Excelsior College degrees.

Military Career Fields

Army MOSs

00Z, 11B, 11C, 11H, 11M, 11Z, 13B, 13C, 13D, 13E, 13F, 13M, 13P, 13R, 13T, 13Z, 14D, 14J, 14L, 14M, 14R, 14S, 14Z, 18B, 18C, 18D, 18E, 18F, 18Z, 19D, 19K, 19Z, 25Z, 37F, 38A, 43M, 57E, 71D, 71G, 71L, 71M, 73C, 73D, 73Z, 75B, 75F, 75H, 76J, 79R, 79S, 79T, 88H, 88K, 88M, 88N, 88X, 88Z, 91B, 91M, 92A, 92G, 92M, 92R, 92Y, 92Z, 93C, 93F, 93P, 95B, 95C, 95D, 96B, 96D, 96H, 96R, 96U, 96Z, 97B, 97E, 97L, 97Z, 98C, 98G, 98H, 98J, 98K, 98Z, and related Warrant Officer MOSs

Navy Ratings

AC, AK, AZ, BM, CTA, CTI, CTO, CTR, DK, IS, LN, MA, MS, NC, PC, PN, QM, RP, SH, SK, SM, YN, and related Warrant Officer and Limited Duty Officer Ratings

Marine Corps MOSs

0150160230310320330332, 0340350352, 0369, 0810842, 0844, 0861171181811812, 2622629, 2632643, 2652672673, 2674, 2675, 3043, 3044, 3112, 3383423453529, 3533, 3537, 4425815812, 5836396597047324, 8438618915

Coast Guard Ratings

BM, IV, PS, QM, RD, SK, SS, TC, YN, and related Warrant Officer Ratings

III. Electives

The Associate in Applied Science degree in Administrative/Management Studies allows room for up to 20 credits in electives. Applied to this component is the 1-credit Excelsior College Information Literacy Requirement. See page 15 for more information about this requirement.

Although you may have already fulfilled the minimum credit requirements in the arts and sciences and career component of your degree, you may still need to earn additional credit to fulfill the total 60-credit requirement. To do this, you may apply any of the following:

- arts and sciences credit above the minimum required
- career component credit above the minimum required
- elective credit

Elective credit may be earned in any field of college study including business and other professional, technical, or vocational areas as well as in the arts and sciences. Examples include military science, health, nursing, engineering, education, computer science, home economics, secretarial science, architecture, drafting, auto mechanics, law, social work, and criminal justice.

Credit is not granted for physical education activity courses.

Associate in Science in Business

This degree is appropriate for you if your future plans include a career that requires an associate degree. Because our Associate in Science in Business degree articulates fully with the Excelsior College baccalaureate degrees, it is also an appropriate step toward a baccalaureate degree in business. Refer to Chart 2 on page 23 for a graphic representation of required credit for the Associate in Science in Business degree. A description of objectives and specific degree requirements follows.

Objectives

We expect that as an Excelsior College Associate in Science in Business graduate you will be able to

1. demonstrate a fundamental knowledge of business administration.
2. apply quantitative fundamentals to problem solving in the business world.
3. demonstrate basic knowledge of the principles of macroeconomics, microeconomics, and statistics.
4. demonstrate effective oral and written communication.
5. demonstrate understanding of culture, human behavior, and the relationship between business and society.
6. demonstrate a working knowledge of computer usage within business disciplines.
7. demonstrate advanced-level knowledge in one or more business subject area.
8. demonstrate understanding of the significance of integrating knowledge and skills in the business world.

Component Requirements

All Excelsior College business degree programs are comprised of three major components: arts and sciences, business (or career component), and additional credit (or electives). The three components and

their respective requirements are explained in the following sections as they apply to the Associate in Science in Business degree.

Time Limit on Transfer of Credit

Only those business core and elective courses completed within 20 years of the date of your enrollment may be used for credit toward the business component of the Associate in Science in Business and all baccalaureate business degrees. However, credit earned more than 20 years prior to your enrollment may be applied to the arts and sciences component requirements. Also, nonduplicative business credit earned more than 20 years prior to your enrollment may be applied as free elective credit.

Degree Component Requirements **60 credits**

The Associate in Science in Business degree requires a minimum of 60 credits as follows:

- 33 credits minimum in the arts and sciences
- 21 credits minimum in the business component
- 6 credits of electives (to include Information Literacy)

I. Arts and Sciences Component

Arts and sciences are those areas of study classified as humanities, social sciences/history, and natural sciences/mathematics. The Associate in Science in Business degree requires a minimum of 33 credits in the arts and sciences distributed as follows:

Humanities

A minimum of 6 credits is required in this area. At least two courses in the humanities (minimum of 6 credits total) must be earned in disciplines such as art, music, literature, foreign language, philosophy, religion, speech, and creative/advanced writing, etc. Examinations or courses used to satisfy the Written English Requirement *may not* be applied toward the humanities requirement.

Social Sciences/History

A minimum of 12 credits is required in this area. At least two courses (minimum of 6 credits total) must be earned in social sciences/history *in addition to* microeconomics and macroeconomics.

Social sciences/history courses include, but are not limited to, anthropology, sociology, government, political science, psychology, geography, history, and economics.

Natural Sciences/Mathematics

A minimum of 6 credits must be earned in natural sciences/mathematics. You are required to complete one course in precalculus (or higher math) and one course in statistics.

Natural sciences/mathematics courses include, but are not limited to, anatomy and physiology, microbiology, chemistry, biology, genetics, zoology, physics, precalculus, calculus, astronomy, geology, and oceanography.

Note: Only three college-level math courses below the level of calculus may be applied to degree requirements.

Arts and Sciences Electives

A maximum of 6 credits may be earned in arts and sciences electives.

Arts and Sciences Core Requirements

You must earn a grade of C or better in each of the following five courses required as part of the Excelsior College Associate in Science in Business degree program.

Written English Requirement

At least 3 credits must come from a course that satisfies the Written English Requirement (see page 14).

Macroeconomics

Study of concepts and methods of economic analysis as well as gross national product, unemployment, money, and theory of national income.

The macroeconomics requirement may be satisfied with credits from coursework in any of the following subjects: introductory macroeconomics, principles of economics [macro], **[ECO 262 Introduction to Macroeconomics]**.

Microeconomics

Elementary analysis of economic theory as it relates to the individual consumer and individual firm. Topics covered include supply and demand, consumption and revenue, production and cost, and analysis of output and input markets.

The microeconomics requirement may be satisfied with credits from coursework in any of the following subjects: introductory microeconomics, principles of economics [micro], managerial economics, **[ECO 260 Introduction to Microeconomics]**.

Mathematics (at the level of Precalculus or higher)

Study of exponents, logarithms, polynomial equations, solution of linear and quadratic equations in more than one unknown, determinants, matrices, permutations and combinations, mathematical induction, binomial theorem, probability, arithmetic and geometric progressions.

Note: This course typically precedes calculus in a college math sequence. Elementary or intermediate algebra courses will not apply to the mathematics requirement.

The mathematics requirement may be satisfied with credits from coursework in any of the following subjects: college algebra, **[MAT 116 Precalculus Algebra]**, precalculus.

Statistics

Introduction to the basic concepts of probability and statistics, sample statistics, discrete and continuous probability distributions, confidence intervals, estimation, and regression.

The statistics requirement may be satisfied with credits from coursework in any of the following subjects: business statistics, economic statistics, elementary statistics, introductory statistics, statistics for the social sciences, any statistics course that covers descriptive or inferential statistics, **[BUS 233 Business Statistics, MATx210 Statistics]**.

II. Business Component

The business component includes core requirements that help you gain basic knowledge in business administration and the underlying discipline of decision making. Many of the required core courses are offered by community colleges, while some may be available only at four-year institutions. Courses meeting core requirements are not classified as advanced even if they are offered by a four-year college or university at the junior/senior level.

Credit in the business component of your degree is earned from core courses, lower-level and advanced business elective courses, and concentration subjects (if you choose a concentration). A grade of C or better is required for applicable credit.

The Associate in Science in Business degree requires a minimum of 21 credits in the business component.

Reminder: All credit you apply to the business component of your degree must have been earned fewer than 20 years prior to your enrollment date.

Business Core Requirements

Following are typical course titles and descriptions for the required business core courses. In general, a course or exam worth 3 credits will satisfy each core requirement.

Financial Accounting

An in-depth study of theories, principles, and procedures related to financial or general accounting. Emphasis is on financial accounting as it relates to valuation of assets and equities and the measurement of income for financial reporting.

Financial accounting subjects include, but are not limited to, fundamentals of accounting, principles of accounting, [ACC 211 Financial Accounting].

Managerial Accounting

An introduction to managerial accounting covering job order and process costing, standard costing, and budgeting as well as cost, volume, and profit analysis. Additional financial accounting topics include long-term liabilities, stockholders' equity, and the statement of cash flows.

Managerial accounting subjects include, but are not limited to, fundamentals of accounting, introductory managerial accounting, principles of accounting, [ACC 212 Managerial Accounting].

Introduction to Business Law (United States Business Law)

A study of aspects of American law pertaining to business activity. Emphasis is given to the legal and social environment of business, contracts and the Uniform Commercial Code (UCC), property, agency, and business entities.

Subjects that may be used to satisfy this component include, but are not limited to, business law I or II, commercial law I or II, legal environment of business.

Non-CPA concentration students may apply credit from a course in business law or legal environment of business.

Computers

Course topics include organization of computers, elementary programming, applications in areas such as microcomputers, spreadsheets, and data processing systems.

Subjects that may be used to satisfy this component include, but are not limited to, computer programming, computer science, data processing, introduction to management/computer information systems. Word processing credit alone will not satisfy this requirement.

There are many Excelsior College courses that will apply to the computer requirement. A maximum of 6 credits in computers may be applied to the Business Component of the Associate in Science in Business degree. Please refer to our Web site or contact your advising team for more information.

Principles of Management

A study of principles of managerial functions including planning, organizing, leading, and controlling.

Subjects that may be used to satisfy this component include, but are not limited to, introduction to management, management, management concepts.

Principles of Marketing

Course topics include marketing problems of the firm, markets and customer behavior, products/services, channels of distribution, promotion, and pricing.

Subjects that may be used to satisfy this component include, but are not limited to, introduction to marketing, marketing concepts, and marketing principles.

Business Electives

For the Associate in Science in Business degree, you will earn most of the required business credit for the degree in the process of completing the core coursework. You may still find room in your plan of study, however, for one (or more) business elective course or exam. The baccalaureate degree programs provide more opportunities for business electives. Refer to the Baccalaureate Degree Programs section for specific information regarding those programs.

Identifying Applicable Business Elective Courses

To see what types of courses you may find applicable as business electives, you may wish to review the course titles listed for specific business concentrations in the section titled Use of Proficiency Examinations for Business Degree Credit. Courses that are either required or suggested for concentrations are considered business electives for Associate in Science in Business and Bachelor of Science in General Business degrees students. For students enrolled in specific business areas (concentrations), courses from other concentrations are considered business electives.

Credit Limit on Computer Coursework Applied as Business Elective Credit

No more than 3 credits from computer courses beyond those satisfying the core requirement may be applied as Associate in Science in Business degree business elective credit.

III. Additional Credit Component

Although you may have already fulfilled the minimum credit requirements in the arts and sciences and business components of the Associate in Science in Business degree, you may still need to earn additional credit to fulfill the total credit requirement of your associate in science degree in business (60 credits).

To do this, you may apply any of the following:

- arts and sciences credit above the minimum required
- business credit above the minimum required
- free elective credit

Information Literacy Requirement

Students are expected to demonstrate competency in information literacy with successful completion of the 1-credit Information Literacy Requirement. See page 15 for more information about this requirement.

Credit is not granted for physical education activity courses.

CHART 2

Associate in Science in Business

Total Degree Credits Required: 60

ASB

Arts and Sciences Component

Credit
Hours

Written English Requirement	3
Humanities Requirement* (must complete at least 6 credits <i>in addition to</i> credit for the Written English Requirement)	6
Social Sciences/History Requirement (must include microeconomics, macroeconomics, and 6 additional credits)	12
Natural Sciences/Mathematics Requirement (must include a math course at the level of precalculus or above and statistics)	6
Arts and Sciences Electives	6

Total Arts and Sciences Component

33

Business Component

Credit
Hours

Core Requirements

Financial Accounting
Managerial Accounting
Introduction to Business Law
(United States Business Law)
Computers
Principles of Management
Principles of Marketing

Business Electives

Minimum Business Component

21

Additional Credit Component

Credit
Hours

Any Collegiate-level Study

(excluding physical education courses)
May include any excess credit in Arts and Sciences and Business areas.

Information Literacy

1

Total Additional Credit Component

6

* Refer to page 19 for specific information about this requirement.

Associate Degree Programs

Associate Degree Programs in Business

Baccalaureate Degree Programs in Business



The objectives and specific degree requirements for baccalaureate business degrees are as follows:

Objectives

We expect that as an Excelsior College baccalaureate business graduate you will be able to:

1. demonstrate a fundamental knowledge of business administration.
2. apply quantitative fundamentals to problem solving in the business world.
3. demonstrate basic knowledge of the principles of macroeconomics, microeconomics, and statistics.
4. demonstrate effective oral and written communication.
5. demonstrate understanding of culture, human behavior, and the relationship between business and society.
6. demonstrate a working knowledge of computer usage within business disciplines.
7. demonstrate advanced-level knowledge in one or more business subject areas.
8. demonstrate understanding of the significance of integrating knowledge and skills in the business world.

You are subject to the degree requirements in effect at the time of your enrollment or program/degree transfer (program transfer refers to change from one school to another; degree transfer refers to changing degrees within the same school).

The faculty reserves the right to make changes in curricular requirements as necessary to reflect professional practice. Changes may affect both enrolled and prospective students. It is your responsibility to keep informed of such changes. We make every effort to inform you of changes as they occur. Current information about degree requirements is posted on our Web site. Information about changes to degree requirements is also made available on our Web site.

www.excelsior.edu

Sources of Credit Applicable Toward Your Degree

There are a variety of means by which you may earn credit for your degree including Excelsior College online or CD-ROM courses, campus-based courses, courses offered at a distance, Excelsior College® Examinations, and accredited proficiency examinations.

Note: Throughout this catalog where the term “course” is used, unless otherwise indicated, it is intended to include proficiency examinations.

A detailed listing of examinations that meet Excelsior College degree requirements can be found on pages 53 and 54 of this catalog. More examination information can be found in our publication *A Student Guide to Credit by Examination at Excelsior College*.

Throughout this catalog the term “credits” is used to indicate semester hours. Quarter hours are converted to semester hours by multiplying quarter-hour values by two thirds.

Time Limit on Transfer of Credit in the Business Degree Programs

Only those business core and elective courses completed within 20 years of the date of your enrollment may be used for credit toward the business component of your degree. However, credit earned more than 20 years prior to your enrollment may be applied to the arts and sciences component requirements. Also, nonduplicative business credit earned more than 20 years prior to your enrollment may be applied as free elective credit.

Minimum Academic Average

You must have a cumulative grade point average of C (2.00) or better in order to qualify for graduation from Excelsior College. In addition, only course or examination grades of C (or better), P (Pass), or a score acceptable to the Excelsior College faculty will qualify toward satisfying the business component.

The same restriction applies to the arts and sciences core courses required for all business degrees and to the Ethics and Organizational Behavior Requirements. You may apply credit from non-business courses with grades as low as D toward other arts and sciences and additional credit components, as long as your overall cumulative grade point average is at least C (2.00). Examination credit will be applied only for grades of C (or better), or Pass.

Diversity

Excelsior College encourages you to plan your degree program to include study of the perspectives of various ethnic and cultural groups as well as investigation of the fundamental assumptions of Western civilization.

Information Literacy Requirement

Students are expected to demonstrate competency in information literacy. The standards, performance indicators, and outcomes for this requirement were selected from the Association of College and Research Libraries (ACRL) Information Literacy Competency Standards for Higher Education. Competency will be assessed through a one-credit pass/fail course offered online by Excelsior College or through successful completion of a course taken at a regionally accredited college covering comparable content.

The information literate student will be able to

- determine the nature and extent of the information needed.
- access needed information effectively and efficiently.
- evaluate information and its sources critically.
- incorporate selected information into his or her knowledge base and value system.
- understand many of the economic, legal, and social issues surrounding the use of information.
- access and use information ethically and legally.

Students seeking additional information should check the Excelsior College Web site or consult with their academic advisor team.

Baccalaureate Degree Program Components

Every Excelsior College degree program requires a specific number of credits in each of its component areas. The chart relevant to your degree program shows a graphic representation of the credit needed to fulfill all the requirements for your chosen degree.

All Excelsior College baccalaureate business degree programs are comprised of three major components: arts and sciences, business, and additional credit. The three components and their respective requirements are explained in the following sections.

Note: Where an Excelsior College® Examination or course will satisfy a requirement, it is shown in **[brackets]**. Excelsior College Examinations have an “x” after the department e.g., **[BUSx310 Ethics: Theory & Practice]**.

I. Arts and Sciences Component

Arts and sciences are those areas of study classified as humanities, social sciences/history, and natural sciences/mathematics. Excelsior College business degrees require a minimum number of credits in humanities and social sciences/history as part of the arts and sciences component.

- 3-credit Written English Requirement;
- 9 credits in the humanities (may include Ethics) *in addition to* credit for the Written English Requirement;
- 15 credits in social sciences/history to include microeconomics and macroeconomics;
- 6 credits in natural sciences/mathematics to include a math course at the level of Precalculus or above and Statistics;
- up to 27 credits in any arts and sciences area.

Note: Excess credits in arts and science or in the business component may be applied toward electives.

Humanities

You must successfully complete at least 9 credits in the humanities.

Humanities subjects include, but are not limited to, art, music, literature, foreign language, philosophy, religion, speech, and creative/advanced writing.

Examinations or courses used to satisfy the Written English Requirement *may not* be applied toward the humanities requirement.

Social Sciences/History

You must successfully complete a minimum of 9 credits in the social sciences/history *in addition to* microeconomics and macroeconomics.

Social sciences/history subjects include, but are not limited to, anthropology, sociology, government, political science, psychology, geography, history, economics.

Natural Sciences/Mathematics

You must successfully complete a minimum of 6 credits in the natural sciences/mathematics to include a 3-credit course in precalculus (or higher math) and a 3-credit course in statistics.

Natural sciences/mathematics subjects include, but are not limited to, anatomy and physiology, microbiology, chemistry, biology, genetics, zoology, physics, precalculus, calculus, astronomy, geology, oceanography, etc.

Note: Only three college-level math courses below the level of calculus may be applied to degree requirements.

Arts and Sciences Core Requirements

You must earn a grade of C or better in each of the following five courses that are required as part of every Excelsior College business degree program.

Written English Requirement

You must demonstrate competency in expository writing in English in one of the following ways:

1. Successful completion of an approved college-level proficiency examination such as the Excelsior College Examination in English Composition **[ENGx101 College Writing and ENGx111 English Composition]** or the Advanced Placement (AP) English Examination.

Note: Excelsior College does not accept the CLEP General Examination in English Composition with Essay toward this requirement.

2. Successful completion of a college course (minimum 3 credits; minimum grade of C) from one of the following options:
 - a. One expository writing course such as **[ENG 131 Elementary Composition, ENG 231 Professional Writing Skills, and MLS 500 Graduate Research and Writing]** (some restrictions apply).
 - b. Two institutionally designated writing-intensive, writing emphasis courses.
 - c. Two applied writing courses. The applied writing courses must focus on different applications of the writing process.
3. Submission of an official statement of proficiency from a regionally accredited institution, from which transfer credit is being accepted, verifying satisfactory completion of its writing requirement.
4. Completion of a noncollegiate sponsored instruction course or program on writing that has been evaluated by either the New York State Board of Regents National Program on Noncollegiate Sponsored Instruction (National PONS I) or the American Council on Education (ACE) College Credit Recommendation Service of the Center for Lifelong Learning, and which contains a recommendation of at least 3 credits for the course. This course must contain an actual assessment of your competence in expository writing in English.

Examinations or courses used to fulfill the Written English Requirement may not be used to satisfy the humanities distribution requirement of an Excelsior College degree (except the six-credit Excelsior College **ENGx111 English Composition** exam for which three credits may be used for humanities and three credits satisfy the Written English Requirement). All coursework must be from an English-speaking institution. An English as a Second Language (ESL) course may not be used to satisfy the Written English Requirement. A maximum of 6 credits in English Composition/Freshman English can apply toward degree requirements.

Examples of one-semester courses from other colleges and universities (3 credits) that will satisfy the Written English Requirement:

- English Composition
- Expository Writing I
- Freshman Composition
- Effective Writing
- Introduction to Writing
- College Writing I

Macroeconomics

Study of concepts and methods of economic analysis as well as gross national product, unemployment, money, and theory of national income.

The macroeconomics requirement may be satisfied with credits from coursework in any of the following subjects: introductory macroeconomics, principles of economics [macro], **[ECO 262 Introduction to Macroeconomics]**.

