

Excelsior College

School of Health Sciences



catalog

www.excelsior.edu



EXCELSIOR
COLLEGE®

Start to Finish™



The Philosophy of Excelsior College

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

About Excelsior College

Excelsior College was 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, nonprofit, independent college. As are all accredited colleges in the state, Excelsior College is a member of The University of the State of New York. Today, 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.

A leader in online and distance learning, Excelsior College awards degrees at the associate and baccalaureate levels in liberal arts, nursing, business, technology, and health sciences, and at the master's level in liberal studies, nursing, and business. Certificate programs are also offered by the Schools of Business & Technology, Health Sciences, Liberal Arts, and Nursing. More than 130,000 persons have earned degrees from Excelsior College.

Excelsior's student body represents a diverse group of adult learners.

- The average age of an Excelsior student is 40; about 55 percent are female, 45 percent are male.
- Nearly one-third of our enrolled students are from groups historically underrepresented in higher education.
- More than one-quarter of our students are active-duty or reserve military personnel.
- Ten percent of our students come from New York State; the remaining are from the rest of the United States and other nations.

The faculty of Excelsior College, both full-time and adjunct, are drawn from many colleges and universities as well as from industry and the professions. They teach our courses, establish and monitor academic policies and standards, determine degree requirements and the means by which credit may be earned, develop the content for all examinations, and recommend degree conferral to the Excelsior College Board of Trustees.

The Mission of Excelsior College

Excelsior College provides educational opportunity to adult learners with an emphasis on those historically underrepresented in higher education. The College meets students where they are—academically and geographically, offering quality instruction and the assessment of prior learning.

The Vision of Excelsior College

Excelsior College provides global access to quality higher education for adult learners, helping them to overcome barriers of time, distance, and cost. A world leader in the assessment of learning, Excelsior is nationally renowned for its facilitation of degree completion and its advocacy on behalf of adult learners.

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 at Excelsior College are accredited by the National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, 404-975-5000. The NLNAC is a specialized accrediting agency for nursing recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).

The baccalaureate degree programs in electronics engineering technology and nuclear engineering technology are accredited by the Technology Accreditation Commission (TAC) of ABET, Inc., 111 Market Place, Suite 1050, Baltimore, MD 21202, 410-347-7700. TAC of ABET is a specialized accrediting agency recognized by the Council for Higher Education Accreditation (CHEA).

The baccalaureate degree programs in business are recognized by the International Assembly for Collegiate Business Education (IACBE), 11257 Strang Line Rd., Lexena, KS 66215, 913-631-3009.

The Master of Arts in Liberal Studies program has been accepted into full membership by the Association of Graduate Liberal Studies Programs (AGLSP).

All the College's academic programs are registered (i.e., approved) by the New York State Education Department. The American Council on Education's College Credit Recommendation Service (ACE CREDIT) has evaluated and recommended college credit for Excelsior College Examinations. Excelsior College Examinations in nursing are the only nursing exams that have been evaluated and recommended for college credit by The American Council on Education's College Credit Recommendation Service (ACE CREDIT).



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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 12203-5156.

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



General Information



LIMITATIONS

Information in this catalog is current as of November 2009, 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.

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 Degree Programs

Business

Associate in Applied Science,
Administrative/Management
Studies*

Associate in Science, Business

Bachelor of Science, Business

Bachelor of Science, Accounting
(NYS CPA Track)

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

Post-Master's Certificate
in Nursing Education

Technology

Associate in Applied Science,
Technical Studies (with specialty)*

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,
Electronics Engineering
Technology

Bachelor of Science,
Information Technology
(with concentration)

Bachelor of Science,
Nuclear Engineering Technology

*Designed specifically
to meet the needs of members
of the armed services.

Sources of Undergraduate Credit

Excelsior College accepts undergraduate credits from a wide variety of sources. 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. Excelsior College® Examinations
3. Transfer of degree-level credit from regionally accredited and NYS Education Department-approved colleges and universities
4. College-level proficiency examination programs reviewed by the American Council on Education (ACE) College Credit Recommendation Service of the Center for Lifelong Learning
5. Examinations evaluated and approved by Excelsior College (refer to the *Student Guide to Credit by Examination at Excelsior College: The Assessment Catalog* for a complete list)
6. Programs reviewed by
 - the American Council on Education (ACE) College Credit Recommendation Service of the Center for Lifelong Learning, including military training and experience
 - the New York State Board of Regents National Program on Noncollegiate Sponsored Instruction (National PONSI)
 - the Excelsior College Criminal Justice Training Assessment Program
 - Excelsior College faculty
7. International credentials: Degree-level credit completed 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); and other faculty-approved international institutions.
8. In accordance with Excelsior College policies and procedures, students may appeal for an 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)
9. Excelsior College portfolio-based assessment
10. In accordance with Excelsior College policies and procedures, students may appeal for consideration of degree-level credit from non-regionally accredited schools by Excelsior College faculty.
11. Association of Advanced Rabbinical and Talmudic Schools (limited)

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.
- 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, with our Certificate Program in Health Care Informatics, Master of Arts degree in Liberal Studies (MA/LS), Master of Science in nursing, Master of Business Administration (MBA), and Post-Master's Certificate in Nursing Education 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 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 and are encouraged to review the *Student Policy Handbook* for complete information. Some requirements and policies change periodically and, as an enrolled student, you will be notified accordingly. You can access the *Student Policy Handbook* and all our catalogs on the Excelsior College Web site at www.excelsior.edu/publications, and we will be happy to send you printed 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 (ECEs) 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 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. You are expected to master quantitative skills and to be able to communicate effectively both orally and in writing. 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

Register at www.excelsior.edu to create your own “MyEC” page, 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. Remember to always keep the College informed of your current 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. To apply online, go to 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, ext. 27
- 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. Carefully review 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.)
- Your application will enable us to prepare an **unofficial review** of your prior learning that indicates which of your previously earned credits are likely to transfer. You will then receive an enrollment packet enabling you to matriculate into the College. 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 goal 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 MyEC 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,
- Discover Card, and
- American Express.