Microeconomics

Elementary analysis of economic theory as it relates to the individual consumer and individual firm. Topics covered include supply and demand, consumption and revenue, production and cost, and analysis of output and input markets.

The microeconomics requirement may be satisfied with credits from coursework in any of the following subjects: introductory microeconomics, principles of economics [micro], managerial economics, **[ECO 260 Introduction to Microeconomics]**.

Mathematics (at the level of Precalculus or higher)

Study of exponents, logarithms, polynomial equations, solution of linear and quadratic equations in more than one unknown, determinants, matrices, permutations and combinations, mathematical induction, binomial theorem, probability, arithmetic and geometric progressions.

Note: This course typically precedes calculus in a college math sequence. Elementary or intermediate algebra courses will not apply to the mathematics requirement.

The mathematics requirement may be satisfied with credits from coursework in any of the following subjects: college algebra, precalculus, **[MAT 116 Precalculus Algebra]**.

Statistics

Introduction to the basic concepts of probability and statistics, sample statistics, discrete and continuous probability distributions, confidence intervals, estimation, and regression.

The statistics requirement may be satisfied with credits from coursework in any of the following subjects: business statistics, economic statistics, elementary statistics, introductory statistics, statistics for the social sciences, any statistics course that covers descriptive or inferential statistics, **[BUS 233 Business Statistics, MATx210 Statistics]**.

II. Business Component

The business component includes a core requirement that helps you gain basic knowledge in business administration and the underlying discipline of decision making. Many of the required core courses are offered by community colleges, while some may be available only at four-year institutions. Courses meeting core requirements are not classified as advanced even if they are offered by a four-year college or university at the junior/senior level.

Credit in the business component of your degree is earned from core courses, lower-level and advanced business elective courses, and concentration subjects (if you choose a concentration). A grade of C or better is required for applicable credit.

Reminder: All credit you apply to the business component of your degree must have been earned fewer than 20 years prior to your enrollment date.

Business Component Core Requirements

Listed below are typical course titles and descriptions for the required business core courses. In general, a course or exam worth three credits will satisfy each core requirement.

Financial Accounting

An in-depth study of theories, principles, and procedures related to financial or general accounting. Emphasis is on financial accounting as it relates to valuation of assets and equities and the measurement of income for financial reporting.

Financial accounting subjects include, but are not limited to, fundamentals of accounting, principles of accounting, **[ACC 211 Financial Accounting]**.

Managerial Accounting

An introduction to managerial accounting covering job order and process costing, standard costing, and budgeting as well as cost, volume, and profit analysis. Additional financial accounting topics include long-term liabilities, stockholders' equity, and the statement of cash flows.

Managerial accounting subjects include, but are not limited to, fundamentals of accounting, introductory managerial accounting, principles of accounting, **[ACC 212 Managerial Accounting]**.

Introduction to Business Law (United States business law)

A study of aspects of American law pertaining to business activity. Emphasis is given to the legal and social environment of business, contracts and the Uniform Commercial Code (UCC), property, agency, and business entities.

Subjects that may be used to satisfy this business component core requirement include, but are not limited to, business law I or II, commercial law I or II, legal environment of business.

Non-CPA concentration students may apply credit from a course in business law or legal environment of business.

Computers

Course topics include organization of computers, elementary programming, applications in areas such as microcomputers, spreadsheets, and data processing systems.

Subjects that may be used to satisfy this business component core requirement include, but are not limited to, computer programming, computer science, data processing, introduction to management/computer information systems. Word processing credit alone will not satisfy this requirement.

There are many Excelsior College courses that will apply to the computer requirement. Please refer to our Web site or contact your advising team for more information. A maximum of 9 credits in computer courses may be applied to the business component of all baccalaureate business degrees (with the exception of the Bachelor of Science in Information Systems).

Principles of Management

A study of principles of managerial functions including planning, organizing, leading, and controlling.

Subjects that may be used to satisfy this component include, but are not limited to, introduction to management, management, management concepts.

Principles of Marketing

Course topics include marketing problems of the firm, markets and customer behavior, products/services, channels of distribution, promotion, and pricing.

Subjects that may be used to satisfy this business component core requirement include, but are not limited to, introduction to marketing, marketing concepts, marketing principles.

Financial Management

An examination of the functions of financial managers, the financial environment, and the tools of financial analysis including financial planning and control, working capital management, and intermediate and long-term financing. Also includes an introduction to cost of capital and capital budgeting. This course typically has prerequisites of accounting I and II and micro- and macroeconomics.

Note: Does not include personal finance.

Subjects that may be used to satisfy this business component core requirement include, but are not limited to, business finance, corporation finance, principles of finance, **[BUS 350 Principles of Finance]**.

Production/Operations Management

An analysis of planning and control decisions made by the operations manager of any enterprise. Course topics include forecasting, production and capacity planning, project planning, operations scheduling, inventory control, work measurement, and productivity improvement. This course typically has Statistics as a prerequisite.

Subjects that may be used to satisfy this business component core requirement include, but are not limited to, introduction to operations management, operations management, production management, **[BUS 425 Operations Management]**.

Business Policy

A capstone case-study course in managerial decision making to integrate previous training in the functional areas of business (accounting, finance, marketing, operations, and personnel). Course topics include problems from the point of view of the chief executive officer or general manager and the design and implementation of corporate strategy. This course typically requires completion of all or most of the previous core courses as a prerequisite. Coursework you use to satisfy this requirement must be at the upper-level and completed at a four-year institution of higher education.

Subjects that may be used to satisfy this business component core requirement include, but are not limited to, business strategy, corporate strategy, management policy/strategy, **[BUS 495 Business Policy]**.

Additional Business Component Requirements for All Baccalaureate Degrees

All Excelsior College baccalaureate business students must complete coursework in the areas of ethics and organizational behavior. Advanced-level business coursework is also required. To be considered advanced-level, a course must be taken at a four-year college or university and must be junior- or senior-level. Credit earned at community or junior colleges is never considered applicable toward advanced-level Excelsior College baccalaureate degree requirements. Specific descriptions of the required subject areas follow.

Ethics

Basic theories and concepts such as utilitarianism, natural law theory, justice, duties and obligations, and rights. Metaethics covering topics such as subjectivism, objectivism, and naturalistic fallacy. Moral deliberation covering such topics as moral sensitivity, status of moral judgement, and implications of moral concepts. Application of theories and concepts to practical ethical issues.

Subjects that may be used to satisfy this component include, but are not limited to, business ethics, introduction to ethics, biomedical ethics, **[BUS 323 Business Ethics, BUSx310 Ethics Theory & Practice]**.

Note: Depending on the content, the ethics course may be classified as business credit or as arts and sciences credit.

Organizational Behavior

The individual and workforce diversity, interpersonal processes and the group, and the organization. Knowledge of the principles of management is assumed.

Subjects that may be used to satisfy this component include, but are not limited to, behavior in organizations, **[BUS 311 Organizational Behavior, BUSx315 Organizational Behavior]**.

Note: Depending on the content, the organizational behavior course may be classified as business credit or as arts and sciences credit.

Identifying Applicable Business Elective Courses

To see what types of courses you may find applicable as business electives, you may wish to review the course titles listed for specific business concentrations (pages 32–37). Courses that are either required or suggested for concentrations are considered business electives for associate degree students and for students in the Bachelor of Science in General Business program. For students enrolled in specific business areas (concentrations), courses from other concentrations are considered business electives.

Advanced-Level Credit Requirements for All Baccalaureate Business Degrees

You must earn a minimum of 12 credits of advanced-level business credit to qualify for a business baccalaureate degree. If you are pursuing a General Business degree, you may apply the advanced-level credit in any approved business area. If you choose a concentration, at least 9 of the 12 required credits of advanced-level credit must be in your area of concentration.

In addition to college course credit, you may earn advanced-level credit by passing examinations classified by the Excelsior College business faculty as advanced-level as well as by successfully completing courses or examinations evaluated by one of the Programs on Noncollegiate Sponsored Instruction (PONSIS) and accepted by the Excelsior College business faculty as advanced-level.

Note: Some credit recommended as upper-level by the American Council on Education may not apply as advanced-level credit toward your business degree.

A course or examination used to satisfy a core requirement cannot be counted toward the advanced-level requirement. This means that the course that fulfills the core requirement of Production/Operations Management, for instance, will not be counted as advanced-level credit even if it is numbered at the junior or senior level at a four-year college. In practice, this also means that the Excelsior College business program will not accept as advanced-level any courses that substantially duplicate the course content found in core courses.

Example: A student took “Principles of Management” at a community college. The course covered planning, organizing, directing, controlling, and staffing. The course would be accepted by Excelsior College as meeting the core requirement “Principles of Management.” The student later attended a four-year college in which the management sequence begins in the junior year, and took “Leadership and Management Fundamentals,” a course numbered 301. This course also covered planning, organizing, directing, controlling, and staffing. It had no prerequisites and was the first course in the management sequence offered by the four-year college. In such a situation, Excelsior College would award credit for only one of these two courses and would consider the course credit applicable to the core requirement, not to the advanced-level requirement.

The Excelsior College business faculty will *not* classify the following as advanced-level business electives, even if such courses are numbered at the junior/senior level:

- Business Communication
- Business Writing
- Consumer Finance
- Personal Finance

Other faculty and College policies may also affect the classification of advanced-level credit.

There are many Excelsior College courses that will apply as advanced level credit in the business degrees. See our Web site for a list of current course offerings (www.excelsior.edu/courses).

III. Additional Credit Component

Although you may have already fulfilled the minimum credit requirements in the arts and sciences and business components of your chosen degree, you may still need to earn additional credit to fulfill the total credit requirement of your baccalaureate (120 credits) degree. To do this, you may apply any of the following: arts and sciences credit above the minimum required, business credit above the minimum required, or free elective credit.

Free elective credit may be earned in any field of collegiate study, including business and other professional, technical, or vocational areas as well as the arts and sciences. Examples: military science, health, nursing, engineering, education, computer science, home economics, secretarial science, architecture, drafting, auto mechanics, law, social work, criminal justice.

Credit is not granted for physical education activity courses.

Information Literacy Requirement

Students are expected to demonstrate competency in information literacy. See page 25 for more information about the information literacy requirement.

Baccalaureate Degree Descriptions and Specific Requirements

There are requirements that apply to all baccalaureate degree programs in business. Refer to pages 24–31 for a description of requirements common to all baccalaureate business degrees. In addition to those common requirements, you must also satisfy requirements specific to your chosen degree program. Those specific degree requirements are found on the following pages (pp. 32–37). Charts relevant to your degree program begin on page 38 and provide a graphic representation of the credit needed to fulfill all the requirements for your chosen degree.

Note: Where an Excelsior College® Examination or course will satisfy a requirement, it is shown in **[brackets]**. Excelsior College Examinations have an “x” after the department e.g., **[BUSx310 Ethics: Theory & Practice]**.

Bachelor of Science in General Business

See Chart 3, page 38.

Earning the credit required for this degree helps you create a strong foundation on which to build a career. The Bachelor of Science curriculum is designed to give you an overview of the entire business world. By gaining the knowledge and skills associated with this level of learning, you should acquire the background necessary for a variety of nonspecialist employment opportunities. You may find this option of particular interest if you are considering a career in small business, graduate study in business, or law school following graduation. If Excelsior College does not offer a business concentration in your field of interest, you may choose to demonstrate your preparation in the field by enrolling in the general business option and applying a block of credit in a particular business-related field as electives.

Bachelor of Science in Accounting (General)

See Chart 4, page 39.

Accounting is a changing profession that demands concern for both theory and practice. Accountants must work with people while simultaneously maintaining awareness of the human, social, legal, and environmental factors vital to the operation of an organization. There are two major types of accounting: managerial accounting and public accounting. Excelsior College offers both a general accounting degree and a NYS CPA track accounting degree.

Managerial accountants work with people at all levels of management to develop, monitor, and review a firm’s information and financial systems in order to help plan and control business activities. Career opportunities include controllership and corporate or managerial accounting as well as public accounting, internal auditing, and consulting. Public accountants work independently or with auditing firms to establish the credibility of financial reports. They often specialize in tax and other financial matters.

Subject Requirements for the General Accounting Concentration:

15 credits are required in this concentration area. At least **9** must be advanced-level.

- I. Required subjects
 - A. Intermediate Accounting I
 - B. Intermediate Accounting II
 - C. Cost Accounting
 - D. Taxation (United States tax)
- II. Additional credit in the concentration may be earned from courses such as advanced accounting, auditing, fund accounting, international accounting, and other related courses (with approval). One advanced accounting course is required **[ACC 350 Fraud Prevention and Detection]**.

Bachelor of Science in Accounting, New York State CPA Track

See Chart 5, page 40.

The Excelsior College CPA accounting program is registered as meeting the educational requirements necessary to qualify its graduates to sit for the CPA examination in New York State. If you are interested in sitting for the CPA examination in another state, you should contact that state's Board of Accounting for its specific educational requirements for admission to the examination, including the acceptability of correspondence courses and proficiency examinations.

Subject Requirements for the Accounting, New York State CPA Track Concentration

To qualify to sit for the New York State CPA examination, you must complete **24** credits in this concentration. If you wish to complete this degree with the minimum of **120** credits, you may apply only **9** (*not 15*) credits of free elective credit to the degree requirements.

- I. Required subjects
 - A. Intermediate Accounting I
 - B. Intermediate Accounting II
 - C. Cost Accounting
 - D. Taxation-Individual[†]
(United States tax)
 - E. Taxation-Corporate[†]
(United States tax)
 - F. Advanced Accounting[‡]
(covering both partnerships and consolidations)
 - G. Auditing[‡]
(professional, not internal auditing)

- H. Business Law II
(United States business law only)
- I. Finance (for a minimum of 6 credits in finance, including the core requirement of Financial Management)

Bachelor of Science in Finance

See Chart 4, page 39.

The finance degree curriculum is designed to help you develop a working understanding of financial decision-making processes. It also offers insight into how financial markets function. The Bachelor of Science in Finance provides part of the necessary education for students seeking careers in business, industry, financial institutions, government, or not-for-profit organizations in positions such as financial analyst, cost engineer, securities analyst, or commercial or investment banking officer.

Subject Requirements for the Finance Concentration

15 credits are required in this concentration area. At least **9** must be advanced-level.

- I. Required subjects
 - A. Advanced Financial Management (sometimes called Advanced Corporate Finance)
 - B. Financial Markets and Institutions
(or Money and Banking)
 - C. Securities Analysis (or Portfolio Management)
- II. Additional credit in the concentration may be earned from courses such as commercial banking management, international finance, management of financial institutions, real estate, risk and insurance, and other related courses, (with approval), [**BUS 320 Entrepreneurial Financing**].

[†] Some institutions cover individual and corporate tax in one comprehensive course. Others cover these subjects in two or more courses. If you take one course to cover this requirement, it must be an advanced-level course from a four-year school or an approved proficiency examination. If you take a two-course sequence, at least one of the courses must be an advanced-level course from a four-year school or an approved proficiency examination.

[‡] Must be advanced-level from a four-year school or approved proficiency examination.

Bachelor of Science in Global Business

See Chart 4, page 39.

The degree curriculum for the study of global business presents an overview of the current problems and methods of analysis related to the global operations of a business. It focuses on the basic tools of analysis in global operations such as global economic analysis and analysis of the global business environment. It also incorporates study of the techniques of market penetration abroad and the evaluation of investments and financial sources. Expertise in the concentration opens career opportunities in a challenging business world that demands knowledge of global business and economic trends. Such opportunities include entry-level positions in domestic marketing and finance as well as management or entry-level global business positions.

Subject Requirements for the Global Business Concentration

15 credits are required in this concentration area. At least **9** must be advanced-level.

- I. Required subjects—Business
 - A. International Business
[BUS 435 International Business] and
two of the following three:
 - B. International Economics
(or International Trade)
 - C. International Finance
 - D. International Marketing
- II. Required subjects—Arts and Sciences
applicable only to arts and sciences component
requirements—not applicable to the 15 credits in
the concentration
 - A. International Relations (International Politics)
 - B. Two semesters of the same foreign language
- III. Additional credit in the concentration may be
earned from courses such as export/import
management, foreign market analysis, intercultural
communication, international accounting,
international banking/international monetary
theory, international business ethics, international
strategy, multinational management, and other
related courses, with approval.

Bachelor of Science in Hospitality Management

See Chart 6, page 41.

The objective of this program is to provide current hospitality professionals the flexibility to achieve a bachelor's degree that is not possible through a traditional university setting while being employed full-time in the field. Its educational strength rests on the backbone of a solid business education with enough specialized course offerings to enhance a unique, career specific acquisition of knowledge and skills commensurate with industry demands. These demands have been articulated by hospitality owners and operators alike as well as supervisory personnel looking for people who have an understanding of marketing, financial analysis, computer literacy, and a number of other business skills found within the current general business curriculum. More specific skills in leadership management, service systems technologies, internships, cost control, and franchising have been incorporated as specialized requirements to round out the hospitality educational background necessary for success.

Subject Requirements for the Hospitality Management Concentration

24 credits are required for this concentration. **21** of the credits are applied in the business component and **3** credits are applied in the additional credit/free elective component. Of the **21** credits in the business component, **9** must be advanced level credits.

- I. Required subjects
 - A. Hotel/Restaurant Cost Control **[BUS 355 Hotel/Restaurant Cost Control]**
 - B. Hospitality Service Systems Technologies **[BUS 360 Hospitality Service Systems Technologies]**
 - C. Hotel/Front Office Management
 - D. Hotel/Restaurant Franchising **[BUS 345 Hotel Restaurant Franchising]**
 - E. Hospitality Law
 - F. Hospitality Executive Internship

- G. Sanitation and Safety (applies in the free elective area; cannot be applied to the advanced level requirement)

II. Additional credits in the concentration

The faculty highly recommends that students take a course in purchasing. Other approved courses in the hospitality management subject area can apply here as well.

Bachelor of Science in Management of Human Resources

See Chart 4, page 39.

The curriculum in management of human resources emphasizes the management of individuals and groups in business firms, government agencies, and other organizations. Managers must be competent leaders. They coordinate work and human systems so that employees are motivated. Managers must create an environment conducive to accomplishing the objectives of both the employees and the organization. Employment opportunities in the field include general management, human resource management, labor or industrial relations, and personnel administration.

Subject Requirements for the Management of Human Resources Concentration

15 credits are required in this concentration area. At least **9** must be advanced-level.

I. Required subjects

- A. Labor Relations
[BUSx360 Labor Relations]
- B. Organizational Behavior
[BUSx315 Organizational Behavior,
BUS 311 Organizational Behavior]
- C. Personnel Administration (sometimes called Human Resource Management)
[BUSx410 Human Resource Management]

- II. Additional credit in the concentration may be earned from courses such as collective bargaining, human resource development, industrial psychology, labor economics, organizational development, training and development, and other related courses (with approval), [BUS 380 Managing Diversity in the Workplace, BUS 452 Business Leadership, SOC 318 Sociology of the Workplace]

Bachelor of Science in Management Information Systems

See Chart 7, page 42.

The management information systems curriculum is designed to prepare you for a career as a management-oriented, technically proficient information systems professional. It provides an overview of systems design, programming, and implementation. Career options are extensive. Graduates in this field are in demand as information systems consultants, programmer analysts, and computer specialists in a wide range of public and private organizations.

Subject Requirements for the Management Information Systems Concentration

18 credits are required in this concentration. Of these, **9** must be advanced-level.

I. Required subjects

- A. A business programming language (C, C++, PASCAL) [IT 210 Object Oriented Programming]
- B. Database Management
[IT 370 Database Management Systems]
- C. Data Communications or Telecommunications or Networking
[IT 350 Business Data Communication]
- D. Systems Analysis and Design
[IT 418 Software Systems and Design]

I. Additional credits in the concentration

The faculty encourage students to design one of two MIS career tracks, either managerial or technical. An MIS managerial track can be created by choosing courses such as decision support systems, systems integration, project management, information systems management, systems design and implementation/integration, expert systems, Visual BASIC, executive management systems, information systems planning, information resource management, and an MIS project/seminar or internship.

An MIS technical track can be created by choosing courses such as operating systems, advanced programming languages, data structures, compiler design, knowledge-based/expert systems, artificial intelligence, computer simulation, advanced database, and an MIS project/seminar or internship. There are several Excelsior College courses that will apply to this requirement. Please refer to our Web site (www.excelsior.edu/courses) or contact your advising team for more information.

Bachelor of Science in Marketing

See Chart 4, page 39.

Marketing includes all activities required to direct the flow of products and services from producers to consumers. It includes marketing research, which entails interpreting conditions in the marketplace and forecasting future trends; the development of strategies to ensure demand for a product or service; analysis of how consumers behave; advertising and promotion; distribution of goods; and the utilization of effective selling methods. Career opportunities in marketing include product or brand management, retail/wholesale management, industrial marketing, advertising, and market information systems analysis.

Subject Requirements for the Marketing Concentration

15 credits are required in this concentration area. At least **9** must be advanced-level.

I. Required subjects

A. Consumer Behavior

B. Marketing Management (sometimes called Product Planning)

C. Market Research

II. Additional credit in the concentration may be earned from courses such as advertising (or promotional policy); distribution channels management; international marketing; retail/wholesale management; sales management; and other related courses (with approval), [**BUS 310 Entrepreneurial Marketing**].

Bachelor of Science in Operations Management

See Chart 4, page 39.

The degree program in operations management is designed for students interested in the production of goods and services and the application of quantitative methods to solve business problems in this area of increasing importance in the world economy. Business problems analyzed in this field of management include inventory control, facilities planning and location, and productivity analysis. Employment opportunities include production planning or scheduling, inventory management, and manufacturing management.

Subject Requirements for the Operations Management Concentration

15 credits are required in this concentration area. At least **9** must be advanced-level.

Credit in this concentration may be earned from courses such as advanced production management, forecasting, inventory control management, logistics, operations research/management science, production planning, production system design, purchasing, quality control, service control management, simulation, and other related courses (with approval), [**BUS 440 Business Supply Chain Management**].

Bachelor of Science in Risk Management and Insurance

See Chart 4, page 39.

The degree program in risk management and insurance is designed to help students develop a working understanding of the risk management process and the interrelationship between insurance theory and practice. It focuses on the analysis and treatment of loss and offers insight into how risk management objectives support organizational objectives. It also incorporates study of the global environment for insurance including emerging issues and trends related to international trade and commerce.

Subject Requirements for the Risk Management and Insurance Concentration

15 credits are required in this concentration area.
At least **9** must be advanced-level.

I. Required subjects

- A. Principles of Risk Management
- B. Risk Control or Risk Finance
- C. Principles of Insurance (or Principles of Life/Health Insurance or Principles of Property/Casualty Insurance)

II. Additional credit in the concentration

The faculty encourage students to design one of three career tracks: life/health insurance, property/liability insurance, or corporate risk management.

A **life/health insurance track** can be created by choosing courses such as Group Insurance: medical, dental, prescription drug, or group insurance: life, disability, travel.

A **property/casualty insurance track** can be created by selecting courses in business interruption, transportation (air, automotive, ocean) insurance, or catastrophic (fire, flood, wind, earthquake, theft) insurance.

A **corporate risk management track** can be created by choosing courses such as Products liability and self-insurance and retention. Other risk management/insurance electives include social insurance, comparative insurance programs, reinsurance, actuarial studies, international studies in insurance, and other related courses (with approval).

CHART 3

Bachelor of Science in General Business

Total Degree Credits Required: 120

BS

Baccalaureate
Degree Program

Arts and Sciences Component

Credit
Hours

Written English Requirement

3

Humanities Requirement*

(must complete a minimum of 9 credits, which may include ethics**, *in addition to* credit for the Written English Requirement)

9
(min.)

Social Sciences/History Requirement

(must include microeconomics, macroeconomics, and 9 additional credits)

15

Natural Sciences/Mathematics Requirement

(must include a math course at the level of precalculus or above and statistics)

6

Remaining Arts and Sciences Credit

(may be taken from any areas of humanities, social sciences, history, natural sciences, or math)

up to
27

**Minimum Arts and
Sciences Component**

60

Additional Credit Component

Credit
Hours

Any Collegiate-level Study

(excluding physical education courses)

May include any excess credit in Arts and Sciences and Business areas.

Information Literacy

1

Total Additional Credit Component

15

Business Component

Credit
Hours

Business Core Requirements

Financial Accounting

Managerial Accounting

Introduction to Business Law
(United States Business Law)

Computers

Principles of Management

Principles of Marketing

Financial Management

Production/Operations Management

Business Policy

Organizational Behavior Requirement

Organizational Behavior**

Ethics Requirement

Ethics**

Advanced-level Business Credit

Must complete a minimum of 12 credits in advanced-level business electives.

Minimum Business Component

45

* Refer to page 26 for specific information about this requirement.

** Depending on the content, the ethics and organizational behavior courses may be classified as business credit or as arts and sciences credit.

CHART 4

Basic pattern for Bachelor of Science degrees in the following specific concentration areas: Accounting (General), Finance, Global Business, Management of Human Resources, Marketing, Operations Management, and Risk Management and Insurance

Total Degree Credits Required: 120

BS

Arts and Sciences Component

Credit Hours

Written English Requirement

3

Humanities Requirement*
(must complete a minimum of 9 credits, which may include ethics**, *in addition to* credit for the Written English Requirement)

9
(min.)

Social Sciences/History Requirement
(must include microeconomics, macroeconomics, and 9 additional credits)

15

Natural Sciences/Mathematics Requirement
(must include a math course at the level of precalculus or above and statistics)

6

Remaining Arts and Sciences Credit
(may be taken from any areas of humanities, social sciences, history, natural sciences, or math)

up to
27

Minimum Arts and Sciences Component

60

Additional Credit Component

Credit Hours

Any Collegiate-level Study

(excluding physical education courses)
May include any excess credit in Arts and Sciences and Business areas.

Information Literacy

1

Total Additional Credit Component

15

Business Component

Credit Hours

Business Core Requirements

Financial Accounting
Managerial Accounting
Introduction to Business Law
(United States Business Law)
Computers
Principles of Management
Principles of Marketing
Financial Management
Production/Operations Management
Business Policy

Organizational Behavior Requirement

Organizational Behavior**

Ethics Requirement

Ethics**

Concentration Requirement

Must complete 15 credits in the concentration area of which 9 must be advanced level.

Advanced-level Business Credit

Must complete a minimum of 12 credits at the advanced level of which 9 must be in the concentration. The remaining 3 credits may be earned in any approved area of business.

Minimum Business Component

45

* Refer to page 26 for specific information about this requirement.

** Depending on the content, the ethics and organizational behavior courses may be classified as business credit or as arts and sciences credit.

Baccalaureate
Degree Program

CHART 5

Bachelor of Science in Accounting, NYS CPA Track

Total Degree Credits Required: 120

BS

Arts and Sciences Component

Credit Hours

Written English Requirement

3

Humanities Requirement*

(must complete a minimum of 9 credits, which may include ethics**, *in addition to* credit for the Written English Requirement)

9
(min.)

Social Sciences/History Requirement

(must include microeconomics, macroeconomics, and 9 additional credits)

15

Natural Sciences/Mathematics Requirement

(must include a math course at the level of precalculus or above and statistics)

6

Remaining Arts and Sciences Credit

(may be taken from any areas of humanities, social sciences, history, natural sciences, or math)

up to
27

Minimum Arts and Sciences Component

60

Additional Credit Component

Credit Hours

Any Collegiate-level Study

(excluding physical education courses)

May include any excess credit in Arts and Sciences and Business areas.

Information Literacy

1

Total Additional Credit Component

9

Business Component

Credit Hours

Business Core Requirements

Financial Accounting (minimum 3 credits)

Managerial Accounting (minimum 3 credits)

Introduction to Business Law (United States Business Law) (minimum 3 credits)

Computers

Principles of Management

Principles of Marketing

Financial Management (minimum 3 credits)

Production/Operations Management

Business Policy

Organizational Behavior Requirement

Organizational Behavior**

Ethics Requirement

Ethics**

Concentration Requirement

Must complete a minimum of 24 credits in the concentration area of which 9 must be advanced level.

Intermediate Accounting I

Intermediate Accounting II

Cost Accounting

Taxation—Individual (United States tax)†

Taxation—Corporate (United States tax)†

Advanced Accounting (partnerships and consolidations)‡

Auditing (professional, not internal)‡

Business Law II (U.S. business law only)

Finance (minimum 6 credits in finance, to include Financial Management core requirement)

Advanced-level Business Credit

Must complete a minimum of 12 credits at the advanced level of which 9 must be in the concentration. The remaining 3 credits may be earned in any approved area of business.

Minimum Business Component

45

* Refer to page 26 for specific information about this requirement.

† Refer to page 33 for specific information about this requirement.

** Depending on the content, the ethics and organizational behavior courses may be classified as business credit or as arts and sciences credit.

‡ Refer to page 33 for specific information about this requirement.

CHART 6

Bachelor of Science in Hospitality Management

Total Degree Credits Required: 120

BS

Arts and Sciences Component

Credit Hours

Written English Requirement	3
Humanities Requirement* (must complete a minimum of 9 credits, which may include ethics**, <i>in addition to</i> credit for the Written English Requirement)	9 (min.)
Social Sciences/History Requirement (must include microeconomics, macroeconomics, and 9 additional credits)	15
Natural Sciences/Mathematics Requirement (must include a math course at the level of precalculus or above and statistics)	6
Remaining Arts and Sciences Credit (may be taken from any areas of humanities, social sciences, history, natural sciences, or math)	up to 27

Minimum Arts and Sciences Component

60

Additional Credit Component

Credit Hours

Any Collegiate-level Study (excluding physical education courses) May include any excess credit in the Arts and Sciences, Business, and/or Hospitality Management areas. Strongly Recommended: Professional Cooking Hospitality Purchasing	
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Sanitation and Safety

3

Information Literacy

1

Minimum Additional Credit Component

12

Business Component

Credit Hours

Business Core Requirements

Financial Accounting
Managerial Accounting
Introduction to Business Law
(United States Business Law)
Computers
Principles of Management
Principles of Marketing
Financial Management
Production/Operations Management
Business Policy

Organizational Behavior Requirement

Organizational Behavior**

Ethics Requirement

Ethics**

Concentration Requirement

Must complete a minimum of 21 credits in the concentration area.

Hotel/Restaurant Cost Control
Hospitality Service Systems Technologies
Hotel/Front Office Management
Hotel/Restaurant Franchising
Hospitality Law
Hospitality Executive Internship
Hospitality Management Elective

Advanced-level Business Credit

Must complete a minimum of 12 credits at the advanced level, 9 of which must be in the concentration. The remaining 3 credits may be earned in any approved area of business.

Minimum Business Component

48

* Refer to page 26 for specific information about this requirement.

** Depending on the content, the ethics and organizational behavior courses may be classified as business credit or as arts and sciences credit.

Baccalaureate
Degree Program

CHART 7

Bachelor of Science in Management Information Systems

Total Degree Credits Required: 120

BS

Arts and Sciences Component

Credit Hours

Written English Requirement

3

Humanities Requirement*

(must complete a minimum of 9 credits, which may include ethics**, *in addition to* credit for the Written English Requirement)

9
(min.)

Social Sciences/History Requirement

(must include microeconomics, macroeconomics, and 9 additional credits)

15

Natural Sciences/Mathematics Requirement

(must include a math course at the level of precalculus or above and statistics)

6

Remaining Arts and Sciences Credit

(may be taken from any areas of humanities, social sciences, history, natural sciences, or math)

up to
27

Minimum Arts and Sciences Component

60

Additional Credit Component

Credit Hours

Any Collegiate-level Study

(excluding physical education courses)

May include any excess credit in Arts and Sciences and Business areas.

Information Literacy

1

Total Additional Credit Component

15

* Refer to page 26 for specific information about this requirement.

** Depending on the content, the ethics and organizational behavior courses may be classified as business credit or as arts and sciences credit.

Business Component

Credit Hours

Business Core Requirements

Financial Accounting

Managerial Accounting

Introduction to Business Law
(United States Business Law)

Computers

Principles of Management

Principles of Marketing

Financial Management

Production/Operations Management

Business Policy

Organizational Behavior Requirement

Organizational Behavior**

Ethics Requirement

Ethics**

Concentration Requirement

Must complete a minimum of 18 credits in the concentration area of which 9 must be advanced level.

A business programming language such as C, C++, or PASCAL

Database Management

Data Communications

or

Telecommunications

or

Networking

Systems Analysis and Design

Advanced-level Business Credit

Must complete a minimum of 12 credits at the advanced level of which 9 must be in the business concentration. The remaining 3 credits may be earned in any approved area of business.

Minimum Business Component

45

Master of Business Administration



Introduction to the MBA

The Excelsior College MBA program continues the long-standing Excelsior College model for adult higher education, which recognizes prior learning and enables self-paced study. Students entering the program may transfer relevant graduate-level credits earned through approved sources and complete remaining degree requirements by taking Excelsior College online graduate courses.

Enrolled students will receive academic advising at a distance by phone and email, which is modeled after the long-established and effective advising currently provided to undergraduate students by the Excelsior College School of Business advisors.

The Excelsior College MBA is suited to adult learners who have earned a bachelor's degree and now seek to expand their opportunities in business. The program meets the needs of students who, due to a range of commitments and circumstances, will benefit from the opportunity to pursue part-time study. The MBA program is designed to enable students to acquire a quality education that will facilitate career advancement. It can help to serve the needs of individuals who have completed undergraduate degrees in many disciplines, from diverse socioeconomic backgrounds, but with one goal—to achieve academic success in a graduate program designed to propel them “ever upward.”

For more information about the Excelsior College MBA program, please call our Admissions Office toll free 888-647-2388 (press 2-7 at the prompt).

MBA Educational Outcomes

The Excelsior College MBA program is framed within a work-related global business setting to increase academic understanding of business topics, improve career prospects, and expand individual horizons. Students can capitalize upon their existing work-based knowledge while engaging in a process of reflective learning. This program will equip successful students to further their careers through enhanced knowledge, understanding, and application to the business environment.

Upon successful completion of the Excelsior College MBA program, the graduate will be able to

1. demonstrate communication skills.
2. apply business tools for accounting, finance, human resources, information systems, marketing, operations, and organizational management.
3. understand and develop the implementation of business strategies that evaluate changing social, legal, political, and market needs (through case study use).
4. effectively address the needs and requirements for internal and external stakeholders.

Outcomes will be measured through the ETS MBA assessment exam and the stakeholder model.

Admissions Policy

Students with a bachelor's degree from an accredited institution may be admitted into the Excelsior College MBA program. Students who have completed an undergraduate degree program outside the U.S. will need to have our foreign credential evaluation service, Education Credential Evaluators, Inc. (ECE), review your undergraduate degree program to verify that it is the equivalent to a bachelor's-level degree in the U.S. Students should contact ECE and request a General Report be conducted and forwarded to Excelsior College. More information about ECE is available on their Web site at www.ece.org.

Upon enrollment, provisional measures may be recommended to ensure successful degree completion. The GMAT is not required.

Application Process

You are required to apply for admission into the Excelsior College MBA degree program. Visit our Web site at www.excelsior.edu to apply online or to download an MBA Application Form. Return the completed form to Excelsior College with the nonrefundable Application Fee. Please submit an official college transcript verifying completion of a baccalaureate degree along with official transcripts of any graduate-level study you wish to be considered for transfer toward the MBA requirements. Upon review of the transcripts and application, if qualified, you will receive an Admittance Letter and Acceptance Form.

To enroll in the MBA program you must submit the Acceptance Form with your Graduate Student Services Fee.

Program Content and Requirements

Enrolled MBA students will work with Excelsior College academic advisors to make degree plans that meet student needs and conform to the academic policies and course requirements of the program. The program is designed to be flexible and ensure student success by providing traditional education, distance education, and American Council on Education (ACE)-approved course alternatives. Excelsior College advisors will help students determine appropriate options for fulfilling course requirements that meet their academic and career objectives, preferred learning styles, and current lifestyles. We believe this diversity of educational alternatives makes our program unique and helps to ensure that additional graduate business education alternatives are provided to populations traditionally underserved by higher education.

The Excelsior College MBA offers diverse options for degree completion through online courses offered by Excelsior College and courses offered by Excelsior Preferred Providers. For more information on these offerings as well as access to our course search feature for enrolled students, go to www.excelsior.edu/courses.

Acceptance of Transfer Credit

Graduate-level coursework that has been completed within 10 years of the date of enrollment may be used to satisfy the requirements of the MBA program if approved by Excelsior College faculty. Students may transfer up to 24 credits. Excelsior College will require

a minimum grade of B- for any approved graduate course accepted for transfer credit. Excelsior College does not use pluses or minuses, so such grades will be converted to the full letter grade. To accept a course that is transferring in with a P grade, the college/department/faculty member issuing the P grade must verify that it is equivalent to a B- or better.

Maximum Time to Complete the MBA Program

Students pursuing the MBA degree have a maximum of 10 years to complete the program from the date of enrollment.

Grade Point Average

Excelsior College requires an overall 3.0 cumulative GPA for completion of the MBA. No more than two Excelsior College courses with C grades can be applied toward the degree; these C grades must be offset by A grades in other Excelsior College courses.

MBA Program Content and Requirements

48 credits

Successful fulfillment of these requirements ensures a quality education.

Organizational Communications

3 credits

Focuses on clearly written communication and oral presentation skills. Examines a variety of communication techniques, formats, and processes for sharing organizational information. Examines the use of audiovisual and electronic media to enhance the quality of presentation and communication [BUS 501 Business Communication].

Quantitative Analysis

3 credits

Develops the ability to utilize descriptive and inferential statistics in making business decisions. Examines the application of practical quantitative methods to common business problems based on scientific testing, multiple linear regression, and other statistical tools. Emphasis will be on scientific analysis of, and a rational approach to, business decision making [BUS 503 Quantitative Analysis].

Global Environment

3 credits

Analyzes the integration of various business functions with the economic, legal, political, and cultural patterns affecting global business. Examines the development and implementation of strategic business planning in a multicultural environment. Explores the mechanics of global trade [BUS 502 Global Business Environment].

Accounting

3 credits

Explores various methods of forecasting and management decision criteria based on analysis of internal and external corporate financial statements. Examines the nature of cost accounting information and how it is used to make managerial decisions that create competitive advantage. Develops the ability to incorporate financial information into operational control.

Finance

3 credits

Focuses on balancing finance, marketing, and operating decisions for doing business in a multi-currency environment.

Marketing

3 credits

Analyzes markets and competition. Develops the ability to understand customer-oriented management decisions.

Organizational Behavior

3 credits

Explores the field of behavioral sciences to demonstrate an understanding of the importance and interrelationship between behavior at the individual, group, and organizational levels. Explores the dynamics of

groups and interpersonal behavior in establishing collaborative partnerships with internal and external stakeholders **[BUS 553 Organizational Behavior]**.

Operations Management

3 credits

Analyzes business scenarios using scientific methods to structure and support decision making. Develops the ability to formulate and evaluate multi-criteria decisions using supply chain models **[BUS 520 Operational Management]**.

Information Technology

3 credits

Develops an understanding of the strategic, tactical, legal, and ethical uses of information technology. Explores the roles of information technology in global and electronic markets. Examines ways information technology can be applied to support quality initiatives and supply chain management **[BUS 570 Information Technology]**.

Human Resources Management

3 credits

Explores the concepts and techniques of human resources management with an emphasis on knowledge for practicing managers. Develops the ability to design and implement a systematic human resources management structure in terms of recruiting, selecting, training, motivating, and compensating employees **[BUS 504 Human Resource Management]**.

Leadership

3 credits

Examines theories pertaining to the study of leadership. Analyzes the application of leadership skills needed for managerial success and organizational effectiveness in all cultural environments to achieve global competitiveness with an emphasis on high-quality operations **[BUS 552 Leadership]**.

Change Management

3 credits

Explores various theories and models of organizational change and development. Focuses on the human and economic factors in organizational change and restructuring **[BUS 554 Change Management]**.

Strategy and Policy (Capstone)

3 credits

Integrates previous study and various business disciplines to formulate, analyze, and implement effective business strategy. Utilizes simulation and various techniques to analyze complex business situations for making strategic decisions under conditions of uncertainty. Examines various diagnostic and problem-solving techniques to obtain and use internal and external information as an aid in making strategic decisions in a highly competitive global environment **[BUS 511 Business Strategy & Policy]**.

Note: The Strategy and Policy (Capstone) course must be taken directly from Excelsior College.

Electives

9 credits

There are many elective course options. Your academic advisor can help guide you in choosing courses in an area of interest. Previously earned graduate credit may apply.

MBA Concentrations

Students can choose to enroll in one of two optional concentrations in the MBA degree program: Information Security or Human Performance Technology. The concentration requirements are met by earning **9** credits in the concentration subject area, in place of the MBA electives.

Information Security Concentration

Students who decide to complete a concentration in Information Security as part of the MBA degree program will need to complete a minimum of **9** credits in this subject area. Students are able to transfer in approved graduate-level courses from other regionally accredited institutions. Sample course titles include: network security, introduction to information security, e-business security, security management practices, security policies, standards and procedures, principles in business and security risk analysis, principles in risk and vulnerability assessments, and other approved topics.

Human Performance Technology Concentration

Human Performance Technology uses a variety of interventions that are drawn from many disciplines including human resource management, organizational development, behavioral psychology and instructional systems design. It stresses a rigorous analysis of present and desired levels of performance, identifies the causes for performance gaps, offers a wide range of interventions with which to improve performance, guides the change management process, and evaluates the results.