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 Office of Registration and Records.

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

For detailed information about enrollment fees and associated costs, go to www.excelsior.edu/fees, 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, ext. 27
- 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 educa-

tional 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.

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*, available in pdf format at www.excelsior.edu/studentpolicyhandbook, includes useful guidelines and tips on making our advising system work for you, in addition to important policy information for all students. Use our online course search feature to search for specific courses to complete your 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

The Student Online Success Guide

This resource, located at www.excelsior.edu/successguide, 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. Access resources and a handy glossary of Excelsior College terms. Be sure to view a sample Excelsior College online course and take a look at the Information Literacy Tutorial.

Excelsior College Office of Registration and Records. 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.

The *Student Policy Handbook* is your resource for understanding the academic and administrative policies that are important to your academic success. It includes a wide range of information from important federal policies, including your right to privacy, to grading policies, and policies and procedures concerning refunds, withdrawals, and other administrative issues. It is your responsibility to be familiar with these policies.

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 School catalog for your degree program. The College does have general policies and procedures that apply to all of our students. Detailed information may be found in the *Student Policy Handbook*. Store your handbook with your other important academic documents and your degree catalog for easy reference.

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 be 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: Request an official DD Form 295 be submitted directly from the military education center.

Army National Guard Personnel: 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 Ser-

vices 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

Air Force Virtual Education Center

Air University Associate to Baccalaureate Program (AU-ABC)

The AU-ABC Program is an initiative between Air University and civilian higher education institutions to offer baccalaureate degree programs via distance learning that are relevant to an individual's Air Force career field. The program is designed to transfer CCAF credits so students can obtain a bachelor's degree with completion of no more than 60 additional semester credits. Air Force personnel can go to one centralized Web site, the Air Force Virtual Education Center, for their educational needs. This program is outlined in detail at www.excelsior.edu/airforce.

Army National Guard (ARNG)

Distance Learning (DL) Partnership

Excelsior College and the ARNG Education Support Center (ESC) have partnered to meet the needs of soldiers, their family members, and civilian employees. The ESC will generate an automated degree plan for Excelsior College degree programs and submit official enrollment packets and ARNG transcripts. This program is outlined in detail at www.excelsior.edu/arng.

Coast Guard (CG) DL Partnership

Excelsior College and the CG Institute (CGI) have partnered to meet the needs of Team Coast Guard. Under this agreement, the CGI will generate an automated plan for Excelsior College degree programs, assemble and submit official enrollment packets, and submit official CGI transcripts. This program is outlined in detail at www.excelsior.edu/uscg.

Defense Activity for Non-Traditional Education Support (DANTES)

Overseeing all military education programs for the armed forces, DANTES has contracted with Excelsior College so that DANTES can administer and fund Excelsior College® Examinations for military personnel. This program is outlined in detail at www.excelsior.edu/exams.

eArmyU & GoArmyEd (CTAM)

Excelsior College offers several degree and certificate programs at both the undergraduate and graduate level, as well as a wide variety of courses (online or on CD-ROM) to Army soldiers through the www.GoArmyEd.com portal. Undergraduate course tuition is covered 100 percent by Army Tuition Assistance and there is an Excelsior College eArmyU enrollment option for soldiers with no out-of-pocket administrative fee expenses. Students can select their college, degree program, register for courses, and track degree progress through this centralized portal. This program is outlined in detail at www.excelsior.edu/army.

Marine Corps Community Services' (MCCS) Lifelong Learning Program (LLP) Academic Explorer (Aex)

Excelsior College is a participating college in this new Marine Corps program. This system provides Marines and MCCS-LLP staff with a powerful tool for identifying and exploring higher education options. Excelsior College degree programs, course offerings, and examination programs are included in this comprehensive online search tool. This program is outlined in detail at www.excelsior.edu/marinecorps.

Military Spouse Program

Excelsior College offers spouses of military personnel significantly reduced undergraduate degree program fees (Option #1) and the same reduced military course tuition rates. Our Military Spouse Scholarship Program can help spouses fund Excelsior College fees, course tuition, and examination fees. This program is outlined in detail at www.excelsior.edu/militaryspouse.

Navy College Program DL Partnership

Working with the Department of the Navy, Excelsior College offers sailors “rating-relevant” associate and bachelor’s degrees, through the successful completion of distance learning courses (offered online or on CD-ROM). This program is outlined in detail at www.excelsior.edu/navy.

Servicemembers Opportunity Colleges (SOC) Networks

As a member of SOCAD, SOCCOAST, SOCMAR, and SOCNAV, Excelsior College works closely with other colleges and universities to ensure “transferability of credits” among schools.

SOCCOAST/Afloat DL Partnership

Excelsior College offers degree programs which can be met solely via distance learning courses on CD-ROM and examinations for Coast Guard members aboard ships and cutters. This program is outlined in detail at www.excelsior.edu/uscg.

US Army Sergeants Major Academy, Fort Bliss, TX

During this 42-week program, senior enlisted soldiers work with our team of military academic advisors who conduct unofficial evaluations of credits and develop degree plans for completing associate and/or bachelor’s degree programs. Since 1998, this partnership has helped more than 1,100 Army leaders—about one-third of each class—complete their degrees with Excelsior College.