Students can earn a concentration in Human Performance Technology by completing **9** graduate credits in this subject area. Excelsior College has reviewed and approved several educational programs offered by the International Society for Performance Improvement (ISPI) for credit toward this concentration. Each student wishing to earn academic credit for an approved ISPI educational program must submit a work sample to demonstrate an understanding and mastery of the subject matter and practical application of knowledge. The qualifying ISPI educational programs are:

HPT Institutes

Principles and Practices of Performance Improvement

3 credits, GR

Making the Transition to Performance Improvement

3 credits, GR

Professional Series Workshops

Introduction to Serious Performance Consulting

2 credits, GR

Results through Effective Implementation

2 credits, GR

Workshops

Evaluation of Training: Making Sense of the Morass and Building Sensible, Practical, Useful Approaches

2 credits, GR

Business-Driven Strategic Planning for Learning and Development

2 credits, GR

Connecting Human Performance Improvement Interventions to Business Goals

1 credit, GR

Measuring Human Capital

2 credits, GR

Needs Assessment—Approaches and How to Get One Done One day version

1 credit, GR

Needs Assessment—Approaches and How to Get One Done Three day version

3 credits, GR

In addition to the approved training available through ISPI, there are a variety of approved graduate-level distance courses offered at other institutions that students can combine with the approved ISPI training to complete the Human Performance Technology requirements.

For more information, including a schedule of upcoming institutes and workshops, visit the ISPI Web site (www.ispi.org) or contact the MBA Advising Team.

Selected Policies for the Master of Business Administration Program

Selected Graduate Policies

Excelsior College maintains various academic and administrative policies and procedures that apply to all of its students as well as a number of policies and procedures that apply exclusively to particular student populations and/or particular degree programs.

The following listing details some of the policies and procedures affecting the majority of Excelsior College graduate students. Please refer to the Excelsior College Web site, student policy handbook, program materials, and/or catalog information relevant to your degree program for details about specific policies and procedures that may be applicable to you.

1. Excelsior College Graduate Course Grades

From the beginning of the graduate programs, Excelsior College courses for which F (Failure), W (withdrawn), and I (incomplete) grades were assigned appeared on status reports and official transcripts, and these grades will continue to appear on the status reports and official transcripts.

a. Repetition of Excelsior College course

From September 2004 until March 2006, if a student repeated an Excelsior College course, only the most recent grade was listed on the transcript. Prior to September 2004, and from April 2006 onward, all iterations were and will be listed on status reports and official transcripts, but only the last iteration is used to calculate grade point average. All degree seeking graduate students may repeat a course a maximum of two times.

b. Comments on specific grades

Grade of C

Graduate students are allowed to earn grades of C. In Excelsior College graduate programs a student must obtain a cumulative GPA of 3.0 or greater for graduation. If a student's cumulative GPA falls below 3.0 anytime after completion of 12 credits, or if a student fails two courses, the student will be placed on academic probation. Students who are placed on academic probation will be notified in writing and will be given 12 months to satisfy identified deficiencies.

Grade of F

Failing grades in graduate courses are listed on the Excelsior College transcript and count in computing the cumulative grade point average.

Grade of I

The grade of I indicates that a student has been granted an extension of time to complete the work in an Excelsior College graduate course (refer to course extension policy for details). At the end of an extension if the student has not completed the course, the I grade will be converted to an F.

Grade of P

The grade of P denotes Pass and is listed on the Excelsior College graduate program status report and transcript; a P grade does not affect a student's GPA.

Grade of W

The grade of W indicates withdrawal without academic penalty from an Excelsior College graduate course. It is not used in computing the cumulative grade point average, but appears on a graduate student's status report and transcript (refer to withdrawal policy for details).

2. Examinations

There are no graduate level Excelsior College examinations.

3. Transfer Credit/Waiver**Grade of B- and above**

Only grades of B- and above are accepted for transfer or to waive a graduate course.





Entrepreneurship Certificate Program

Entrepreneurship Certificate

If you are interested in developing your entrepreneurial skills to increase your knowledge in this key business area, the Excelsior College Entrepreneurship Certificate program can help you reach that goal.

This program is designed to enable the student to function in a business environment that is becoming continuously more entrepreneurial. The program is intended to integrate key requirements of any entrepreneurial effort and is comprised of five Excelsior College undergraduate courses for a total of **16** credits. The Entrepreneurship Certificate program is an online, distance learning program, which allows you to complete your studies at a time and place convenient to your life.

Course Requirements

BUS 300: Introduction to Entrepreneurship **3 credits**

BUS 310: Entrepreneurial Marketing **3 credits**

BUS 320: Entrepreneurial Finance **3 credits**

BUS 330: Entrepreneurial Business Law **3 credits**

BUS 340: Entrepreneurial Strategy **4 credits**

Total **16 credits**

Utilizing the skills developed in these courses as uniquely applied to an entrepreneurial venture will supply a synergistic effect to students' careers and educational experiences. Comparable courses completed at other accredited colleges or universities can also be evaluated and considered for transfer credit toward the certificate requirements. Additionally, the courses that are applicable to the Entrepreneurship Certificate will also apply as advanced business electives in Excelsior's baccalaureate business degree programs.

Complete course descriptions and registration information can be found on our Web site:

www.excelsior.edu

Use of Proficiency Exams for Business Degree Credit



As an Excelsior College business student you may choose to meet all your business component core-course requirements and arts and sciences course requirements by passing college-level proficiency examinations. This cost-effective and time-saving alternative offers you a distinct advantage if you have significant work or life experience in a test subject area, if you live in a location where college-level course offerings are limited or nonexistent, or if your business/industry-evaluated courses do not fully meet the degree program requirements.

Proficiency Exams for Business Degree Credit

If you are considering examinations, we advise you to write or call the administrators of the various examinations listed below for additional information about test content, study materials, scheduled test dates, locations, and other details.

Excelsior College Examinations

Test Administration Office
Excelsior College
7 Columbia Circle
Albany, NY 12203-5159
Toll free: 888-72EXAMS
www.excelsior.edu/exams

CLEP Tests

College-Level Examination Program Services
PO Box 6600
Princeton, NJ 08541-6600
609-951-1026
www.clep.com

DANTES Examinations

DANTES Program Office
Educational Testing Service
Princeton, NJ 08541-0001
609-951-6425
www.getcollegedegreecredit.com

Graduate Record Examinations (GRE) Subject Tests

Graduate Record Examinations
Educational Testing Service
PO Box 6000
Princeton, NJ 08541-6000
609-771-7670
www.gre.org

Thomas Edison State College

TECEP Examinations
101 W. State St.
Trenton, NJ 08608-1176
609-984-1100
www.tesc.edu

Use of Graduate Record Examinations (GRE) Subject Tests

GRE Subject Tests include eight examinations. Each covers the course content most frequently studied by college students majoring in a given subject area. For each examination title, a publication (e.g., *Practicing to Take the GRE Biology Test*) describing the content of the examination and including sample questions can be purchased from the GRE office at the following address.

Graduate Record Examinations

Educational Testing Service (ETS)
PO Box 6000
Princeton, NJ 08541-6000
Phone: 609-771-7906
FAX: 609-771-7906
www.gre.org

Excelsior College awards credit for the GRE Subject Tests based on a graduated scale. Each successful examination completion can result in an award of credit ranging from 3 to 30 credits. Faculty will determine whether duplication exists between knowledge demonstrated on a GRE Subject Test and relevant academic credit earned by any other means. Duplicated credits may not count toward degree requirements.

Further information on taking the GREs and the list of scaled scores as well as related credit awards is included in *A Student Guide to Credit by Examination at Excelsior College*. Additional questions may be directed to your advisor.

Examinations are offered three times each year. The GRE Subject Tests are administered at 250 test sites throughout the United States and at selected international sites. These examinations are offered daily to persons in the military services through the DANTES base testing or education services offices. All test sessions are approximately three hours.

To support students in their preparation for GRE Subject Tests, faculty have prepared bibliographies of suggested college textbooks for each course that is typically found in the concentration or major covered by the most commonly used GRE Subject Tests. You may request a copy of a bibliography from your academic advisor for the following subject areas: biology, economics, literature in English, and psychology. In addition, comprehensive study guides for the GRE Subject Tests in biology, literature in English, and psychology are available through the Excelsior College Bookstore at www.excelsior.edu/bookstore.

Examinations that may be used to meet Excelsior College degree requirements.

Successful completion of the following proficiency examinations will satisfy the *core or arts and sciences requirements* for both the *associate* and *baccalaureate degrees in business*.

Business Degree Requirement	Proficiency Examination	Credit	Fulfills Core or Arts and Sciences Requirement
Business Policy & Strategy (not required for associate degree)	Thomas Edison State College Examination BUS 421-TE: Business Policy	3	Core
Computers	CLEP Information Systems and Computer Applications <i>or</i> DANTES SF/SG 536 Introduction to Computing	3	Core
Ethics (not required for associate degree)	Excelsior College Examination BUSx310 Ethics: Theory & Practice <i>or</i> DANTES SF/SG 474 Ethics in America	3	Core Arts and Sciences*
Financial Accounting	DANTES SF 525, Principles of Financial Accounting	3	Core
Financial and Managerial Accounting	CLEP Principles of Accounting	6	Core
Financial Management (not required for associate degree)	DANTES SF/SG 524 Principles of Finance	3	Core
Introduction to Business Law	CLEP Introductory Business Law	3	Core
Macroeconomics	CLEP Principles of Macroeconomics	3	Arts and Sciences
Mathematics (Precalculus or higher)	CLEP College Algebra <i>or</i> CLEP Precalculus <i>or</i> CLEP Calculus Note: DANTES SF/SG 424, Fundamentals of College Algebra, will <i>not</i> satisfy the mathematics core requirement. CLEP General College Mathematics will <i>not</i> satisfy the mathematics core requirement	3 <i>or</i> 3 <i>or</i> 6	Arts and Sciences
Microeconomics	CLEP Principles of Microeconomics	3	Arts and Sciences
Organizational Behavior (not required for associate degree)	Excelsior College Examination BUSx315 Organizational Behavior <i>or</i> DANTES SF/SG 531 Organizational Behavior	3	Core Arts and Sciences*
Principles of Management	CLEP Principles of Management	3	Core
Principles of Marketing	CLEP Principles of Marketing	3	Core
Production/Operations Management (not required for associate degree)	Thomas Edison State College Examination OPM 301-TE Introduction to Operations Management	3	Core
Statistics	Excelsior College Examination MATx210 Statistics <i>or</i> DANTES SE 450 Principles of Statistics	3	Arts and Sciences
Written English Requirement	Excelsior College Examination ENGx111 English Composition <i>or</i> Excelsior College Examination ENGx111 College Writing	6 <i>or</i> 3	Arts and Sciences

*These exams may be classified as business credit or as arts and sciences credit.

Successful completion of the following proficiency exams will provide credit at the advanced level in business subject areas.

Business Degree Requirement	Proficiency Examination	Credit
Organizational Behavior	Excelsior College Examination BUSx315 Organizational Behavior	3
Business Law II	DANTES SF 534 Business Law II	3
Human Resource Management	Excelsior College Examination BUSx410 Human Resource Management	3
Labor Relations	Excelsior College Examination BUSx360 Labor Relations	3
Ethics	Excelsior College Examination BUSx310 Ethics: Theory & Practice	3
Money and Banking	DANTES SG/SH/SL/SM 548 Money and Banking	3
Management Information Systems	DANTES SE 551 Management Information Systems	3

If you are planning to concentrate in *Global Business*, you may be interested in taking one of the following proficiency examinations to satisfy the foreign language requirement.

Business Degree Requirement	Proficiency Examination
Foreign Languages	CLEP College French Levels I and II
	or
	CLEP College German Levels I and II
	or
	CLEP College Spanish Levels I and II

Other language tests are available from:

New York University Foreign Language Proficiency Tests
 New York University, School of Continuing Education
 Foreign Language Department
 2 University Place
 New York, NY 10003

Applicable languages include Albanian, Arabic, Armenian, Catalan, Chinese (Cantonese and Mandarin), Czech, Danish, Dutch, Finnish, French, Gaelic (Irish), German, Greek (Classical and Modern), Haitian, Creole, Hebrew, Hindi, Hungarian, Icelandic, Italian, Japanese, Korean, Latin, Malay, Norwegian, Persian, Polish, Portuguese, Romanian, Russian, Serbo-Croatian, Spanish, Swedish, Tagalog, Thai, Turkish, Ukrainian, Urdu, and Yiddish.

Learning Resources



As you pursue an Excelsior College degree, you will have at your disposal a wide variety of learning resources from the College and perhaps in your own community. Working toward a degree at a distance can be an exciting, rewarding experience. Excelsior College students who are most successful create their own learning communities using many different resources to meet their individual needs. These learning and assessment services are designed to assist the self-directed learner in preparing for demonstration of acquired college-level proficiency.

The Excelsior College Virtual Library (ECVL)

The Excelsior College Virtual Library (ECVL) is an online library designed for distance learners. Created through our partnership with the Sheridan Libraries of The Johns Hopkins University, the ECVL is located at www.library.excelsior.edu (login required). It provides access to a broad array of resources such as journal articles, books, Web sites, academic databases, and reference services. These resources can help you prepare for Excelsior College courses and examinations, and you can use them to enhance your research activities as well. The ECVL can only be accessed by enrolled students.

Academic Advising

Excelsior College academic advisors and advising teams are available to assist you in interpreting degree requirements, selecting appropriate credit sources, and building your learning communities. They can also recommend a wide range of resources to support your studies.

Excelsior College Bookstore

The Excelsior College Bookstore offers recommended textbooks, educationally priced software, and other resources to help you prepare for Excelsior College® Examinations and courses, GRE Subject Tests, and other exams and coursework you may undertake as you work toward your Excelsior College degree.

You can also order complete packages of guided learning materials through the bookstore. Items within the packages can also be ordered separately.

Specialty Books, which distributes materials on behalf of the Excelsior College Bookstore, is open Monday through Friday from 7:00 am to 11:00 pm and Saturday from 8:00 am to 2:00 pm Eastern time. To order by phone, call 800-466-1365 or 740-594-2274. To order by fax, call 800-466-7132 or 740-593-3045. To order materials online, visit the bookstore at <https://www.excelsior.edu/bookstore>.

To order materials by mail, write to:

Excelsior College Bookstore
c/o Specialty Books
6000 Poston Road
Athens, OH 45701

Excelsior College Workshops

Periodically, at sites around the country, Excelsior College staff members offer workshops to help students identify their learning styles and make the best use of resources suited to those learning styles. They also help students improve their overall study and test-taking skills and prepare for particular assessments such as the nursing theory and performance examinations.

Course Search

Excelsior College offers a unique course search feature that allows enrolled students to search for specific courses to complete their degree requirements. This feature is linked to a student's academic evaluation summary and will result in courses already reviewed and classified by academic advisors to meet remaining degree requirements. Students will be able to choose from Excelsior College® Examinations, Excelsior College courses, and courses from preferred provider institutions. Students will find accurate, up-to-date course information and have the opportunity to request online course approval from their advisor and to register online for their course. This inclusive process allows for students to find courses that meet their degree requirements, request course approval, and register—all online and in one place.

Furthermore, if an enrolled student or Excelsior College academic advisor cannot find a course they are looking for through their initial query, they can do a more advanced search utilizing more specific criteria, which will return thousands of distance courses from regionally accredited institutions in the United States and government-approved institutions abroad. Users can search by keyword, subject area, course level, number of credits, delivery method, institution, or any other combination of these criteria.



Online Tutoring Services

Excelsior College online tutoring services provide enrolled and prospective students access to subject matter experts. These services are available on a fee-for-service basis and currently assist students with writing and statistics. For further information about these services, email learn@excelsior.edu or call the Office of Online Education and Learning Services toll free at 888-647-2388 (press 1-4-4 at the greeting).

Guided Learning Packages

If you are preparing for one of several selected Excelsior College Examinations, you can get all the study resources you need for successful preparation in a comprehensive package produced exclusively by Excelsior College, available from the Excelsior College Bookstore. Each guided learning package has been carefully developed to provide you with thorough, integrated learning resources. They include the following materials:

- A course guide, which lists specific assignments to complete as you work your way through the study materials
- Sample exam questions and tips on how to do your best when you take the exam
- Textbooks and associated materials required by faculty

Visit our Web site for a current list of guided learning packages.

My Access!® Online Guided Writing Tool

Studies have shown that the more guided writing you do, the better your writing becomes. MY Access! can truly enable you to be your own writing teacher! In addition to providing writing assignment topic prompts and writing feedback in five categories (focus and meaning, content and development, organization, language use and style, and mechanics and conventions), MY Access! gives students a complete suite of writer's tools including revision checklists, a thesaurus, and a writer's journal.

Using the same scoring engine—IntelliMetric™—used to score exams at our testing centers, MY Access! can be accessed as many times as you wish during the subscription period of nine months. Therefore, you

can practice different aspects of writing and receive detailed diagnostic feedback, which will help you to improve your skills.

For more introductory information about the MY Access! service, please visit www.excelsior.edu/exams and click on the MY Access!® College Writing Tool link in the EC Exams News and Announcements box.

www.excelsior.edu



The Excelsior College Web Site

The Excelsior College Web site at www.excelsior.edu offers interactive online services such as examination registration and personalized student record/status information retrieval as well as instant access to a wealth of information about degree programs, new College offerings, current fees, financial aid, and more. The site also contains downloadable forms and publications as well as an email directory you can use to locate and contact your advising team online. Keep informed and in touch by visiting often.

The Electronic Peer Network (EPN)

The Electronic Peer Network is a Web-based environment that enables enrolled Excelsior College undergraduate students (and alumni) to interact academically and socially online. Members of the EPN can locate study partners, participate in real-time chat groups, join online study groups, buy and sell used textbooks, share Internet resources, and search databases of distance courses. Enrolled students have automatic access to the EPN from their MyEC page.

The Graduate Resource Network (GRN)

Our graduates in locations across the United States and in some foreign countries have volunteered to serve as resources for prospective and currently enrolled students. Members of the GRN will share their own experiences with examinations or courses they have taken and can help you locate learning resources in your area. They will talk with you about the challenges you may face in returning to school and about managing work and family obligations while you pursue your degree. Contact the Office of Alumni Affairs, or email alumni@excelsior.edu for further information.

Career Services

Career advisement and related services are available to students enrolled in the liberal arts degree programs. Information and materials regarding self-assessment, career exploration and planning, graduate school, and job searching can be accessed on the Excelsior College Web site at www.excelsior.edu. Career assessment materials and other career resource books are also available online through the Excelsior College Bookstore. Additional information about career services is available from academic advisors.

Excelsior College® Examinations

Through Excelsior College Examinations, you can earn credit toward a degree at Excelsior College and approximately 900 other colleges and universities throughout the United States, Canada, and the U.S. Territories. Credit from Excelsior College Examinations can also be used for job advancement or for meeting certain licensure requirements. The examinations cover college-level subjects in the arts and sciences, nursing, business, health sciences, and education.

Examination content guides and nursing examination study guides are available at no charge from Excelsior College. Each content guide describes examination content and includes sample questions and recommended texts. Course guides and guided learning packages for a number of the examinations are available for purchase through the Excelsior College Bookstore. The College also offers a variety of study support services to enrolled students preparing for Excelsior College Examinations including online study support through listservs and our Electronic Peer Network (EPN).

Most Excelsior College Examinations carry upper-level credit. All undergraduate examinations are three hours in length. With the exception of specific circumstances, such as reasonable accommodations, Excelsior College Examinations are administered via computer at all our testing centers throughout the United States, Canada, and the U.S. Territories. For further details regarding computer-delivered testing, please refer to our publication titled *Excelsior College® Examinations Registration Guide*.

Excelsior College Examinations are also administered internationally at approved test centers. For the U.S. military, the examinations are available worldwide through the Defense Activity for Non-Traditional Education Support (DANTES) program. For additional information, contact the Test Administration Office.

Study Resources for Excelsior College Examinations

The College provides free, downloadable Excelsior College Examinations content guides and free study guides for the nursing performance examinations (available in hard copy to enrolled nursing students).

Excelsior College Practice Exams

Students working toward the associate degree in nursing or studying for the Abnormal Psychology, Anatomy & Physiology, Ethics: Theory & Practice, Foundations of Gerontology, Life Span Developmental Psychology, Microbiology, or Organizational Behavior examinations can now take online practice exams. These practice exams offer the chance to sample the types of questions that appear on the actual Excelsior College Examination you will take for credit. Take these tests online—at home—and receive

valuable feedback that can help you to further prepare. For more information please see the *Excelsior College Examinations Registration Guide*.

All practice exams are available only to students who have registered for the corresponding credit-bearing exam. For the Nursing Concepts 3, 4, 5, 6, and Foundations practice exams, you must be enrolled in the Excelsior College School of Nursing.

Visit www.excelsior.edu/exams for future practice exam offerings.

Portfolio-Based Assessment

Portfolio assessment is the method used by students to satisfy Excelsior College undergraduate degree requirements that cannot be met by existing standardized examinations or other methods of evaluation.

Students must petition for a minimum of six (6) credits. There are no restrictions on the maximum number of credits a student can petition through portfolio assessment.