Veterans Success Program

“Strategies for Veterans’ Success in College,” a 3-credit online course, is specifically designed to assist active duty servicemembers, military transitioners, those in the reserve components, and veterans with career planning and professional development. This program is outlined in detail at www.excelsior.edu/veterans.

Credit Assignment

Credit assignment for examinations is determined by faculty content experts who reference the learning outcomes assessed by each examination to corresponding courses taught at United States colleges and universities. These credit assignments are recognized by the American Council on Education through their College Credit Recommendation Service. Credit assignment for online courses is determined by faculty content experts who consider the depth and breadth of the content, required learning activities and student assignments, and learning outcomes.

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 and variety of payment plans allow 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.

Following are the major fees that students pay to Excelsior College.

Required Fees

- An application fee is required for both undergraduate and graduate students. This fee covers the cost of processing and evaluating your application.
- The undergraduate enrollment fee covers the cost of processing your enrollment form and the official evaluation of your prior academic credits and allows access to all Excelsior College student services and online services including the Excelsior College Virtual Library 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 of your initial status report notification.
- 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.
- Master of Arts in Liberal Studies students pay a degree completion fee. This fee must be submitted with your degree completion plan and is used to cover the costs associated with the administrative and faculty review of your degree completion plan.

Please note that there are distinct fee policies and structures that apply to military students and to students who are enrolled in our undergraduate and graduate degree programs. For more detailed information, refer to the relevant fee schedule (www.excelsior.edu/fees), *Student Policy Handbook* (www.excelsior.edu/studentpolicyhandbook), or consult with your academic advisor or the Admissions Office.

- Graduate students who reside outside the U.S. or Canada are required to pay an annual Graduate Student Fee Supplement to cover additional mailing and telephone costs.
- Every year that you elect to continue your enrollment at Excelsior College you are assessed an annual fee. Undergraduate students are assessed a Student Service Annual Fee (SSAF) while graduate students are assessed an annual Graduate Student Services Fee (GSSF). Payment of the annual fee when due allows uninterrupted access to advising services and student resources.

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 Bursar's Office toll free at 888-647-2388, ext. 142.

Graduation Fees

A graduation fee is required for both undergraduate and graduate students. This fee covers the cost of the final evaluation and verification of your total academic record, 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.

- 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 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 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.

Policies and Procedures

Excelsior College has various academic and administrative policies that are important as you move forward with your studies. Information on these policies can be found in the *Student Policy Handbook* (www.excelsior.edu/studentpolicyhandbook). Those that apply only to a specific degree program may also be listed in the catalog for that program.

It is your responsibility to be familiar with all the policies related to your activity as a student at Excelsior College. The term “student” includes: individuals currently matriculated at Excelsior College taking examinations and/or courses, non-matriculated individuals taking examinations and/or courses, non-matriculated individuals in the application process, individuals using credit bank, formerly matriculated students currently in withdrawn status, and graduates.

Please be sure to review this important information.

For your benefit:

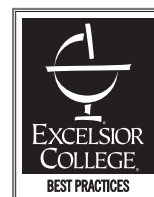
A Word of Caution About Test Preparation and Tutorial Services

However, because there are companies that sell test preparation products and services, we felt it in our students’ best interest to develop operating standards, a set of Best Practices for Test Preparation Providers, which we believe these companies should voluntarily follow. We have done this to give our students a measure of confidence that the test preparation company with which they are dealing has a record of engaging in ethical business and financial practices with its clients. You can find these Best Practices at www.excelsior.edu/bestpractices.

Using the services of a test preparation provider is up to individual students and whether or not they believe they need these services. We do not review the materials any company produces for content. Test preparation providers that agree to follow our Best Practices, though, are expected to use the learning resources that are required and/or recommended by our faculty in the development of the study materials that they produce.

Before you spend hundreds, even thousands of dollars for the products and services of a test preparation provider, check to see if the company has voluntarily agreed in writing to follow our Best Practices for Test Preparation Providers.

The best way is to call the College and ask us. Another way is to see if the company displays on its Web site and in its publications the graphic shown here. Only test preparation providers that have agreed to follow our Best Practices are authorized to display this symbol.



Excelsior College itself does provide its students with a variety of learning opportunities and assistance. These include:

- Guided learning materials prepared by our faculty who develop the exams
- Online practice tests for many of our exams
- Access to our online library which is provided in collaboration with Johns Hopkins University
- Workshops and teleconferences
- Help from master’s and doctoral prepared nurse educators for our nursing exams

Since the materials and programs that Excelsior provides to its students are prepared by the faculty who develop the exams, you can be assured that Excelsior’s materials are current and cover the subjects you are expected to master for the exams.

School of Health Sciences



BS

Baccalaureate
Degree Program

Baccalaureate
Degree Program



School of Health Sciences Mission Statement

The mission of the Excelsior College School of Health Sciences is to provide distance education opportunities for health and human services professionals through flexible programs of study that reflect current and emerging trends, innovative practices, and global perspectives.

This mission will be accomplished by:

- providing both disciplinary-specific and interdisciplinary certificate, undergraduate, and graduate degree programs that foster a spirit of inquiry, interdisciplinary collaboration, and commitment to excellence in practice.
- offering curricula that promote culturally competent care and high quality outcomes.
- responding creatively to workforce needs for health and human services professionals.
- promoting and maintaining best practices in distance education and competency-based evaluation.
- providing access for individuals who reside in medically and educationally underserved areas.

Admission Requirements

All prospective health science students must submit an application for admission to the School of Health Sciences. The baccalaureate program requires a minimum of 20 credit hours in a health science field for admission. The necessary documentation, such as official transcripts, must be submitted with the admissions application.

Mathematics Policy

No more than three courses on the semester-hour system (four courses in a quarter-hour system) of college-level mathematics below the level of calculus can be applied toward degree requirements. Credit from courses listed as developmental or remedial cannot be applied toward degree requirements.

Physical Education Courses

College courses in physical education can be applied toward degree requirements only if they have a classroom component with a theoretical base. Activities courses in physical education are not acceptable in transfer to Excelsior College. Academic advisors may request course descriptions to verify the theoretical content of a physical education course.

Minimum Academic Average

In order to graduate, you must have a cumulative average of C (2.0) or better.

College-Level Examination Program (CLEP)

If you wish to take CLEP tests to meet general education requirements, write or call:

CLEP Tests
College-Level Examination Program Services
PO Box 6600
Princeton, NJ 08541-6600
800-257-9558
www.clep.org/clep

Arts and Sciences Component

Except for the Information Literacy Requirement, there is no time limit on general education examinations or courses submitted for transfer credit. Credits earned at regionally accredited degree-granting institutions or through approved examination programs, and for which official transcripts are available, will be evaluated regardless of when they were completed.

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.

Baccalaureate Degree In Health Sciences



BS

Baccalaureate Degree Program

The Bachelor of Science in Health Sciences program is designed to meet the educational needs of health care workers seeking a baccalaureate degree. The program affords students an opportunity to apply credits already earned toward the baccalaureate and acquire a credential needed for graduate school admission, promotion, job expansion, and job mobility. The curriculum will not only provide students with a broad background in health, the health care system, and the arts and sciences, it will also give them an opportunity to develop knowledge and skills in one of the four areas of concentration: management, health education, gerontology, and end of life care.

Program Outcomes

1. Demonstrates leadership skills within organizations and evolving health care systems.
2. Identifies and evaluates evidence to guide decision making.
3. Uses a systematic approach and higher order thinking in responding to health care issues and societal needs.
4. Integrates knowledge of culture and an appreciation for diversity in planning and evaluating health care.
5. Implements evolving technologies in the planning, implementation, and evaluation of health care.
6. Incorporates multiple strategies of communication to establish collaborative relationships with clients, members of the multidisciplinary team, and other stakeholders.
7. Analyzes legal, ethical, and policy issues within health care delivery systems.
8. Implements specialized knowledge and skills in the management and delivery of health care services.
9. Demonstrates a commitment to lifelong learning in pursuit of excellence in the practice of a health care profession.

CHART 1

Bachelor of Science in Health Sciences

See pages 16–21 for detailed explanation of degree requirements.

Total Degree Credits Required: 120

BS

Arts and Sciences Component

Credit Hours

Written English Requirement

3

Humanities Requirement must include 2 credits in ethics

9

Social Sciences Requirement

6

Math/Natural Sciences Requirement must include 2 credits in statistics

9

Arts and Sciences Electives

33

Total Arts and Sciences

60

Health Sciences Component

Credit Hours

Health Sciences Core

HSC 310: Writing & Communication in the Health Science Professions

3

HSC 320: Health Care Issues in Culturally Diverse Populations

3

HSC 365: Research for Evidence-Based Practice

3

HSC 431: Introduction to Health Care Delivery Systems

3

HSC 445: Introduction to Health Care Informatics

3

Total Health Sciences Core

15

Health Sciences Concentrations
(management, health education, gerontology, or end of life care)

9

HSC 464: Health Sciences Capstone

3

Health Sciences/Elective Credit

32

Information Literacy

1

Total Health Sciences

60

Bachelor of Science in Health Sciences Degree Requirements

The Bachelor of Science in Health Sciences degree requires a total of **120** credits including **60** in arts and sciences and **60** in health sciences.



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.

BS

Baccalaureate
Degree Program

Arts and Sciences Component **60 credits**

Except for the information literacy requirement, there is no time limit on general education examinations or courses submitted for transfer credit. Credits earned at regionally accredited, degree-granting institutions or through approved examination programs, for which official transcripts are available, will be evaluated regardless of when they were completed. You should plan carefully, consulting with your academic advisor, about the examinations and courses that will fulfill your degree requirements. We recommend that you obtain prior approval from your advisor before registering for an examination or course. To obtain prior approval, submit a catalog description or official course outline, remembering to include the full name of the institution offering the course. Send the information well in advance of the registration deadline via mail, fax, or email; include your full name and student identification

number. It takes up to two weeks to receive a written reply. If you do not have time to obtain approval in writing, you may contact the college for tentative approval. When speaking with an advisor, have all the necessary information available, including the name of the institution, the course title and catalog number, the academic department under which the course is offered, and the catalog content description. The advisor can give tentative approval by phone if the course appears to meet requirements, but final approval will not be sent until the catalog description is verified.

When choosing courses to meet the general education requirements, you should consider selections that fit into your future plans. If you hope to enter a master's degree program, think about taking courses that support your area of interest and plan to take one or two general education courses at the upper-division level. You should contact the graduate school that you wish to attend to request information about its policies and requirements. Also, consult with your academic advisor to determine the applicability of such courses to the bachelor's degree.

Arts and Sciences

The study of the arts and sciences is an essential part of preparation for professional practice in that it contributes both knowledge and an intellectual approach to problem solving. The general education requirements ensure that the student will develop college-level competence in the arts and sciences areas of the humanities, social sciences/history, and natural sciences/math.