Other Examination Programs

When you enroll in Excelsior College, you receive *A Student Guide to Credit by Examination at Excelsior College*, a publication that lists all of our available examinations and examinations offered by several other testing programs. It explains how the examinations may be used to fulfill Excelsior College degree requirements. This publication also states policies on passing scores and includes a conversion chart that shows the letter grade for each scaled score. Many Excelsior College students also use the College-Level Examination Program (CLEP), Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests, and/or Graduate Record Examinations (GRE) Subject Tests to meet their degree requirements.

In addition, Excelsior College grants credit for all examinations recommended by the American Council on Education (ACE) College Credit Recommendation Service of the Center for Lifelong Learning. These are listed in the *ACE Guide to Educational Credit by Examination*.

Excelsior College Credit Bank

Many individuals do not need or wish to enroll in a particular program of study but do need to consolidate their academic records for employment, promotion, or educational purposes. The Excelsior College Credit Bank provides a means for non-enrolled students to certify accumulated college-level credit without enrolling in an Excelsior College degree program.

Credit earned from proficiency examinations (such as Excelsior College® Examinations, formerly known as Regents College Examinations), regionally accredited campus-based and correspondence courses, accredited military training, business/industry/government/police training that has been evaluated for college credit by the American Council on Education (ACE) College Credit Recommendation Service of the Center for Lifelong Learning or the New York State Board of Regents National Program on Noncollegiate Sponsored Instruction (National PONSI), or other accredited sources may be reported to Excelsior College for consolidation on a single Excelsior College transcript. You may have duplicative credits and college-level credits from courses such as physical education listed on your Credit Bank transcript, but such credits will not apply toward an Excelsior College degree if you decide to enroll. Your transcript will note clearly that



you are enrolled in Credit Bank. The reverse side of the transcript will include, in addition to other information, a description of Credit Bank as a transcribing service and the notation that not all courses and credit listed on the Credit Bank transcript apply toward Excelsior College degree programs.

Community Resources

No matter where you live, many learning resources are available to assist and support you in completing your degree requirements. In addition, the Internet provides local access to an almost limitless quantity of up-to-date and in-depth information from around the world that you can use to enhance your studies.

Local Colleges and Universities

You will have access to the libraries and instructional resources of local colleges where you take classes. In many cases you can use these resources, particularly at public colleges and universities, even if you are not taking courses there.

Public Libraries

Public libraries provide a wealth of information that is helpful to students. Many also have librarians available to meet the needs of self-directed learners. They can assist you in identifying and acquiring study materials, either within their own collections or through interlibrary loan. Excelsior College is a member of the Capital District Library Council (CDLC).

If you live in one of the ten counties covered by the CDLC (www.cdlic.org), you can obtain a DAP card that will enable you to borrow books and materials from CDLC members. For more information, contact learn@excelsior.edu.

For your benefit:

A Word of Caution About Test Preparation and Tutorial Services

There are tutorial and test preparation services and for-profit publishing companies that claim they can assist you with passing Excelsior College Examinations or in earning an Excelsior College degree. They may imply an affiliation with the College and may allege that their materials or services will provide you with a special advantage in passing Excelsior College Examinations or in completing Excelsior's degree requirements. Despite such representations, the materials and services offered by these organizations usually do not provide any special advantage and often do not accurately reflect the current content of Excelsior College Examinations. Many of these organizations will charge you hundreds, even thousands, of dollars for the same services you can receive directly from Excelsior College—services that are included in the fees you pay as an enrolled student.

Excelsior College is headquartered in Albany, New York, where our admissions counselors and academic advisors offer assistance and support to our students. Additionally, our School of Nursing has a network of Regional Performance Assessment Centers where Excelsior College representatives help nursing students and administer the College's clinical performance examinations. We do not have branch offices.

Make sure your dollars and time are spent wisely: come directly to the source for your Excelsior College degree. If you are approached by or are considering using a company or organization to help you earn your degree or take an examination, check with us first to find out if the services or materials offered are endorsed or recognized by Excelsior College. If they are not endorsed or recognized by us, you cannot be assured that their services and materials reflect the quality and accuracy of those available directly from Excelsior. Contact our Admissions Office toll free at 888-647-2388 or via email at admissions@excelsior.edu.

Financial Aid



Several options are available to assist independent learners with the cost of earning an Excelsior College degree. Staff members in our Financial Aid Office are ready to answer your questions about financial aid opportunities and provide additional information on all of the programs described below, most of which are available to both our undergraduate and graduate students. For detailed instructions, applications, and other personalized assistance, please feel free to contact our Financial Aid Office at any time.

As you read through this section, it is important to remember that Excelsior College has two financial aid terms:

Fall Term—July 1 through December 31

Spring Term—January 1 through June 30

Sources of Financial Aid

Scholarships Offered Through Excelsior College

- President's Scholarships
- Julia O. Wells Memorial Education Foundation Scholarships
- David W. Miller Scholarships
- Master Sergeant David K. Thuma Memorial Scholarships
- Alumni Association Scholarships
- Excelsior College Endowment Fund Scholarships
- Fred L. Emerson Foundation Scholarships
- AXA Foundation Scholarships
- Ewald B. Nyquist Scholarships
- Reeves-Ellington Scholarships
- Roy L. Simpson Nursing Informatics Scholarships

Private Loan Programs

- The Wells Fargo P.L.A.T.O.[®] Career Loan
- CitiAssistSM Loan
- EXCELSM Family Education Loan
- EXCELSM GRAD Loan

New York State Programs

- Aid for Part-Time Study (APTS)
- Tuition Assistance Program (TAP)
- Vietnam Veterans Tuition Awards (VVTA)
- Persian Gulf Veterans Tuition Awards (PGVTA)

Other Sources

- Private Scholarships
- Employer and Union Tuition Assistance
- Vocational Rehabilitation and VESID
- Department of Labor Programs

Department of Veterans Affairs—Benefits and Programs

- Montgomery G.I. Bill-Active Duty (Chapter 30)
- Montgomery G.I. Bill-Selected Reserve (Chapter 106)
- Post-Vietnam Era Veterans Educational Assistance Program (VEAP) (Chapter 32)
- Old G.I. Bill (Chapter 34-noncontributory; converted to Chapter 30)
- Educational Assistance Test Program (Section 901)
- Educational Assistance Pilot Program (Section 903)
- Survivors' and Dependents' Educational Assistance Program (Chapter 35)
- Restored Entitlement Program for Survivors (REPS)
- Vocational Rehabilitation (Chapter 31)
- Military Tuition Assistance

Scholarships Offered Through Excelsior College

Applicants can apply and be considered for all of the following scholarship opportunities by completing the Excelsior College Scholarship Application form. Applications and instructions are available in our Financial Aid Office and can also be downloaded from our Web site. Go to www.excelsior.edu and click on the Costs link.

President's Scholarships

We established this scholarship program to help you cover the cost of selected Excelsior College fees—the Enrollment Fee, Student Service Annual Fee, fees for Excelsior College performance exams, and fees for Excelsior College Examinations. (President's Scholarships are not awarded for the Program Completion and Graduation Fee.) Both prospective students and those who are actively enrolled in an Excelsior College degree program are eligible to apply. The maximum annual award per student is \$1,000.

President's Scholarship recipients are selected on the basis of demonstrated financial need, but no lengthy needs-analysis document is required.

Since the start of this program in 1994, the College has provided financial assistance to hundreds of Excelsior College students.

Julia O. Wells Memorial Education Foundation Scholarships

Excelsior College students who are registered nurses enrolled in the Bachelor of Science in nursing degree program, RN-MS program, and Master of Science in nursing degree program are eligible for these scholarships. One half of the funds must go to students who are graduates of the Albany Memorial Hospital School of Nursing. The remaining funds are available to registered nurses who are residents of New York State. Funds are restricted to students who can demonstrate financial need for funding. (Restrictions are not applicable to Memorial graduates.)

David W. Miller Scholarships

Scholarship awards from this program are available to students enrolled in Excelsior College business or liberal arts degree programs who have completed at least half of their degree requirements. Awards can be used to cover Excelsior College fees. To be eligible, you must also have a minimum overall grade point average of 3.0, and you must be an "unaffiliated" student, that is, a student who has no group or institutional support system.

Four awards are given at the end of each academic year, and each recipient receives an \$800 award.

Master Sergeant David K. Thuma Memorial Scholarships

This endowed scholarship program, which honors the memory and career of Master Sergeant David K. Thuma, was established to offer financial assistance to Excelsior College students who are members of the United States Army Special Forces, Career Management Field (CMF) 18. The scholarship is also available to Command Sergeants Major (CMF 00Z) of the Special Forces who hold a secondary MOS in CMF 18. It can help you cover the cost of the Enrollment Fee and/or Graduation Fee. Enrolled as well as prospective students may apply. The Master Sergeant David K. Thuma Memorial Scholarship is awarded on the basis of demonstrated financial need and recommendations of your immediate supervisor and unit commander in grade 0–5 (LTC) or above.

Alumni Association Scholarships

This scholarship program has been created from a unique endowed scholarship fund, which was established to assist undergraduate students enrolled in Excelsior College as well as alumni of The University of the State of New York (USNY) engaged in their first course of study leading to a graduate degree at a regionally accredited institution or the foreign equivalent. Funded with the assets of the Regents College Alumni Association, the Alumni Association Scholarship program awards scholarships based upon financial need and academic excellence.

Excelsior College® Endowment Fund Scholarships

Through a gift from the George I. Alden Trust, this endowed scholarship program offers support to students in Excelsior College degree programs who demonstrate financial need. The Trust places a major emphasis on providing scholarship endowments to help students enrolled in programs at independent institutions of higher education.

Fred L. Emerson Foundation Scholarships

This endowed scholarship program offers financial support to students in Excelsior College degree programs who demonstrate financial need. The Fred L. Emerson Foundation, founded in 1932, identifies higher education scholarships as a type of financial assistance it chooses to support.

AXA Foundation Scholarships

This newly established endowment program provides scholarship support to Excelsior College students who demonstrate financial need. Both enrolled and prospective students may apply.

Ewald B. Nyquist Scholarships

This scholarship program was established as an endowed fund in memory of Ewald B. Nyquist, former NYS Commissioner of Education and President of The University of the State of New York, whose vision of an institution dedicated to the needs of adult learners led to the founding of what is now Excelsior College. Scholarship funds from the program support students who demonstrate financial need and high academic achievement. Enrolled students may apply.

Reeves-Ellington Scholarships

At the request of the donors, this scholarship is opened to enrolled students pursuing baccalaureate degrees. Applicants must include an essay, no longer than two pages, addressing ways in which you plan to pursue leadership roles in addressing gender issues and issues central to Middle Eastern and Central Asian culture. This might involve community service, education, or volunteer work.

Roy L. Simpson Nursing Informatics Scholarships

This scholarship program was created to support enrolled students working toward the completion of the Certificate Program in Health Care Informatics or the Master of Science in nursing degree program with an emphasis in informatics.

Private Loan Programs

These loan programs are based on factors such as creditworthiness, stability of income, residence, or employment and are not based on financial need. You may apply for private loans to help cover the educational costs you will incur during one term or one academic year. Many of the programs offer deferment options while you are in school. In many cases, you will be able to apply for preapproval by phone, fax, or mail.

The following list of private loan programs contains a brief description and free contact information for each lender. We encourage you to research these options to determine which one(s) will best suit your needs. Be aware that with all private loan programs, you must repay your loan funds to the lender(s).

The Wells Fargo P.L.A.T.O.® Career Loan

Wells Fargo Education Financial Services
800-658-3567
www.wellsfargo.com/student

The Wells Fargo P.L.A.T.O. Career Loan is an ideal solution for students at Excelsior College. The loan is designed for students who want additional training to change careers or are working and want to enhance their current careers. Students may borrow up to \$7,000 annually. The interest rate is as low as the Prime Rate + 0 percent, and there are no origination, disbursement, or repayment fees.

The Wells Fargo P.L.A.T.O. Career Loan's affordable rates and flexible repayment options make paying for your education easier than ever. A generous repayment period (up to 10 years) and competitive interest rates mean your monthly payments will be affordable. You can lower your interest rate by making your payments automatically from a checking or savings account (0.50% from a Wells Fargo account or 0.25% from a non-Wells Fargo account). And when you pay on time

every month for the first 48 months, Wells Fargo will lower the interest rate again.

To apply, you can call Wells Fargo at 800-658-3567 or you can go online at www.wellsfargo.com/student. If you apply with a cosigner, both of you should have the following information ready beforehand. If your cosigner is not present with you when you sign on, you will need his or her information and permission to apply. (A cosigner may improve the likelihood of an approved application.)

- Social Security number(s)
- Personal reference(s) — including contact information
- Employment and income information — employer's address and phone number, annual gross income, and previous employment information (All students who apply on their own and all cosigners must complete this requirement.)
- Requested loan amount
- School information — name, city, state, your current grade level, and anticipated graduation date (required of the student borrower only)
- Residence information — status (own/rent) and monthly housing payment (All students who apply on their own and all cosigners must complete this requirement.)
- After you submit your application, it will be evaluated for pre-approval status. You will receive a response online within a few minutes. Be sure to record your application number for your reference.

CitiAssistSM Loan

(offered by Citibank)
800-745-5473 or www.studentloan.com

Enrolled students are eligible to apply for the CitiAssistSM loan, although no specific enrollment status (full time or half time) is required. If you have not established a credit history or are not a U.S. citizen or permanent resident, you will be required to have a co-signer. There are no loan fees assessed with this loan, and no minimum loan amount is required. You may borrow up to the cost of education less any other financial aid received. The interest rate is variable and adjusted quarterly. No payments are required while you are in school. To apply, mail, or fax your completed loan application to Citibank.

EXCELSM Family Education Loan

(offered by Nellie Mae)
800-634-9308 or www.nelliemae.org

Students who are enrolled in an Excelsior College degree program on at least a half-time basis are eligible to apply for the EXCELSM Family Education Loan. You may borrow \$2,000 up to the cost of education less other financial aid received. You may select a monthly variable interest rate or an annual variable interest rate. Flexible repayment options are available. Apply by sending the completed and signed loan application (included in the application brochure) to Nellie Mae.

EXCELSM GRAD Loan

(offered by Nellie Mae)
800-634-9308 or www.nelliemae.com

Half-time, graduate-level, enrolled status, and satisfactory credit history are required for the student borrower; creditworthiness and total monthly credit obligations not exceeding 40% of the monthly income are required for the co-borrower. The annual loan amount for students borrowing with a co-borrower is \$2,000 or up to the cost of education. The annual amount for students borrowing on their own is \$2,000 to \$7,000. You may select a monthly variable interest rate or an annual variable interest rate. There are three repayment options, including in-school deferment. With a co-borrower, the guarantee fee varies.



New York State Programs

The following New York State financial aid programs are available to New York State residents pursuing an Excelsior College degree. These are grant programs, which means the awards you receive do not have to be repaid.

Aid for Part-Time Study (APTS)

APTS is a program for students pursuing part-time study. You may receive up to \$1,000 per term or the cost of your tuition, whichever is less, if you meet the conditions that apply to APTS eligibility:

- You must register for and complete three to eleven “eligible” credits per term through New York State institutions. Although “eligible” credit means college courses taken from New York State institutions or examinations completed in New York State, funding priority is generally given to those students pursuing courses due to the proportionately higher cost of courses over examinations.
- You must be enrolled in your Excelsior College degree program by the first day of the financial aid term for which you are seeking an APTS award.
- You must meet financial eligibility criteria. The New York State Higher Education Services Corporation (NYSHESC) annually sets these criteria and determines whether you meet them based on information contained in your prior year’s New York State income tax return.
- You must maintain good academic standing, which means you must complete a certain percentage of credits each term, maintain a 2.0 grade point average, and complete a specific number of credits toward your degree program for each New York State aid payment you receive.
- You must not have used up your Tuition Assistance Program (TAP) or other New York State student financial aid eligibility for full-time study.
- You must be free of debt from a defaulted guaranteed student loan.

Your APTS application, which you will need to submit to our Financial Aid Office with your prior year’s New York State income tax return, covers an entire academic year. Each term, you must also complete and submit to our Financial Aid Office as well as commit to

(by the first day of the term for which you are seeking an award) your Financial Aid Study Plan. Our Financial Aid Office staff members encourage you to contact them for additional guidance on applying for an APTS award.

Tuition Assistance Program (TAP)

TAP is a program for students pursuing full-time study. If you meet the conditions for TAP eligibility, you may receive a TAP award to help you with the costs of tuition, exam fees, and Excelsior College administrative fees that you incur during the term of the award. TAP eligibility criteria include the following:

- You must register for and complete a minimum of twelve “eligible” credits per term. “Eligible” credit means college courses taken from New York State institutions or written and performance exams completed in New York State.
- You must be enrolled in your Excelsior College degree program by the first day of the financial aid term for which you are seeking a TAP award.
- You must maintain good academic standing, which means you must complete a certain percentage of credits each term, maintain a 2.0 grade point average, and complete a specific number of credits toward the degree program for each New York State aid payment received.
- You must not have used up TAP or other New York State student financial aid eligibility for full-time study.
- You must be free of debt from a defaulted guaranteed student loan.

Your TAP application, which you will need to submit to the New York State Higher Education Services Corporation (NYSHESC) in Albany, New York, covers an entire academic year. The application deadline is May 1 of each current academic year. Each term, you must also complete and submit to our Financial Aid Office as well as commit to (by the first day of the term for which you are seeking an award) your Financial Aid Study Plan.

NYSHESC will determine your financial eligibility for TAP in consideration of your level of study, the educational expenses you incur, and financial information from your previous year’s New York State income tax return. Your award will be based on criteria set annually by NYSHESC.

It is important for you to know that if you are eligible for TAP, you will receive your award at the end

of the term as partial reimbursement for the term expenses you have already paid. Our Financial Aid Office must certify to New York State your successful completion of at least twelve credits during the term before you can receive any funds. Financial Aid Office staff members can provide you with additional details about the Tuition Assistance Program.

Vietnam Veterans Tuition Awards (VVTA) and Persian Gulf Veterans Tuition Awards (PGVTA)

To be eligible for an award from the VVTA program, you must be a veteran of the U.S. Armed Forces who served in Indochina between December 22, 1961, and May 7, 1975. To be eligible for an award from the PGVTA program, you must be a veteran of the U.S. Armed Forces who served in the hostilities that occurred in the Persian Gulf from August 2, 1990, to the end of such hostilities as evidenced by the Southwest Asia Service Medal, which was awarded from August 2, 1990, to November 30, 1995.

Awards under the VVTA or PGVTA programs provide financial assistance to both full-time and part-time students in undergraduate degree programs and in certain vocational training programs. Full-time awards are \$1,000 per semester or tuition (whichever is less) and are available for four years of full-time study. Part-time awards are \$500 per semester or tuition (whichever is less) and are for students who are taking from three to eleven credits per semester. The part-time awards are available for up to eight years of part-time study.

Full-time students are also required to apply for TAP, but the combination of TAP and VVTA can never exceed tuition. Excelsior College students must use college courses taken from New York State institutions or written and performance examinations completed in New York State to fulfill the full-time enrollment criterion.

Other eligibility criteria include the following:

- You must be enrolled in your Excelsior College degree program by the start of the financial aid term for which you are seeking an award.
- You must have a minimum 2.0 grade point average and must be making satisfactory academic progress in your degree program.
- You must be free of debt from a defaulted guaranteed student loan.
- You must have been discharged from the U.S. Armed Forces under other than dishonorable conditions.

Your VVTA or PGVTA application, which you will need to submit to the New York State Higher Education Services Corporation (NYSHESC) in Albany, New York, covers an entire academic year. Each term, you must also complete and submit to our Financial Aid Office as well as commit to (by the first day of the term for which you are seeking an award) your Financial Aid Study Plan.

You will need to pay all expenses initially and will be reimbursed up to award limits, if eligible, after successful completion of the term. Financial Aid Office staff members are ready to answer your questions and provide additional guidance about the VVTA and PGVTA programs.

Other Sources

Private Scholarships

Many organizations offer scholarships and grants to students pursuing their educational goals. If you have access to the Internet, you may wish to visit FinAid, the Financial Aid Information Page at <http://www.finaid.org>. On FinAid, you will find helpful information about sources of aid, including various online scholarship searches. Public libraries and the libraries of local colleges can also provide resources for your research into these private sources of funding.

Employer and Union Tuition Assistance

Many employers and unions provide financial assistance to their employees and members who wish to further their educational pursuits. Contact your human resources office and/or union representative for more information.

Vocational Rehabilitation and VESID

Federal funding is provided to each state for providing retraining assistance to individuals with disabilities. Contact your Voc Rehab counselors for information about these benefits. The Voc Rehab program in New York State is VESID (Vocational and Educational Services for Individuals with Disabilities).

Department of Labor Programs

Federal and state departments of labor sponsor a number of training and tuition assistance programs for displaced workers and others who wish to access higher education as they pursue career goals. Contact your local labor department office to see if you may be eligible for any such programs.

Department of Veterans Affairs—Benefits and Programs

The Department of Veterans Affairs (DVA) administers several educational assistance programs. Basic eligibility may vary from one to another. Which program a potentially eligible veteran or servicemember may be entitled under usually depends on when the individual served on active duty. In most cases, only the DVA can determine the applicant's eligibility for educational assistance.

Excelsior College is approved by the New York State Education Department for the collegiate education of veterans. Advance payment is not available through Excelsior College. Certain benefits will be paid on a reimbursement basis while others will be paid monthly according to the requirements of the particular educational assistance program. All applicants and potential applicants should contact the Excelsior College Financial Aid Office for specific instructions and requirements. Students may not claim benefits for studies completed prior to enrollment.

GI Bill benefits are paid based on credits. Enrollment status (1/2 time, FT, etc) is determined by the number of credits a student takes, which is reported to the DVA. Claims are filed after a student enrolls and begins to take credits applicable to their degree requirements, through VA approved sources. Excelsior College offers credits through guided independent study examinations and CD-ROM or online courses. Excelsior College fees can be included when reporting credits in the same VA quarter. Fees alone are not payable expenses.

You can also claim credits taken from another school as long as the credits are applicable towards your remaining degree requirements and the other school is VA-approved. You would contact our Veterans Affairs office and provide the name and address of the supplemental school, the course number(s), and

title(s). We will send your supplemental school a parent letter informing them that we will accept the credits you are taking from their institution. Upon receipt of the supplemental schools VA form 22-1999, we would submit a complete claim to the DVA-VARO Buffalo. The DVA requires that claims be filed within one year from the starting date of a course. You can obtain the forms from the VA Web site at www.gibill.va.gov.

If you are taking Excelsior College guided independent student examinations, benefits through Excelsior College are paid on a reimbursement basis once you take and pass an Excelsior College Exam.

Claims are filed after a student takes and passes Excelsior College guided independent study exams. A semester is created for three months prior to the actual testing date. That is, for a student taking the Excelsior College English Composition Exam on June 1, the semester period would run from March 1 through June 1. Excelsior College fees can be reported if paid in the same VA quarter that you take and pass our guided independent study examinations.

Qtr #1- February 19 – May 18

Qtr #2 - May 19 – August 18

Qtr #3 - August 19 – November 18

Qtr #4 - November 19 – February 18

Rights and responsibilities of recipients: Students must complete at least one course or proficiency examination within a specified certification period to be eligible for benefits. In addition, students must make satisfactory academic progress. This is defined as earning at least 6 credits during the spring or fall term for which they request coverage, unless they need fewer than 6 credits to complete a degree. Institutions are required to report promptly to the DVA interrupted attendance or termination of study on the part of students receiving benefits. The DVA will provide educational and vocational counseling on request.

Montgomery G.I. Bill—Active Duty

(Chapter 30) or (Chapter 34 to 30 Conversion)

The Montgomery G.I. Bill establishes educational assistance for two categories of individuals based on their active duty status: Chapter 30 or Chapter 34 to 30 Conversion. Benefits vary according to each situation and length of active duty status. Basic eligibility requirements include the following:



- Individuals entering military service on or after July 1, 1985, have their basic pay reduced by \$100 per month for the first 12 months of service. Individuals eligible for the old G.I. Bill (Chapter 34) as of December 31, 1989, who meet certain additional criteria, may also be eligible without the reduction in basic pay.
- Individuals separated from active duty because of a service-connected disability or hardship may be eligible for Chapter 30 benefits without meeting the length-of-service requirement.
- Veterans must have been released from active duty with an honorable discharge.
- Servicemembers on active duty must have served a minimum of two years continuous active duty before becoming eligible.

Eligibility requirements for those with basic Chapter 34 eligibility and who served on active duty on or after July 1, 1985, include the following:

- Individuals must have served without a break from October 19, 1984, until at least June 30, 1985.
- Individuals must have served continuously on active duty from July 1, 1985, for three years. In lieu of the three-year requirement, individuals may qualify if they served two years continuous active duty followed by four years in the Selected Reserves. Other qualifying conditions include service-connected disability, hardship, or convenience of the government.
- Veterans must have been released from active duty with an honorable discharge.

Entitlement/monthly rates: The basic educational assistance benefit will vary depending on length of service and eligibility for discretionary “kickers” and supplements. As with all educational assistance programs, benefit rates will also depend on the number of credits. Individuals will usually qualify for 36 months of benefits (or the equivalent in part-time study).

Time limit: In most cases eligibility expires 10 years from the date of discharge or release from active duty.

Montgomery G.I. Bill—Selected Reserve

(Chapter 106, Title 10, U.S. Code)

Although the DVA holds benefit payment responsibility, the funding of educational assistance payments is provided by the Department of Defense. Basic eligibility extends to persons who

- enlist, reenlist, or extend an enlistment in the Selected Reserve on or after July 1, 1985, for a period of not less than six years.
- have completed the requirements of a secondary school diploma (or equivalency) before completing initial active duty for training (IADT) or before reenlistment.
- have completed IADT.
- are satisfactorily participating in required training in the Selected Reserve.
- have not yet completed a bachelor’s degree or the equivalent.

Post-Vietnam Era Veterans Educational Assistance Program (VEAP)

(Chapter 32, Title 38, U.S. Code)

VEAP is a voluntary contributory matching program in which individuals have the right to enroll in and make contributions to the program while on active duty. Participants may make lump-sum contributions or contribute from \$25 to \$100 per month up to a maximum of \$2,700. The government makes two-for-one matching contributions and may also make additional contributions called “kickers” to servicemembers in critical military fields.

Veterans who entered active duty on or after January 1, 1977, and before July 1, 1985, are eligible for VEAP if they meet the following requirements:

- While on active duty, enrolled in and contributed to VEAP before April 1, 1987.
- Served for a continuous period of 181 days or more unless discharged from active duty because of a service-connected disability.
- Completed 24 continuous months of active duty or the full period that they were called or ordered to active duty, whichever is less.
- Received an honorable discharge.

Servicemembers who entered active duty on or after January 1, 1977, and before July 1, 1985, are eligible for VEAP if they meet the following requirements:

- Enrolled in and contributed to VEAP for at least three months before April 1, 1987.
- Served for a continuous period of 181 days or more.
- Completed the first obligated period of active duty or six years, whichever is less.

Entitlement/monthly rates: Participants receive monthly payments for the number of months they contributed or for 36 months, whichever is less.

Time limit: Eligibility extends 10 years and 1 day after release.

Reserve Educational Assistance (REAP)

(Chapter 1607, Title 10, U.S. Code)

REAP is a new benefit providing educational assistance to members of the reserve components—Selected Reserve and Individual Ready Reserve—who are called to active service in response to a war of national emergency, as declared by the President or Congress. Eligibility will be determined by the Department of Defense or Department of Homeland Security as appropriate. A member of a reserve component who serves on active duty on or after September 11, 2001, under Title 10, U.S. Code, for at least 90 consecutive days under a contingency operation is eligible for REAP. “Contingency Operation” means the current Iraq or Afghanistan operations and may include other operations.

Additional Educational Assistance Programs for Veterans

- Educational Assistance Test Program (Section 901)
- Educational Assistance Pilot Program (Section 903)
- Survivors’ and Dependents’ Educational Assistance Program (Chapter 35)
- Restored Entitlement Program for Survivors (REPS)
- Vocational Rehabilitation (Chapter 31)

Military Tuition Assistance

This program is available to active duty personnel who meet basic eligibility requirements established by their respective branches of the military. It can cover 100 percent of the cost of eligible educational expenses (generally, college course tuition). Information on these programs may be obtained from the DVA.

The array of financial aid and veterans benefits programs described on the preceding pages can assist many Excelsior College students in the pursuit of their educational goals. Most of the opportunities are available to both our undergraduate and graduate students.

In addition to providing advisement, the staff members of our Financial Aid Office will help identify sources of financial assistance best matched to your individual needs and eligibility characteristics. They will work in partnership with you to help ensure your success as an Excelsior College student.

Selected Policies and Procedures

Excelsior College maintains various academic and administrative policies and procedures that apply to all of its students as well as a number of policies and procedures that apply exclusively to particular student populations and/or particular degree programs.

The following listing details some of the policies and procedures affecting the majority of Excelsior College undergraduate students. Please refer to the Excelsior College Web site, student policy handbook, program materials, and/or catalog information relevant to your degree program for details about specific policies and procedures that may be applicable to you.

Academic Honesty

Statement of Policy

Honesty is the cornerstone of the academic integrity of Excelsior College. Consequently, any form of academic dishonesty is considered to be a serious violation of the ethics that form the foundation of all Excelsior College academic programs. Academic dishonesty includes: altering or misusing documents; impersonating, misrepresenting, or knowingly providing false information as to one's identity; providing false information regarding completion of course assignments, professional history, or accomplishments; cheating on examinations; plagiarism; attempting to gain advance information on examination questions from any source or collaborating with others for that purpose; and sharing or selling information about examination questions or content via electronic discussion groups or in any other way by a student who has taken a practice or operational examination.

The term "students" includes Excelsior College graduates, test takers, and course takers as well as prospective, non-matriculated, withdrawn, and enrolled students. Students are accountable for dishonest acts committed prior to and during enrollment and/or while taking Excelsior College courses and exams as well as after separation from the college through withdrawal

or graduation. Students engaged in academic dishonesty at Excelsior College may be denied admission, suspended, or dismissed from Excelsior College and/or denied access to Excelsior College Examinations or courses. For students completing an examination or course, a failing grade may be assigned. If the student has graduated, the credits and/or certificate or degree may be revoked. The student will be asked to return the certificate/diploma and transcript.

Procedures

Staff, faculty, or students who suspect a breach in academic honesty will immediately contact the appropriate dean or the dean's designee who will communicate with the student until the situation is resolved. The dean will investigate the alleged violation, determine the action to be taken, and notify the student of the decision.

Specific to cases where apparently false documentation is submitted, an investigation is conducted. During the investigation, students may register for a course or examination. When it has been confirmed by the Records Office that a fraudulent document such as a transcript, diploma, certification, etc., has been submitted, the student will be notified in writing by the director of records of the violation and the action that the College will take.

When there is evidence of academic dishonesty, the student will be notified in writing of the nature of the violation and the action that the college will take; all services to the student may be suspended during this period. The student has 30 days to appeal in writing, but may not withdraw or graduate from the college or register for any Excelsior College examinations or courses during those 30 days. For students residing outside the United States, the period to appeal will be 45 days. If the student chooses to appeal, the appeal will be considered by the Academic Affairs Council and the student will be notified in writing of the final decision.

Excelsior College reserves the right to take any or all of the following actions:

1. Bar a prospective student who is found to have committed an academically dishonest act from enrolling in the College or registering for courses and examinations.
2. Dismiss or suspend from the College or assign a failing grade to an enrolled student who has engaged in an academically dishonest act. If a student is dismissed, the College reserves the right to revoke all credits earned. If the student has withdrawn or graduated, the credits and/or degree and certificate/diploma may be revoked.
3. Permanently annotate the student's record to reflect actions taken against a student who has engaged in academic dishonesty.
4. Notify educational institutions, licensing or certification boards, employers, or others who have previously received a transcript or similar certification e.g., Letter of Completion (LOC), Letter of Qualification (LOQ) of any action taken by the College.
5. Terminate or suspend selected Excelsior College services previously available to the student who has been suspended or dismissed for engaging in an academically dishonest act.
6. Retain all tuition and fees paid by the student prior to suspension or dismissal.
7. Withhold course grade(s) and/or examination score(s) and transcript services.
8. Prohibit re-enrollment in Excelsior College except by appeal.
9. Take other action, as appropriate.

Petition for Reinstatement

A student who has been denied enrollment or has been dismissed because of a violation of the Academic Honesty Policy may petition for reconsideration no sooner than two years from the date of the decision. The petition must be in writing and must present a rationale for reconsideration, and it shall be addressed to Excelsior College, Provost and Chief Academic Officer, 7 Columbia Circle, Albany, NY, 12203. The Academic Affairs Council will review the petition and supporting documents within 30 days of its receipt and notify the student in writing of the decision.

Students who are subsequently readmitted would be governed by the academic policy date in effect at the time of readmission.

Certificates and degrees previously revoked will not be reinstated and should be returned to the director of records.

Academic Honors

Excelsior College recognizes the academic achievement of its graduates by designating Academic Honors to associate degree graduates who have earned at least 20 graded credits and baccalaureate graduates who have earned at least 30 graded credits and the required GPA. A special gold seal will be affixed to the student's diploma. The required grade point averages are as follows:

Associate Degrees

Honors 3.5

High Honors 3.75

Highest Honors 3.9

Baccalaureate Degrees

(Latin Honors)

Cum Laude 3.5

Magna Cum Laude 3.75

Summa Cum Laude 3.9

Academic Policy Date and Degree Enrollment

All Excelsior College students are required to satisfy the degree requirements in effect as of the date of enrollment. If you withdraw from the College and subsequently reenroll, you will be required to satisfy the degree requirements in effect at the time of reenrollment.

You may be enrolled in only one degree program at a time. Reenrollment in a second degree program will not ordinarily be accepted until after degree conferral for the first program.

Undergraduate students may be admitted provisionally to a graduate program before they complete their undergraduate degrees.

Graduate students may be enrolled in a graduate degree program and a graduate or undergraduate certificate program at the same time.

Note: The academic policy date may change when you transfer degree programs.

ADA/Reasonable Accommodations for Students with Disabilities

Excelsior College is committed to the principle that every individual should have an equal opportunity to enroll in Excelsior College, to demonstrate his or her knowledge and skills under appropriate testing conditions, and to complete a degree. Excelsior College seeks to ensure access by providing reasonable accommodations to all individuals with physical, mental, or learning disabilities recognized under the Americans with Disabilities Act.

Federal Law defines a disability as “any mental or physical condition that substantially limits an individual’s ability to perform one or more major life activities.” Disabilities include physical, mental, or learning disabilities that are either chronic or temporary in nature.

Individuals who wish to request reasonable accommodations should request a **Disability Services Student Information Packet** by calling toll free 888-647-2388 (at the automated greeting press 1-1-8631). The student will be required to complete and submit a **Disability Notification and Request for Accommodation Form** together with official documentation of the disability, which must address the diagnosis (disability), prognosis (chronic or temporary, and if temporary, anticipated duration), functional limitations, and recommendations of appropriate accommodation(s).

Procedures

Students are encouraged to request reasonable accommodations at the time that they enroll in Excelsior College. The request for accommodation must include the following information:

- Description of disability
- Specific accommodation(s) requested
- Documentation related to requested accommodation(s)

Students must provide a written statement from a certifying professional stating the nature of the disability, the method of diagnosis, the prognosis, and suggested accommodation(s). The documentation (as applicable) will include one of the following:

- A. a statement by a physician who specializes in the area of the physical disability, which is an original and on the physician’s letterhead.
- B. a statement by a clinical psychologist or psychiatrist, or other professional who specializes in the area of learning disabilities, which is an original and on the practitioner’s letterhead.

- C. a diagnostic report from the counseling office or its equivalent of another institution.
- D. a statement by a clinical psychologist or psychiatrist for students with psychological disabilities, which is an original and on the practitioner’s letterhead.

In the case of students requesting accommodation(s) in an undergraduate nursing program, the statement must also address the student’s ability to care for patients in an acute care setting.

Submit the completed **Disability Registration and Request for Accommodation Form**, *together with the documentation to:*

Disability Services Coordinator
Excelsior College
7 Columbia Circle
Albany NY 12203-5159

The Disability Services Coordinator will review documentation, work with faculty and staff as appropriate, and notify the student in writing regarding the outcome of their request. Excelsior College reserves the right to verify the authenticity of the letter and the qualifications of the certifying professionals.

Confidentiality

Excelsior College is committed to ensuring the confidentiality of all information regarding students with disabilities. Disability documentation is confidential, remains with the Disabilities Services Coordinator, and does not become part of the student’s permanent educational record. When an accommodation is granted, we will notify the faculty teaching the course, the testing administrator, or the appropriate Regional Performance Assessment Center that a specific accommodation has been granted. Excelsior College will not share or disclose documentation to a third party.

Reasonable Accommodation

Reasonable accommodation is the provision of aids or modification to testing or program of study that allows access to the educational program by individuals with disabilities. Examples are listed below:

- A. Accommodation(s) for Educational Program(s)
 1. For all students and examinees with hearing disabilities, the College provides TDD to facilitate telephone communication with the College.
 2. Faculty will consider requests for substitution or waiver of specific degree requirements, provided that substitution or waiver does not alter the academic integrity of the degree.

3. To the extent possible, the College will maintain a barrier-free Web site.

B. Accommodation(s) for Testing

The College will modify testing conditions, provided the modification does not compromise the validity of the examination. Examples of modifications to testing include:

1. For computer-based testing
 - Additional time (double time or time and a half)
 - Reader
 - Recorder of answers/amanuensis
 - Scheduled break for additional time
 - Separate room
 - Special mechanical devices (limited)
 - Accessible workstations
 - Textbooks and educational resources in alternate format
2. For paper-and-pencil testing
 - Additional time (double time or time and a half)
 - Braille examination booklet (available for most exams)
 - Large print examination booklet
 - Large print answer sheet
 - Reader
 - Recorder of answers/amanuensis
 - Scheduled break for additional time
 - Separate room
 - Sign language interpreter (spoken instructions only)
 - Textbooks and educational resources in alternate format

C. Accommodation(s) for Nursing Performance Examinations (*for nursing students only*)

The College will modify testing conditions, provided the modification does not compromise the validity of the examination.

All students must be able to safely care for hospitalized adult and pediatric patients addressing their physical needs (including mobility) and psychological needs in order to participate in the Clinical Performance in Nursing Examination (CPNESM).

Accommodations for the Nursing Performance Examinations include, where appropriate,

1. use of an amplified stethoscope.
2. use of electronic devices for measuring vital signs.
3. use of a computer for transcription/documentation.
4. additional testing time, which can be extended by 30 minutes for each Patient Care Situation in the CPNE.
5. additional break time between examination components.
6. for the CPNE, a limit of 5 for the assigned areas of care.
7. assistance with lifting and positioning of patients.
8. a quiet place for planning and documentation as much as possible, within the acute care setting.
9. a drafting table or its equivalent for students who need to stand during testing.
10. to the extent possible, provision of latex-free equipment.
11. to the extent possible, provision of a powder-free environment.

D. Accommodation(s) for Excelsior College Courses

Students with disabilities who wish to take Excelsior College courses may request accommodations, providing that they do not compromise the validity or content of the course. Examples of common modifications for courses include:

1. Extended time for testing and assessments (time and a half or double time).
2. Provision of alternate print or presentation formats, i.e. books on tape or electronic format, scanned text, enlarged print, Braille.
3. To the extent possible Excelsior College will maintain a barrier-free Web environment.

Adding and Deleting Credit on Your Status Report or Transcript

Excess credit beyond that required to meet degree requirements may be left on the transcript or deleted. If you have far more elective credit than you can apply to your degree, you may wish to delete some to show a more focused program. Or you may ask to have some of the courses with lower grades deleted; this will help to raise your grade point average (GPA). However, you should always check with your advisor well before your approval as a degree candidate, because students with federal or state financial aid may not be allowed this flexibility.

If you complete more than one examination or course in the same subject, it will be considered duplication of credit. We will not count duplicative credit twice toward your degree requirements, and it will not show up on your Status Report. However, if requested, duplicative credit can be listed on your Excelsior College transcript to show that you successfully completed the work. For example, if you want a graduate school to see that you have taken particular courses or examinations, you may request in writing that they be listed on your transcript. Every Excelsior College transcript carries the statement, "Not all credit listed on the transcript necessarily applies to each Excelsior College degree posted."

You must request in writing that credit be added to or deleted from your Status Report at least two weeks prior to faculty approval of your degree. For example, if you have more credit than necessary to satisfy your degree requirements, you may ask to have some of the courses with lower grades deleted. This will increase the GPA shown on your Status Report. Your official Excelsior College transcript will include only those credits that appear on your Status Report, unless you request in writing that Excelsior College add other acceptable credit to your transcript. Visualize your transcript in its final form, since it will eventually reflect your total academic background for graduate school and employers. Again, you should verify your status with your advisor well before the approval of your degree candidacy. If you have received federal or state financial aid, you may not be allowed this flexibility.

Discuss with your advisor which credits you wish to have included or deleted, and request in writing any desired changes at least two weeks before your degree conferral.

An Excelsior College transcript is your permanent record. No previously awarded credit will be removed from Excelsior College transcripts after the degree has been conferred.

There is a fee for adding additional credits to the Excelsior College transcript after degree conferral. This fee will be charged for each evaluation of transcripts indicated on the Transcript Update Request Form submitted by you.

For specific information about adding or deleting Excelsior College courses, please refer to the section entitled Grades Awarded at Excelsior College.