1. Written English Requirement: The Excelsior College bachelor's program in Health Sciences includes a requirement in written English. Student must demonstrate competency in expository writing in English in one of the following ways:

- a. Successful completion of an approved college-level proficiency examination such as the Excelsior College examination [**ENGx111 English Composition**], [**ENGx101 College Writing**], 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.)
- b. Successful completion of college coursework (courses must be a minimum 3 credits; mini-

mum grade of C) from one of the following options:

1. One semester expository writing course
 2. Two institutionally designated writing intensive, writing emphasis courses
 3. Two applied writing courses, which must focus on different applications of the writing process
- c. Submission of an official statement of proficiency from a regionally accredited degree-granting institution, from which transfer credit is being accepted, verifying satisfactory completion of its writing requirement
 - d. 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 Adult Learning and Educational Credentials; is recommended for at least 3 semester hours of credits; and contains an actual assessment of competence in expository writing in English.

Note: Student who have earned a bachelor's degree (or higher) from a regionally accredited U.S. institution are exempt from this requirement. In such cases, degree credit is not awarded and you will need to complete the required number of arts and sciences credits as outlined in the nursing degree program. 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 semester hours of credit in English Composition/Freshman English will apply toward degree requirements.

2. Humanities: At least 9 credits must be earned in subjects such as art (history and appreciation, studio), literature, ethics, philosophy, religion, theater, speech, and foreign languages. Within the 9 credits, 2 must be from an ethics course or exam with a minimum grade of C earned. Excelsior College's [**HSC 312 Ethics of Health Care**] satisfies this requirement.

3. Social Sciences/History: At least 6 credits must be earned in the social science/history field. Sub-



jects that fall into this category include: geography, economics, cultural anthropology, political science, sociology, and psychology.

- 4. Natural Sciences/Mathematics:** At least 9 credits must be earned in subjects such as chemistry, mathematics, genetics, physics, and biology. Two of the nine required credits *must be* in a statistics course with a minimum grade of C earned.
- 5. Arts and Sciences electives:** The remaining 33 credits may be distributed among the arts and sciences areas of the humanities, social sciences/history, and natural sciences/mathematics. This requirement is designed to allow you the opportunity to develop depth in an area of professional or personal interest.
- 6. Statistics Requirement:** A minimum of 2 credits in statistics is required. Statistics courses are typically offered by either a mathematics or social science departments and includes commonly used descriptive and inferential statistical measures. The purpose of this requirement is to help you become a more thoughtful consumer of research findings. The following Excelsior College courses can be used to fulfill this requirement: **MAT 201: Statistics** or **BUS 233: Business Statistics**. A minimum grade of C is required for the statistics requirement.
- 7. Upper Level Requirement:** A minimum of 30 upper level credits must be earned for the BS in Health Sciences. In most cases, 27 upper level credits are earned through completion of the Health Science Core Component.

Health Sciences Component **60 credits**

The Health Sciences component provides students with a strong foundation in the health care field and allows the flexibility to choose a concentration and develop skills and knowledge in a specific area.

The Health Sciences component is comprised of 15 credits of health sciences core courses, 9 credits in a specific concentration, 3 credits in the Health Sciences Capstone, 1 credit for Information Literacy, and up to 32 credits in a health sciences field.

Health Sciences Electives

32 credits

Applicable health science elective credit includes coursework from fields such as: radiology, dental hygiene, cardiovascular technology, pharmacy technology, etc.

Additionally, health science elective credit may be awarded for the following licenses and certification:

LPN/LVN
RN

Massage Therapist
Pharmacy Technician

Please note that the School of Health Sciences regularly reviews other licenses and certifications in various areas of health care for which health sciences elective credit may be awarded.

Health Science Elective Courses

There are many Excelsior College health science courses that can apply as health science elective credit. Students should consult with their academic advisors regarding the options. Two very popular health science elective courses are:

HSC 220: Spanish Communication for Health Science Professionals

4 credits

This course will provide students with very basic communication skills in Spanish and a cultural understanding that will enable them to care for Spanish-speaking health care clients in the U.S. in an effective and sensitive manner within a variety of typical health care situations.

HSC 409: Managing Stress in Today's Changing World

3 credits

This course focuses on the nature of stress and the connection between mind, body and spirit. Students will study different theoretical models of stress from a variety of theorists. They will explore coping strategies and relaxation techniques for healthy living in today's changing world.

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Information Literacy

1 credit

At least 1 credit must be earned in information literacy.

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.

This requirement provides a broad overview of information literacy concepts. The purpose of this requirement is to provide you with the ability to determine the nature and extent of the information needed; access necessary information effectively and efficiently; evaluate information and its sources critically; incorporate selected information into your knowledge base value system; understand the economic, legal, and social issues surrounding the use of information; and access and use information ethically and legally. A minimum grade of C is required for the information literacy requirement. **Courses in information literacy will be considered for transfer, if they were completed since 1995.** You can register for this course via our Web site at www.excelsior.edu/courses. Click on the INL 102: Information Literacy link in the Excelsior College Courses box.

Health Sciences Core

HSC 310: Writing and Communication in the Health Science Professions

3 credits

This course is designed to help students master the art of professional communication. A broad range of topics is covered including professional presentations, meeting management, and various forms of written communication. Issues related to communication in the health care organizations and among health care professionals are also addressed.