Developmental/Remedial Courses

Excelsior College awards credit only for academic study that carries regular college course-level credit that can be used to satisfy degree requirements at the institution where completed. Courses that are designated as developmental or remedial, or other courses such as Freshman Orientation, will not be listed on Status Reports. A written statement from the institution will be required to have these courses considered for credit. This statement, on official college letterhead, must be sent directly to Excelsior College by the issuing institution. In instances where the coursework is clearly developmental or remedial, the College reserves the right to withhold credit.

Courses that are designated as developmental or remedial will not be considered in determining your eligibility for financial aid.

Duplication of Credit

If you complete more than one examination or course in the same subject, it will be considered duplication of credit and only one such examination or course will apply toward an Excelsior College degree.

Electronic Use

Excelsior College supports and encourages the use of the Internet as a means of enriching and enhancing learning. Adult learners can achieve specific learning outcomes and interact and collaborate with other adult learners as well as faculty, virtual librarians, and other content specialists.

While participating in any Excelsior College electronic activities including online courses, workshops, chat sessions, and discussions, you will

- A. interact electronically with others in a positive, cooperative, supportive manner and display respect for the privacy and rights of others.

- B. participate in an Excelsior College electronic environment in a manner consistent with the stated purpose of these activities.
- C. treat fellow students, staff, and faculty with respect and understanding.
- D. abide by the Excelsior College Academic Honesty Policy.

You will not

- A. copy words, phrases, sentences, graphics, or images from a message posted in a Excelsior College electronic course, chat, or discussion area and make this information available outside the electronic environment in which it appeared without the author's written permission.
- B. post without academic justification any messages containing profanity, racism, pornography (text or graphics), or other files whose contents are inconsistent with the mission of Excelsior College.
- C. make available to persons, organizations, or businesses outside of Excelsior College personal information such as names, Social Security numbers, email addresses, residential addresses, or other information that might be used to identify or contact Excelsior College students, faculty, or staff.
- D. divulge proprietary, sensitive, or confidential information about Excelsior College sponsored activities.
- E. use an Excelsior College electronic environment to advertise or promote services or products of commercial or educational vendors for personal gain. (This includes commercial messages in signature files [Note: Signature files automatically inserted by email vendors are acceptable]. However, discussion and critical evaluation of commercial products or services are acceptable).
- F. without authorization, link an Excelsior College Web site to a personal Web site or any other Web site.
- G. allow a third party the use of an Excelsior College user name and password.
- H. use someone else's Excelsior College user name and password
- I. post messages or chat under an alias or maintain multiple user names for electronic sessions without authorization.

- J. misrepresent messages created by others including Excelsior College staff and faculty. For example, you will not
 - 1. present someone else's messages or academic work as your own.
 - 2. allow a third party to present your messages or academic work as third party's own.
- K. attempt to access restricted areas of the Excelsior College electronic environment such as student accounts or grade books, or attempt to alter information in these areas.
- L. attempt to hack or break into, alter, damage, or destroy the integrity of electronic information, software, or hardware associated with Excelsior College electronic systems.
- M. without authorization, introduce into an Excelsior College electronic course, chat, or discussion area bandwidth-intensive audio, video, graphics, or other files exceeding 30K that may interfere with the efficient operation of Excelsior College servers.
- N. violate intellectual property laws by posting material containing quotes or references to someone else's ideas without accurately and appropriately citing the source of the material. Students are expected to understand that participation in Excelsior College electronic activities is a privilege and that access to these activities may be denied if it is determined that online behavior violates the letter or spirit of this Electronic Use Policy. Students will be subject to disciplinary or legal action taken by Excelsior College.

These actions include restricting or denying access to the electronic environment and suspension or expulsion from Excelsior College.

Excelsior College reserves the right to delete any message or part of a message that violates the guidelines set forth in this document.

Enrollment, Matriculation, Non-Matriculation, Provisional Admission Definitions

Undergraduate students. An undergraduate student is enrolled in Excelsior College when the student submits a completed enrollment form with the required fee and is accepted. An undergraduate student is matriculated in a degree program when the student has an initial evaluation or meets special admission criteria and is de-

terminated to be an appropriate degree candidate. Some undergraduate degree programs have special admission criteria for matriculation.

Graduate students. A graduate student is matriculated in Excelsior College when the student has been accepted into a degree program and has paid the Graduate Student Fee. The student is enrolled when the student pays tuition for an Excelsior College graduate course.

Non-matriculated students. A non-matriculated student has not been accepted by an Excelsior College degree program but has been granted permission to take an Excelsior College examination or course. A maximum of four courses may be taken by a non-matriculated student.

Provisional admission (graduate students only). A provisional student is a student who does not meet the usual criteria for admission and is admitted to a graduate program by the appropriate Admissions Committee on a temporary basis, for a period determined by the program director, but not to exceed 12 months. By the end of the provisional period, in order to continue in the program, the student must either meet all admission requirements or complete at least two courses with a 3.0 average.

Extra-Institutional Learning

Excelsior College endorses the Council for Higher Education Accreditation's (CHEA) document called "A Statement to the Community: Transfer and the Public Interest." The statement refers to the validation of extra-institutional and experiential learning for transfer purpose. Excelsior College does not, however, guarantee acceptance of transcript credit that is based on institutional assessment of extra-institutional learning activities such as training or life or work experience.

Excelsior College reserves the right to require documentation from a college about the specific content of the learning that took place outside the college and the methods used to assess that learning. Excelsior College may not accept transfer credit based on such prior learning assessment if it determines that the originating college has not provided sufficient information 1) to justify applying that credit to the student's degree program or 2) to permit Excelsior College to classify the credit. The College accepts extra-institutional credit transcribed as course analogs (with specific course titles included); it does not accept block credit (without specific course titles included).

Electronic Delivery of Academic Evaluations

Whenever the College evaluates credits earned by a student, the student will receive a Status Report and Academic Evaluation Summary, which explains how credits earned will apply toward the student's degree program and the credits still needed. The student will be notified via email each time his or her Status Report and Academic Evaluation Summary are updated. These documents can then be viewed at the Excelsior College Web site conveniently and without delay.

Grades Awarded by Excelsior College

Individual School and Program requirements—The following grading policies are common to all Excelsior College schools and programs. Individual schools and programs may have stricter policies. Advisors should consult the catalog for a school or program to locate policies specific to it. Because there are some variations in grading policies among Excelsior College courses, Excelsior College Examinations, and our acceptance of transfer credits, these issues are addressed individually in terms of the undergraduate and graduate degree requirements.

Grading System—Excelsior College uses a grading system in which the numerical equivalents of grades are as follows: A=4.0 B=3.0 C=2.0 D=1.0.

Plus and minus grades—are not listed on the Excelsior College undergraduate and graduate status report and transcript, so that A+ and A- are both recorded as A.

Computing the GPA—The letter grades of all work qualifying for credit toward an Excelsior College degree are converted to this system for purposes of computing the grade point average (GPA). Grade point averages will not be rounded. For example, a 1.92 GPA will not be rounded to 2.0.

Grade Point Average—Excelsior College requires a 2.0 cumulative grade point average for completion of an undergraduate degree and a 3.0 cumulative grade point average for completion of a graduate degree. Excelsior College does not report cumulative grade point averages on official transcripts. The College reserves the right to choose which transfer credits apply towards students' degree programs. Because undergraduate students have the option to add or delete transfer credit coursework at any time prior to degree conferral, the cumulative grade point average may not accurately reflect the true academic history of a student. Students may request an official GPA letter from the academic advising staff should they wish to have this information reported.

1. Excelsior College Course Grades

NOTE: Important information regarding a course grade policy:

From the September 2004 term through the April 2005 term, Excelsior College courses for which F (failure), W (withdrawn), and I (incomplete) grades were assigned appeared on status reports and official transcripts.

Due to a change in academic policy, beginning with the May 2005 term, if students are assigned F, W, or I grades, the grades will not appear on the status reports and official transcripts.

Grades of F or W assigned from the September 2004, November 2004, January 2005, March 2005, and April 2005 terms will not be removed. Excelsior College courses from the May 2005 term onward and undergraduate courses taken prior to September 2004 that were assigned F, W, or I grades will neither appear on status reports nor on official transcripts.

a. Repetition of Excelsior College Course

Students may retake an Excelsior College course twice, for a maximum of three times. For courses taken from the September 2004 term through the April 2005 term, the most recent grade will be recorded on the status report and transcript and calculated into the GPA. Beginning with the May 2005 term, students may delete course grades and the higher grade will be calculated into the GPA. **EXCEPTION:** In the nursing component and general education core requirements of the undergraduate nursing programs, the most recent grade obtained will be evaluated. Grades of D and F will not be applied nor calculated into the GPA. (See scenarios below.)

Scenario 1: Student completes a life span developmental psychology course and receives a grade of C. Student repeats course (either the same course/exam or similar course from another institution) and receives a grade of D. The life span developmental psychology course with a grade of C will be deleted, and the student will need to fulfill the requirement with a grade of C or higher.

Scenario 2: Student completes a life span developmental psychology course and receives a grade of B. Student repeats course (either the

same course or similar course from another institution) and receives a grade of C. The life span developmental psychology course with a grade of B will be deleted and replaced with the life span developmental psychology course with the grade of C, which will be calculated into the GPA.

b. Repeating a duplicative or comparable course at another institution.

If a student takes a comparable course at another institution—for example the student fails (or receives a grade of D) on Excelsior College's Bus 323: Business Ethics and retakes a business ethics course at University at Albany and receives a passing grade; the passing grade from the University at Albany will replace (remove) the failing (lower) grade from the student's status report and transcript.

c. Deletion of Excelsior College course grades.

Undergraduate students may not delete any Excelsior College courses from their status report or transcript that were taken from the September 2004 term through the April 2005 term. There is one exception to this policy (see "Repeating a duplicative course at another institution.") Beginning with the May 2005 term, students may delete course grades.

d. Comments on specific grades

Grade of D

Course grades of D will be accepted toward an Excelsior College undergraduate degree as long as they are balanced by enough grades of B or better to produce a 2.0 average. Course grades of D will not be accepted to satisfy the Written English Requirement or core and other degree-specific requirements within the business, health sciences, nursing, and technology degrees.

Grade of F

Failing grades received from the September 2004 through the April 2005 terms in Excelsior College undergraduate courses are listed on an Excelsior College status report and transcript for matriculated and non-matriculated students. For non-matriculated students taking Excelsior College courses, any grade received on a course, including F grades, will be applied to the student's degree and GPA upon enrollment. Beginning with the May 2005 term, F grades will not be listed on the status report or transcript. These grades will not be calculated into the GPA.

Grade of I

The grade of I indicates that a student has requested and been granted an extension of time to complete the work in an Excelsior College undergraduate course. (Refer to extension policy for details.) At the end of an extension, if the student has not completed the course, the I grade will convert to an F grade. An F grade will only appear on the status report and transcript if the course was taken from the September 2004 through April 2005 term.

Grade of P (“Pass”)

Grades of P denote “Pass,” and these grades will be listed on the student’s Excelsior College undergraduate status report and transcript. A P grade is equivalent to a C or better. A “Pass” grade does not affect a student’s GPA.

Grade of W

The grade of W indicates withdrawal without academic penalty from an Excelsior College undergraduate course. It is not used in computing cumulative grade point average but will appear on a student’s undergraduate status report and transcript if the course was taken from the September 2004 through the April 2005 term. Refer to withdrawal policy for details.

2. Excelsior College Examination Grades**a. Minimum Passing Grade (A, B, C, P)**

For undergraduate examinations using standard scores, credit will be awarded to students earning standard scores equal to or exceeding the average earned by students completing a corresponding college-level course (or courses) with a grade of C; for examinations using letter grades, credit will be awarded to students earning grades of A, B, and C; and for examinations using pass/fail grades, credit will be awarded to students earning grades of “Pass.” P grades are equivalent to a C or better and will be listed on the student’s Excelsior College undergraduate status report and transcript. Pass grades do not affect a student’s GPA.

b. Repeating an Excelsior College Examination

If an undergraduate student retakes an Excelsior College Examination, the higher grade will be listed on the Excelsior College status report and transcript. The lower grade will not appear and will not be factored into the student’s GPA. NOTE: Nursing students who fail an examination or course in any of the general education core areas (anatomy and physiology, microbi-

ology, life span developmental psychology, or sociology) may not use an examination or course in the same content area completed prior to the examination to meet that core requirement. The most recent grade obtained will be evaluated.

c. Deletion of Excelsior College Examination Grades

Students are allowed to tailor their final transcript by deleting excess credits or low grades received on Excelsior College Examinations prior to degree conferral. Written notice must be received in our Records Office at least two weeks in advance of degree conferral.

3. Transfer Credit Grades**a. Grade of C and Above**

Grades of C and above are accepted in transfer to undergraduate degrees.

b. Course Grades of D

Grades of D will be accepted in transfer toward an Excelsior College undergraduate degree as long as they are balanced by enough grades of B or better to produce a 2.0 average. Course grades of D will not be accepted to satisfy the Written English Requirement or core and other degree specific requirements within the business, health sciences, nursing, and technology degrees.

c. Course Grades of F, I, W, or Other Grades Indicating No Credit Awarded

F, I, W, or other grades indicating no credit awarded are not listed on an Excelsior College undergraduate status report or transcript and, therefore, do not count in computing the cumulative grade point average.

d. Satisfactory and “Pass” Grades

Passing numerical grades and others such as S for satisfactory and H for honors will be shown as “Pass” on Excelsior College status reports and transcripts. In the case of numerical grades, the originating institution must verify the equivalent letter grade (e.g., A=4.0, B=3.0, etc.) for the credit to be considered for transfer and the letter grade to be awarded.

Courses and examinations reported on a Pass-Fail or standard score system are not included in computing the cumulative GPA. Excelsior College status reports and transcripts composed entirely of “Pass” grades will be considered as meeting the required 2.0 average for the undergraduate degree.

We accept P grades without question unless the course is being applied toward the Written English Requirement or core and degree specific requirements within the business, health sciences, nursing, and technology degrees. Verification that a P grade is equivalent to a C or better is mandatory for these undergraduate requirements.

When double grades such as AB or BC are earned at other institutions, they will be shown as the lower grade unless a letter from the originating institution is received stating the specific grade equivalent.

e. Deletion of Transfer Credit Grades

Undergraduate students are allowed to tailor their final transcript by deleting excess credits or low grades awarded in transfer prior to degree conferral. Written notice must be received in our Records Office at least two weeks in advance of degree conferral.

Graduation/Degree Conferral

Degrees are conferred monthly to students who have satisfied the degree requirements and have maintained a GPA of at least 2.0 for undergraduate degrees and at least 3.0 for graduate degrees. It takes six to eight weeks from completion of the last degree requirement to be approved for degree conferral. There is no need to apply for graduation; it is an automatic process. On the day of degree conferral, the Records Office will mail you a degree conferral packet containing your diploma, a student copy of your transcript, and information regarding alumni activities. In the spring, you will receive an invitation to our annual commencement ceremony held in the summer.

International Credentials Evaluation

In keeping with its mission, Excelsior College awards credit for degree-level coursework completed at approved universities or university-parallel institutions from countries outside the United States. An approved university is one that is officially recognized as degree- or diploma-granting by the regulatory agency for higher education in the country in which the institution is located. This agency is usually the national ministry or national department of education.

Only those courses taken at approved colleges and universities will be considered for credit. No coursework from a hospital or diploma school of nursing will

be considered, regardless of whether it was completed through an approved university or university-parallel institution.

If you are submitting transcripts/credentials from countries outside the United States, you are required to use the following agencies, which advise Excelsior College on international education credit and on how that credit corresponds to comparable credit completed in the United States. Excelsior College has a unique relationship with these organizations. Each has agreed to conduct detailed evaluations for Excelsior College students. Their evaluations are consistent with the College's goals and expected academic outcomes.

Educational Credential Evaluators, Inc. (ECE)

For all transcripts/credentials outside the U.S. except Israel:

You may contact Excelsior College to request a printed ECE application or access an application directly from the ECE Web site (www.ece.org) or via the Excelsior College Web site (www.excelsior.edu). Complete the application, indicating Excelsior College address and Subject Analysis report. Submit English translated course descriptions/syllabi required for your Excelsior College degree in:

- business—professional component and core arts and science courses
- health sciences—concentration courses
- liberal arts—concentration courses
- nursing—anatomy, physiology, microbiology, human development, sociology, and statistics courses
- technology—technical component, mathematics, and science core courses

Refer to the Required Documentation section on the last page of the ECE application, which provides direction for submitting documents to ECE for evaluation.

Commission on Graduates of Foreign Nursing Schools (CGFNS)

For nursing students only:

(Note: nursing students may use CGFNS or ECE.)

Request an application directly from CGFNS by calling 215-349-8767.

Complete the application choosing Full Education Course-by-Course report.

Request that a copy of the evaluation be sent to Excelsior College.

Josef Silny & Associates, Inc.

For all transcripts/credentials from Israel:

Request an application directly from Silny by calling 305-273-1616.

Complete application choosing Course-by-Course evaluation. Request that a copy of the evaluation be sent to Excelsior College.

Leave of Absence

Excelsior College will grant a leave of absence of up to one year to an enrolled undergraduate or graduate student who has a medical or personal reason that prohibits the student from progressing in his/her degree program. Students should submit a written request for a leave to the Ombudsperson.

For a medical leave of absence, the student request must be accompanied by a letter from a physician who is a specialist in the area of the medical problem. The letter must be on official letterhead and must include the diagnosis, the limitations it imposes on the individual, and an estimation of the time required for recovery. Excelsior College reserves the right to verify qualification of the certifying professionals.

For a personal leave of absence, the student request may be required to be accompanied by documentation supporting the need for the leave.

At the undergraduate level, the Ombudsperson will decide whether to grant the leave, and will notify the student. At the graduate level, the Ombudsperson, in consultation with the dean or designee, will decide whether to grant the leave and will notify the student.

Policies and Procedures Handbooks for Undergraduate and Graduate Courses

Refer to the Excelsior College Web site for the most current information and policies regarding Excelsior College courses.

Repeating Excelsior College Examinations

Students may take all undergraduate examinations (except nursing degree program examinations) a total of four times and no more than three times in a given year. Students may repeat an examination 60 days after the first failure and 120 days after the second and/or subsequent failures. Consult the undergraduate examinations registration guide for specific details.

Retention

Fundamental to providing access to higher education for all who wish to work hard to earn a college degree is a policy which ensures that the College supports students in making progress toward those degrees. While Excelsior College is open to all, the College is responsible for ensuring that academic standards of progress are achieved and students benefit fully from their enrollment in Excelsior College.

It is the Excelsior College academic intention that all students should have equal access to completing an Excelsior College degree. We evaluate each new enrollment to assure the student's ability to benefit from the Excelsior College degree program and have mechanisms to monitor the student's progress. It is because of our commitment to high ethical standards, to equal access for all students, and to fair academic policies that we seek to help all students reach their goals. We will provide all reasonable services and advising to assist our students in making the right academic choices for their particular circumstances.

Excelsior College advisors and/or deans will contact inactive students within a reasonable period of time to ascertain if the student's goals have changed and to learn if the student has encountered problems or barriers to completion or wants assistance in developing a plan for degree completion. A student is considered to be "inactive" if documentation has not been submitted for evaluation or if the student has not initiated contact with an advisor for an extended period of time.

Second Degree

Excelsior College will award you only one degree at each level (associate and baccalaureate) in the same academic degree program. This policy is in accordance with New York State Education Department policies governing the awarding of degrees. Excelsior College does encourage you to progress to a higher degree whenever possible. You may pursue a second degree at the same level from Excelsior College, provided that it is in a different academic program.

If you are a graduate of another regionally accredited institution, you may also earn a second degree at Excelsior College in a different degree program. In addition, if your first degree is in liberal arts or business, you may pursue a second degree in the same program as long as you complete a different area of study (major/specialization/program) at Excelsior College.

The following conditions govern the awarding of all additional degrees at the same level:

- It is your responsibility to inform us of any degree earned at another institution prior to or during enrollment at Excelsior College; this may affect your degree status at Excelsior College.
- Enrollment in a second degree program is contingent upon our receipt of an official transcript showing conferral of the first degree.
- Three quarters of the total number of credits required for the second degree may be transferred from the prior degree; one quarter of the credits required for the new degree must be earned as new credits, unrelated to the area of study (major/specialization/program) of the first degree and not used to meet the requirements of the first degree. Depending upon the degree requirements of the degree being sought, you may need to take more than the minimum number of new credits to complete the degree requirements.

Please note that conditions governing the level and subject of the new credit may vary among degree programs, and enrollment fees will not be refunded if you do not follow this policy.

Social Security Number/ Student ID Number

A special student ID number will be assigned for use throughout the time you are enrolled in a degree program or courses at Excelsior College.

Student Social Security numbers or student ID numbers are not disclosed to individuals or agencies outside Excelsior College except in accordance with college/university policy and as otherwise required by law. For example, the reporting requirements of the Taxpayer Relief Act of 1997 require disclosure of student Social Security numbers to the Internal Revenue Service.

Student Appeals (Right to Appeal)

Students enrolled in Excelsior College degree programs may appeal decisions regarding Excelsior College's academic and administrative policies. All appeals must be made in writing. Enrolled students should contact their academic advisors. Non-matriculated (not enrolled) students should contact the Admissions Office.