HSC 320: Health Care Issues in Culturally Diverse Populations

3 credits

This course introduces students to diversity concepts and the need for greater understanding of the impact of diversity on health care delivery. Students consider the present state of diversity in health care, cultural competence, culture and patient interactions, organizational culture, leadership, and some specific examples of cultural and ethnic issues related to specific populations.

HSC 365: Research for Evidence-Based Practice

3 credits

This course focuses on developing skills to determine how to evaluate and use research findings in clinical evidence-based practice. Students are introduced to the components of the research process. The concepts of theory, literature, methodology, sampling, measurement, and analysis are presented. Emphasis is placed on critiquing research studies according to appropriate research principles and standards. Application of research to clinical practice is addressed. Excelsior College's **[PSYx365 Research Methods in Psychology]** will also satisfy this requirement.

HSC 431: Introduction to Health Care Delivery Systems

3 credits

This course is designed to provide the nurse manager with a comprehensive overview of the health care delivery systems as well as the forces that influence them. During the course, students will explore historical influences on the U.S. health care delivery system and examine the role of government, finance, and policy in the health care arena.

HSC 445: Introduction to Health Care Informatics

3 credits

This course is designed to introduce students to the role of information management in health care. During the course, students will explore benefits, issues, risks, and challenges related to the electronic health record and other information systems in the health care environment. Students will also explore the field of consumer informatics and its use in providing health-related information to health care consumers. The course will address the role of the health care provider in working with computers and information management systems in health care.

HSC 464: Health Science Capstone

3 credits

The health sciences capstone provides students with an opportunity to synthesize knowledge acquired throughout their program of study. During this seminar course, students will engage in discussion of case studies that examine the professional role in health care.

Prerequisites: A student must have all other health science requirements (core, concentration, and elective) complete and be within 16 credits of completing the arts and sciences component to be eligible for HSC 464.

Concentrations

Health Education

9 credits

HSC 413: Principles of Teaching and Learning

3 credits

This course provides students with knowledge that serves as a foundation for health care education. Students are introduced to various theories related to teaching and learning and models of education delivery. Throughout the course, students will explore issues that influence health care education both from the perspective of the educator and the client.

HSC 424: Health Care Education: Methods and Strategies

3 credits

This course provides students with the knowledge and skills necessary to plan, implement, and evaluate educational strategies that can be used with health care consumers. As the course progresses, students will

complete an educational project, step by step, from identifying a learning need to developing a detailed teaching and evaluation plan.

HSC 434: Health Literacy Issues and Solutions

3 credits

This course focuses on the issue of health literacy and explores the role of the health care provider in identifying those at risk and creating workable solutions for health care consumers. During the course, students will develop assessment skills while they learn how to assess individual literacy and evaluate the appropriateness of learning materials. Students will also explore various learning strategies that can be used with different populations.

Gerontology

9 credits

HSC 416: Introduction to Gerontology: Physical, Psychological, and Social Aspects of Aging

3 credits

This course provides an interdisciplinary approach to aging, focusing on knowledge concerning physical, psychological, and social age-related changes. The number of older people in the population will have a great influence on certain societies (e.g. the United States) in the early twenty first century. The implications of this increase in the aged portion of the population will be reviewed. The course also explores personal and societal attitudes towards aging and focuses on the diversity that is present in the aging population. Upon



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completion of the course, students will challenge their stereotypes about the elderly and gain an awareness of the wide range of realities of aging that exist.

HSC 426: Gerontology: Social Policy & Aging

3 credits

This course focuses on social policy as it relates to the older adult as both a recipient of social policy and a force in the policy development process. Students will explore the role the growing aging population of the twentieth century played in the development of amazing new social policies such as social security, Medicare and Medicaid. They will also examine new and emerging policy needs of the older adult in the twenty first century. Upon completion of the course, students will be better able to understand and take part in the discussion of social policy for the older population and take steps to influence policy development.

HSC 436: Gerontology: Provision of Services to an Older Adult Population

3 credits

This course will enable the student who has completed the Gerontology concentration to apply the knowledge gained to their health care practices with older adults in whatever setting they encounter them. After identifying the major issues related to the delivery of health services to our growing aging population—accessibility, affordability, availability—the course will offer an overview of the health care continuum that most older adults progress through in the process of aging.

Management

9 credits

HSC 414: Budget and Finance in Health Care Organizations

3 credits

This course guides students through an examination of financial principles and techniques used by managers in health care facilities. Preparation and management of a capital and operating budget are the focus of this course.

HSC 418: Management of Human Resources in Health Care Organizations

3 credits

This course explores the human resource function from the perspective of the nurse manager. General employment practices including staffing, staff development, worker safety, performance management and review, and employee relations are examined. Upon completion of the course, students are able to implement/integrate evidence-based human resource strategies into the day-to-day management of their departments.

HSC 440: Leadership and Management in Health Care Seminar

3 credits

This course focuses on leadership as a critical component of effective health care organizations (HCOs). Management relates to leadership and how the HCO actually functions, both strategically and on a daily basis. Students explore the health care setting and its structure and function. Other critical management tasks are included in the content: recruitment and retention, performance appraisal, decision-making, teamwork, and related ethical and legal issues.

End of Life Care

9 credits

End of Life Care concentration students may select any three of the following seven courses:

HSC 380: The Global Impact of AIDS: Person, Family, Community

3 credits

This course examines the impact of AIDS from the individual, community and global perspective. Through interactive media learning communities, students will learn about the biology of the disease process and treatments and examine the effects of social and political

influences on the AIDS community. The student will develop an understanding of the continuing challenges in the field of HIV/AIDS. Students will also have the opportunity to view the personal perspectives of AIDS patients, as well as have the opportunity to reflect on their own perspectives of AIDS and the many misconceptions of the disease.

HSC 406: Principles and Concepts in End of Life Care

3 credits

This undergraduate course provides a foundation for understanding concepts of end of life care including the history, philosophy, ethics, and cultural perspectives of hospice. The role of the interdisciplinary team addressing end of life care issues will be discussed. In addition, elements of communication and self-care strategies for the professional and the caregiver will be addressed. This course is recommended for nurses and health care professionals working or interested in end of life care.

HSC 408: Death, Dying and Bereavement

3 credits

This undergraduate course examines the psychosocial, cultural, ethical, social, and legal aspects of end of life care. The role of each team member responding to the psychosocial needs of patients and their families will be addressed. Concepts of loss, death, grief, and bereavement will be discussed as well as coping strategies for the patient and family.

Note: This course is cross listed with the School of Nursing; therefore nursing students wishing to pursue this course need to register under NUR 408.



HSC 410: Symptom Management in End of Life Care

3 credits

This undergraduate course provides the nurse and health care team with key concepts in maintaining quality of life through the provision of multidimensional symptom management. A holistic perspective integrating both conventional and adjunct therapies for a comprehensive symptom management approach will be developed. Personal and professional perspectives of pain and symptom management will be explored.

HSC 411: Case Management in End of Life Care

3 credits

This course integrates principles of case management into the role of the nurse or social worker on the health care team managing the complex needs and resources for the person at the end of life care. Effective communication, resource management and time management skills will be discussed. Opportunities to discuss selected cases with faculty will be integrated. This course is open to registered nurses and social workers that are interested or involved in case management.

HSC 420: Spirituality in Life Transitions

3 credits

This course covers the major theories, research, and assessment tools related to spirituality as it pertains to persons at end of life. Spiritual assessment skills for assisting others will be explored as well as opportunities for spiritual self-assessment and reflection. Theoretical and experiential learning methodologies will be utilized.

HSC 415: Multidisciplinary Wound Care

3 credits

This interdisciplinary course which is open to undergraduate students from any of the health science disciplines focuses on the biology, pathophysiology, prevention management, and treatment of acute and chronic wounds. Through course readings, exercises, and faculty feedback, students will assess wound etiologies, factors that influence healing, and then apply concepts of evidence-based practice in the prevention, management and treatment of acute and chronic wounds.

BS

Baccalaureate
Degree Program

Certificate Programs in Health Care



Choosing a Certificate Program

Certificate programs provide the opportunity to gain expertise in a particular field of study by concentrating on core elements within an accelerated framework. The career benefits from obtaining a certificate include but are not limited to; promotion, salary increases, employee recognition or simply personal achievement.

Our certificate programs can be completed in a relatively short period of time therefore for some, this approach may prove more practical and time efficient than a full degree program. Certificate programs are also a great way to help determine whether going back to school is right for you because you are not committing to an entire degree program. Should you decide to pursue the BS in Health Sciences, then you'll be happy to know that the credits earned through the certificate programs may transfer into the baccalaureate program!

Undergraduate Certificate Programs

End of Life Care **12 Credits**

The Certificate Program in End of Life Care was designed for nurses and other health care professionals such as social workers, chaplains, respiratory therapists, physical therapists, and occupational therapists that are involved in end of life care in different settings, or other professionals who are interested in learning more about end of life care.

Health Care Management **16 Credits**

The Certificate Program in Health Care Management is open to health care professionals possessing a strong desire to learn and be challenged to become a leader in the health care field.

Graduate Certificate Program

Health Care Informatics **17 Credits**

The Certificate Program in Health Care Informatics was designed to prepare health care professionals to work with information management systems in many varied settings.

Certificate Program in End of Life Care

This certificate program requires a total of **12** credits earned by completing any four of seven available courses covering topics such as those listed below:

- Pain and symptom management
- Case management
- Concepts of death, loss, grief and bereavement
- Coping strategies for patients and families
- Spirituality
- Wound care

This flexible certificate program is designed to fit each student's unique life circumstances. Students can complete the entire program in one year. Each course is delivered entirely online, empowering busy working health care professionals to complete the coursework according to their schedule and successfully balance the demands of work, school, and family.

With that flexibility comes plenty of support. Throughout the year, students have the opportunity to network with expert faculty and palliative care professionals from around the country.

Program Outcomes

1. Articulate the role of the health care professional within their respective philosophical, theoretical framework of practice.
2. Utilize assessment frameworks to plan, intervene and evaluate end of life care.
3. Communicate effectively and compassionately with culturally diverse patients, families and team members.
4. Apply legal and ethical principles in the analysis of complex issues at the end of life care recognizing the influence of personal values, professional codes and patient and family preferences.
5. Collaborate with members of the interdisciplinary team members, community agencies and patients/families in implementing their respective roles in end of life care.
6. Identify areas of professional growth and develop confidence in providing quality end of life care.

Course Descriptions

HSC 380: The Global Impact of AIDS: Person, Family, Community

This course examines the impact of AIDS from the individual, community and global perspective. Through interactive media learning communities, students will learn about the biology of the disease process and treatments and examine the effects of social and political influences on the AIDS community. The student will develop an understanding of the continuing challenges in the field of HIV/AIDS. Students will also have the opportunity to view the personal perspectives of AIDS patients, as well as have the opportunity to reflect on their own perspectives of AIDS and the many misconceptions of the disease.

HSC 406: Principles and Practice in End of Life Care

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HSC 408: Death, Dying and Bereavement

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This course covers the major theories, research, and assessment tools related to spirituality as it pertains to persons at end-of-life. Spiritual assessment skills for assisting others will be explored as well as opportunities for spiritual self-assessment and reflection. Theoretical and experiential learning methodologies will be utilized.