Student Responsibilities

Excelsior College expects students to exhibit the highest level of student citizenship. The term "students" includes Excelsior College graduates, test takers, and course takers, as well as prospective, non-matriculated, withdrawn, and enrolled students. In view of the freedom granted to the student in fulfilling the requirements for the degree, or taking Excelsior College courses and examinations, it is stipulated that the final responsibility for meeting the requirements rests with the student. In particular students are expected to

1. treat each other, Excelsior College staff and faculty, and test center staff with mutual respect and understanding.
2. pursue their learning goals with honesty and integrity.
3. behave in a manner consistent with the standards and codes of the profession in which they are practicing.
4. read and follow Excelsior College procedures, policies, and program information contained in catalogs and course and examination registration materials as well as and other publications, and submit information in a timely fashion to meet deadlines.
5. keep the College informed of changes in name, address, email address, telephone number, and Social Security number.
6. participate actively in the advising process and demonstrate that they are progressing satisfactorily in their degree programs, and report to the college all degrees earned at other accredited institutions, if enrolled.
7. meet their financial obligations to the College in a timely manner.

Students not in compliance with this policy may be subject to disciplinary action, including suspension, dismissal, or financial holds on records.

Third Degree

If you have two degrees at the same level from Excelsior College, or any other accredited institution, and wish to pursue yet another degree at the same level, you must petition in writing to the dean of the respective school. The petition must clearly state your rationale for pursuing the additional degree, including what benefit the additional degree will provide you.

The following conditions govern the awarding of all additional degrees at the same level:

- Enrollment in a third degree program is contingent upon our receipt of an official transcripts showing conferral of the first and second degrees.
- Three quarters of the total number of credits required for the third degree may be transferred from a combination of the two prior degrees; one quarter of the credits required for the new degree must be earned as new credits, unrelated to the area of study (concentration/specialization/program/major) of the first and second degrees and not used to meet the requirements of the first and second degrees. Depending upon the degree requirements of the degree being sought, you may need to take more than the minimum number of new credits to complete the degree requirements.

Please note that conditions governing the level and subject of the new credit may vary among degree programs and that enrollment fees will not be refunded if you do not follow this policy.

Time Limit on Transfer Credit

Generally, there is no time limit on the use of credit from proficiency examinations, college courses, or other approved sources of credit to satisfy the requirements of Excelsior College liberal arts degree programs or the general education component of our business, health sciences, nursing, and technology degree programs. There are, however, time restrictions on the acceptability of courses or examinations used to satisfy the professional component of our business, nursing, and technology degree programs. You should consult the description of each degree program or an Excelsior College advisor for specific information.

Transferring Credit from Non-Regionally Accredited Schools

Excelsior College enrolled undergraduate and graduate students may file an appeal to utilize degree-level work completed at non-regionally accredited schools toward their degree programs in accordance with the following restrictions. This policy applies to coursework already completed. Pre-course approval will not be considered.

The institution must be a degree-granting institution.

The institution or its program(s) offering the courses for which the student is seeking credit must be ac-

credited (at the time of the student's attendance) by an accrediting body listed in the section titled "RECOGNIZED ACCREDITING ORGANIZATIONS" in the publication titled *Accredited Institutions of Postsecondary Education* (published by the American Council on Education, Washington, DC) at the time of attendance.

Credit from non-regionally accredited institutions will not apply toward core, professional component, or other degree-specific requirements within the following Excelsior College programs with ABET or NLNAC accreditation (**note:** *Credits from the non-regionally accredited institutions accepted toward the AS Electronics Technology, AS Nuclear Technology, and AS and BS General Technology will not apply toward the ABET-accredited programs listed below*):

- Associate in Applied Science in nursing
- Associate in Science in nursing
- Bachelor of Science in Electronics Engineering Technology
- Bachelor of Science in Nuclear Engineering Technology
- Bachelor of Science in nursing
- Master of Science in nursing
- RN to MS in nursing

Procedures:

Student Procedures

Before appealing, students should contact Excelsior College to inquire whether their school has been previously approved through this process. If it has, the student will need to complete only step 1 of this procedure.

If the institution has not previously been approved, a student must take steps 1 through 3 to initiate the appeal process:

1. Request that the institution in question submit an official copy of the student's transcript to the Excelsior College Records Office along with a catalog that includes a complete set of descriptions for all courses offered by the school at the time of the student's attendance.
2. File a formal letter of appeal with the provost and chief academic officer. This should include a rationale as to why credit should be allowed.
3. Request that an appropriate official at the school in question forward to the provost and chief academic officer an official letter listing the names of three regionally accredited institutions that have previ-

ously accepted work completed at the institution in question. If the institution in question is affiliated with any regionally accredited college, such affiliation should also be documented.

Transferring Degree Programs

Students who wish to transfer from one degree program to another should speak to their academic advisor first to ensure that the transfer is in their best interest. If the student decides to change programs, the student should notify the College by submitting a signed request to their academic advisor stating their intention to transfer. When the student transfers to a new degree program, the student will be sent a new initial evaluation reflecting the program change six to eight weeks later. Fees may apply.

Students enrolled in the School of Nursing who wish to transfer to a different degree within the School of Nursing will be required to complete degree requirements in effect at the time of transfer. The nursing student's academic policy date will change to the transfer date. However, the enrollment date remains the same.

Withdrawal From the College

Withdrawal from Excelsior College may occur at the request of a student or by action of the College for administrative or academic reasons.

The College retains the original academic documents of withdrawn students for five calendar years from the date of withdrawal. Students wishing to reenroll after a withdrawal period of more than five years may be required to resubmit all official educational documents.

Excelsior College reserves the right to retain records beyond five years in exceptional situations, including academic dismissal cases.

A. Academic Dismissal

The following procedures will govern academic dismissal from an undergraduate degree program:

- If the dean considers that an undergraduate student will be unable to complete a degree program, the student's case will be presented to the provost and chief academic officer for the Academic Affairs Council to review. The provost and chief academic officer will determine if the student should be withdrawn and will notify the student in writing of the action.

- The student has 30 days to appeal in writing to the Academic Affairs Council. If such an appeal is made, the Council will review the appeal and notify the student of the final action in writing within 30 days.
- If the student is academically withdrawn, the student's academic file will be annotated to reflect this action and the file will be flagged to block future enrollment, except through appeal.
- All advising and evaluation services previously available to the student will be terminated.
- A student who has been dismissed may apply for readmission no earlier than two years from the date of separation from the College. The application must be in writing, present a rationale for reconsideration, and shall be addressed to the provost and chief academic officer. The Academic Affairs Council will review the appeal within 30 days of its receipt and notify the student of its decision in writing.
- If an application for readmission is granted, the student will be readmitted to Excelsior College under the degree requirements in effect at the time of readmission.

B. Administrative Withdrawal for Failure to Pay Fees

The College reserves the right to administratively withdraw students because of failure to pay fees. Undergraduate students who are administratively withdrawn but wish to continue their programs will be required to reenroll and pay the enrollment fee. Policies, degree requirements, and fees in effect at the time of reenrollment will apply.

A student may appeal in writing to the ombudsperson for approval to pay fees late in order to avoid an administrative withdrawal. Such an appeal should include the reasons for late payment and student's plan to make progress toward the degree.

Emergency Mandatory Withdrawal

If, in the opinion of a professional staff member of Excelsior College, a student exhibits behavior that creates or presents unreasonable risk to the physical or mental health of the student concerned or others, the dean of the academic program may recommend to the provost and chief academic officer an emergency mandatory withdrawal from the College.

An emergency mandatory withdrawal will be ordered if it would be in the best interest of the student, other students, staff, or others directly affected by the student's behavior. Such an emergency mandatory

withdrawal will be temporary, until such time as the incident that precipitated the leave can be fully investigated.

After such an investigation, the student will either be reinstated or permanently dismissed, following the process outlined in the Student Responsibilities Policy.

During the leave, all services to the student will cease and the student may not withdraw from the College. If, following the investigation, the student is reinstated, a period of time equal to the duration of the leave will be credited to the student as it applies to any Excelsior College fees that are assessed on an annual or other periodic basis. If the leave was imposed during the course of an examination being taken by the student, such that the student did not complete that examination, the fee for the examination will be forfeited. If the student is dismissed, all fees paid prior to the commencement of the leave will be forfeited. If the leave was imposed while the student was taking an Excelsior College course, the outcome of the investigation will determine if the course tuition will be forfeited, and any other issues related to course completion.

Examination and course takers not enrolled in Excelsior College who display behavior as defined above during an examination will not be permitted to take another examination until the incident has been investigated and resolved.

C. Student Request for Withdrawal

An undergraduate student wishing to withdraw from the College should submit a signed request to the Records Office. If the student requests withdrawal within the first six months of enrollment and before the initial evaluation has begun, a refund of two thirds of the enrollment fee will be automatically forwarded. If the initial evaluation has been completed, no refund will be given.

Students enrolled in the FACTS Payment Plan who have received their evaluation but have stopped making payments will be required to pay the fee in full. Delinquent accounts will be submitted to collections.

Returned Checks

Students who have a returned check for payment of a course will be assessed the current returned check fee (see the fee schedule for current fee) and given 30 days to replace the returned check with a certified check, money order or Visa, MasterCard, or Discover.

Although students may continue in the course, a hold will be placed on their student records, which

will prohibit them from receiving a course grade or transcript until the returned check is replaced and the returned check fee is paid.

Payment Plan Delinquency

Students using the Tuition Payment Plan where their initial payment fails will not be registered for the course they wish to take.

Students using the Enrollment Payment Plan where their initial payment fails will not be enrolled in the College.

Active payment plan participants (active participants are students whose first initial payment went through) who miss a subsequent monthly scheduled payment will have a payment reattempted on the next scheduled withdrawal day (5th or 20th). If that payment attempt fails, a third and final attempt will be made on the next payment date. If the third attempt fails, the student will be withdrawn from the payment plan and their student account will be placed on hold (see the following).

Students who are withdrawn from the Tuition Payment Plan will not receive a course grade or transcript for the course, until the balance is paid in full.

Students who are withdrawn from the Enrollment Payment Plan will be withdrawn from the College with a code of WF. Their account will be adjusted for two thirds of the total enrollment fee, if the student has not received an evaluation. Students receiving an evaluation will have 30 days to pay the entire balance in full. If payment in full is not received, the account will be turned over to the College's collection agency.

Students who are withdrawn from the SSAF Payment Plan for the Student Service Annual Fee (SSAF) will be withdrawn from the College with a code of WP. They will have 30 days to pay the entire balance due for the SSAF. Students who fail to pay the balance due for the SSAF within 30 days, will have three months from the date of their withdrawal to pay the balance due for the SSAF, plus the current Reactivation Fee. If the three-month time frame is not met, the student will forfeit whatever payments they have made toward the SSAF and will be required to reenroll.

Example: If a monthly payment is scheduled for the 5th, and the funds are not available, FACTS will reattempt payment on the 20th. If that payment attempt fails, FACTS will reattempt the third and final payment on the 5th of the following month. If the third and final attempt fails, the student will be withdrawn from the payment plan.

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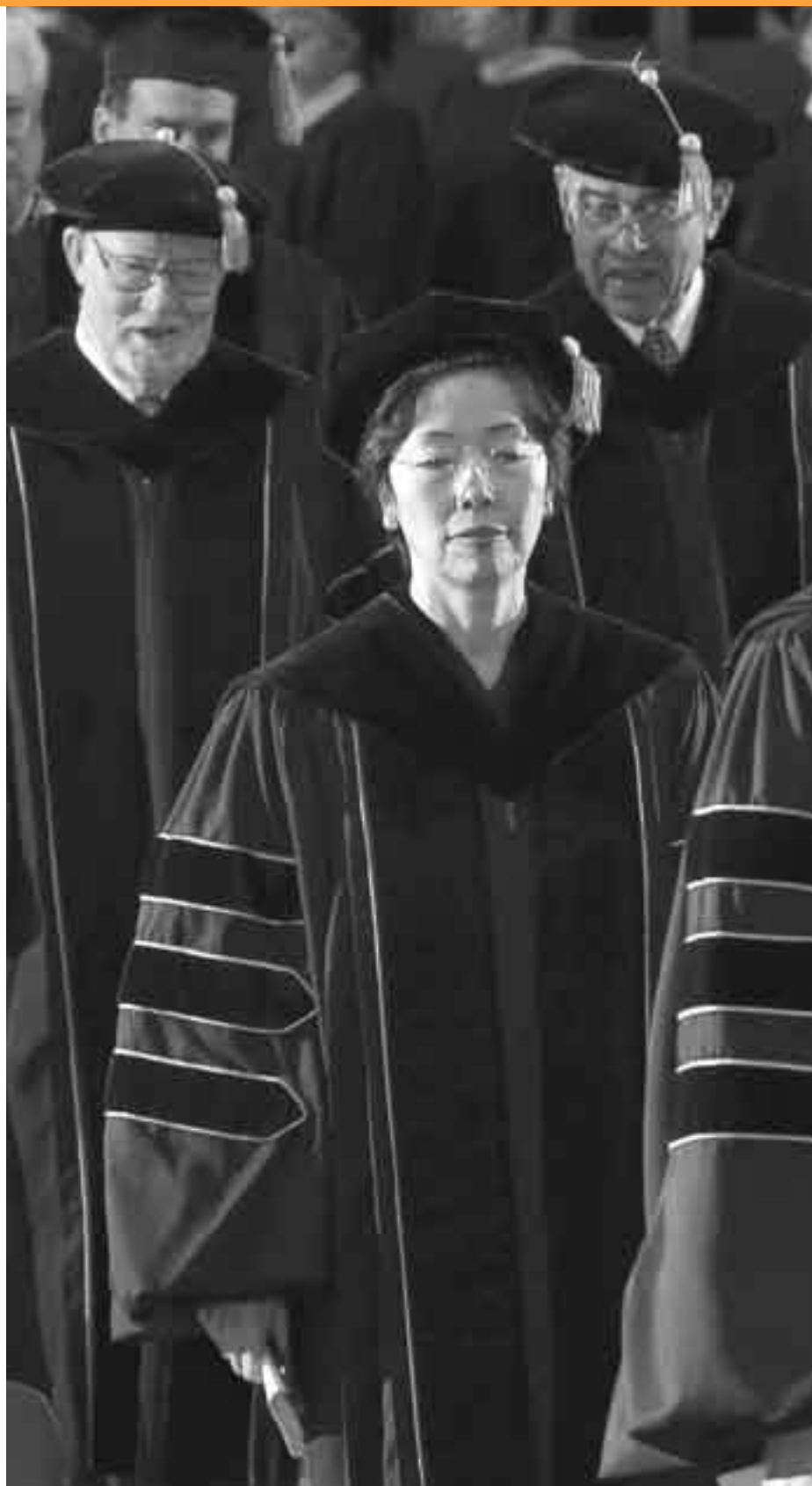
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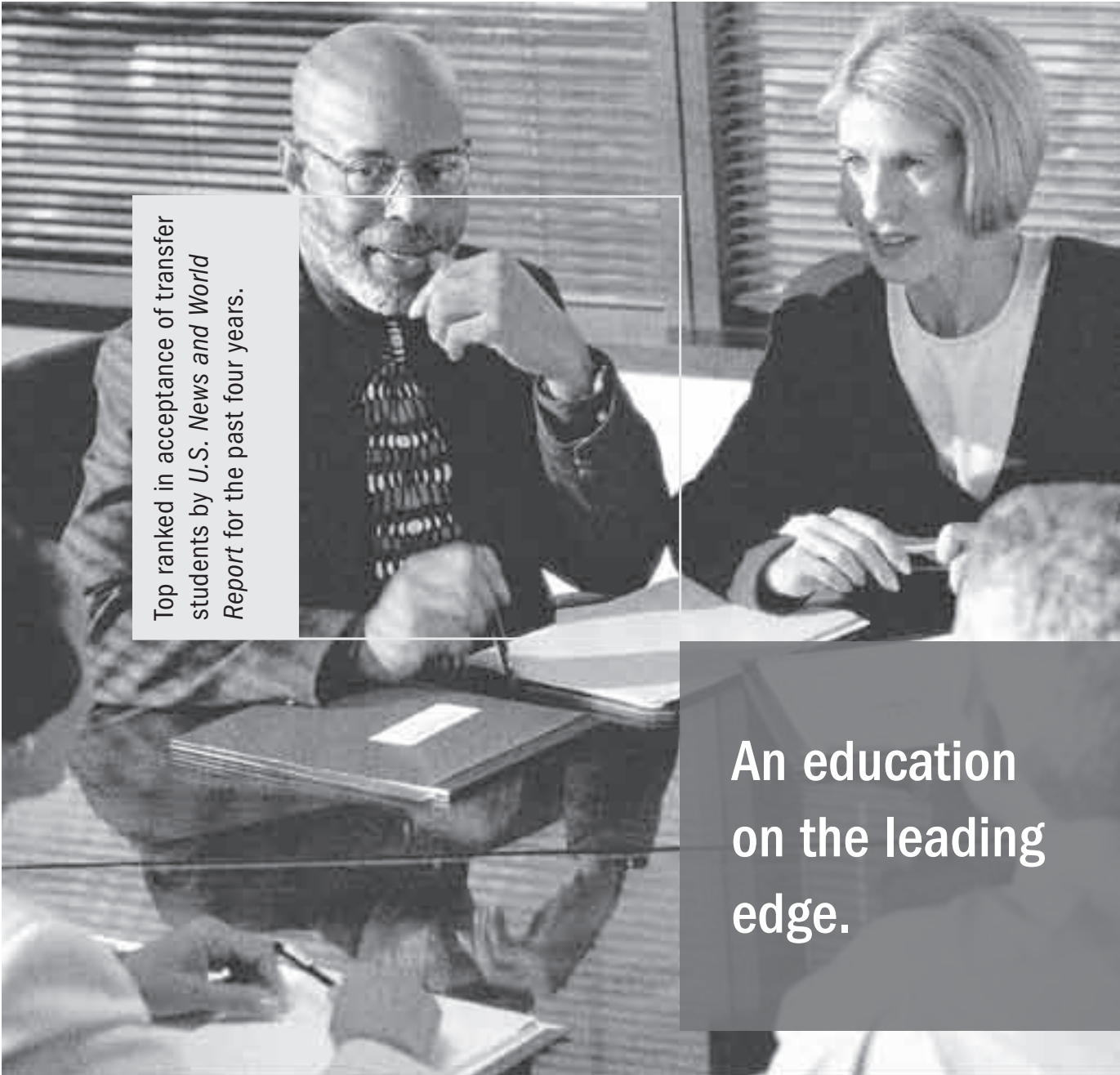
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New York State Education Department Inventory of Registered Programs

Higher Education General Information Survey Code for Classifying Academic Subject Areas.

Program Title	HEGIS	Award
School of Business and Technology, Business Programs		
Entrepreneurship	5004	Certificate
Administrative/Management Studies	5004	AAS
Business	5001	AS
General Business	0501	BS
Accounting (General)	0502	BS
Accounting (NYS CPA Track)	0502	BS
Finance	0504	BS
Global Business	0513	BS
Management of Human Resources	0515	BS
Management Information Systems	0507	BS
Marketing	0509	BS
Operations Management	0506	BS
Risk Management and Insurance	0512	BS
Hospitality Management	0508	BS
Business	0506	MBA
School of Health Sciences Programs		
End of Life Care	1299	Certificate
Health Care Informatics	1203.12	Certificate
Health Care Management	1203.12	Certificate
Health Sciences	1201	BS
School of Liberal Arts Programs		
Homeland Security	5505	Certificate
Liberal Arts	5649	AA, AS
Liberal Studies	4901	BA, BS, MA
Area Studies	0399	BA, BS
Biology	0401	BA, BS
Chemistry	1905	BA, BS
Communication	0601	BA, BS
Criminal Justice	2105	BS
Economics	2204	BA, BS
Geography	2206	BA, BS
Geology	1904	BA, BS

Program Title	HEGIS	Award
School of Liberal Arts Programs (continued)		
History	2205	BA, BS
Literature in English	1502	BA, BS
Mathematics	1701	BA, BS
Music	1005	BA, BS
Philosophy	1509	BA, BS
Physics	1902	BA, BS
Political Science	2207	BA, BS
Psychology	2001	BA, BS
Sociology	2208	BA, BS
World Language and Literature	1199	BA, BS
School of Nursing Programs		
Nursing	5208	AAS, AS
Nursing	1203.10	BS, RN-MS, MS
School of Business and Technology, Technology Programs		
Aviation Studies	5302	AAS, AOS
Technical Studies	5315	AAS
Computer Software	5103	AS
Electronics Technology	5103	AS
Nuclear Technology	5316	AS
Technology	5305	AS
Technology	0925	BS
Computer Information Systems	0702	BS
Computer Technology	0701	BS
Electronics Engineering Technology	0925	BS
Information Technology	0702	BS
Nuclear Engineering Technology	0925	BS



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