Certificate Program in Health Care Management

This certificate program is offered entirely online and requires a total of **16** credits for students who do not have a bachelor's degree. Five areas of focus will give you the essential information and expertise you need to become an effective manager:

- Budgeting and finance
- Human resource management
- Ethics
- Leadership and change
- Comprehensive overview of the U.S. health care delivery system

Whether you are a manager or aspiring to become one, this innovative online program provides the necessary resources to help you achieve your goal. If you have already proven yourself as an outstanding health care provider, but do not have the formal management preparation to excel in this demanding role, Excelsior College's distance education program allows you to attain the knowledge and training you need while meeting the needs of work and family, too.

This certificate program, developed under a Congressional award through the U.S. Department of Education, helps you acquire the skills you need to excel as a manager in today's demanding health care environment. From budgeting and finance to human resources and ethics, the program's five credit-bearing courses give students a complete framework of knowledge about the field.

Program Outcomes

1. Articulate the role of the health care manager within a dynamic and challenging health care environment.
2. Use critical thinking and decision-making skills to identify problems and implement changes that improve outcomes for clients and staff.
3. Implement team building strategies that create partnerships and collaboration across disciplines.

4. Use data to make decisions to determine effective utilization and distribution of fiscal, material, and human resources.
5. Apply the principles and theories of human resource management to positively impact staff performance and quality outcomes.
6. Communicate effectively with multiple stakeholders about professional and client care system issues using a variety of strategies.
7. Develop departmental strategies that address the health care needs of diverse client populations.
8. Manage care according to the ethical, accreditation, regulatory, and professional standards of care.
9. Develop and manage an operational plan and budget.
10. Create an environment that fosters professional growth and development in professional practice.

Course Descriptions

HSC 414: Budget and Finance in Health Care Organizations

3 credits

A cohort course designed to guide students through the basic financial principles and techniques used by managers in health care facilities. Focuses on the preparation and management of a capital and operating budget. Course is organized into eight modules based on the content outline, with specific assignments and assessments for each activity that take students from conceptual discussion to practice exercises. Team assignments will simulate actual work experiences.

HSC 418: Human Resource Management in Health Care Organizations

3 credits

A cohort course that explores the human resource function of the manager in a health care organization. Covers a wide range of topics including worker safety and security, general employment practices, staffing, organizational development and employee relations. Upon completion of the course, students will be able to implement/integrate evidence-based human resource strategies into the day-to-day management of their departments.

HSC 312: The Ethics of Health Care

3 credits

A cohort interdisciplinary ethics course that guides students through a systematic analysis of contemporary ethical issues in health care. During the course, you will be required to differentiate ethical issues from other types of issues; demonstrate sound moral reasoning; formulate and defend an ethical position; and summarize the historical, legal, and healthcare policy dimensions of current issues of ethical concern.

HSC 431: Introduction to the Health Care Delivery System

3 credits

A cohort course that provides health care professionals with a comprehensive overview of the U.S. health care delivery system and the forces that influence it. Students will explore historical influences on the U.S. health care delivery system and examine the role of the government, finance and policy in the health care arena.

HSC 438: Leadership and Change

4 credits

A cohort course that focuses on leadership as a facilitator of change and transformer and nurturer of organizational culture. The role of a leader is to create an ethical culture that promotes and supports a healthy work environment that enhances quality of care. Students will learn how ethics inform leadership, and how leadership transforms culture and facilitates change.

Certificate Program in Health Care Informatics

The Certificate in Health Care Informatics consists of 6 courses, 17 credits of academic work. The purpose of the program is to prepare graduates who have knowledge and skills necessary to work within, or assume leadership roles in the field of health care informatics. The informatics courses focus on content related to information management systems, information system lifecycle, database design, and the ethical, political, social, and legal implications of information systems management in the health care arena.

Program Objectives

1. Use critical thinking skills to identify informatics solutions to improve health care delivery.
2. Participates as a member of an interdisciplinary informatics team responsible for the design, implementation, and management of an information management system.
3. Applies health care informatics knowledge and skills needed in the development, management, and evaluation of information systems.
4. Articulates health care informatics perspectives and issues in a professional role.

Course Descriptions

HINF 521:

Data, Information and Knowledge

3 credits

A Cohort course that focuses on the nature of data, the concepts of information and knowledge, principles of relational database systems, operations, information systems, data sets, data standards and classification systems. During the course, students will be able to gain hands-on experience in developing a database.

HINF 522: Informatics and the Health Care Delivery System

3 credits

A Cohort course designed to introduce students to the field of health care informatics. It focuses on the history of health care informatics, basic informatics concepts and health information management applications. During the course students will compare and interact with information management applications related to administration, education, practice and research.

HINF 551: System Lifecycle

4 credits

This course focuses on a structured approach to the selection, implementation and on-going support of an information system. This structured approach is called the information system development life cycle. The course incorporates four modules corresponding to the five phases of the life cycle: planning, analysis, design, implementation and evaluation.

HINF 553:

Issues in Health Care Informatics

2 credits

A Seminar course designed to encourage students to engage in a dialogue among themselves and with experts in the field of health care and health care informatics in order to come to some understanding of current issues. Using a single broad case study, students view the issues engendered by the case through the many-colored lenses of ethics, politics, society and the law.

HINF 555: Knowledge Representation: Data Standards, Terminologies & Implications for Practice

2 credits

A Cohort course that focuses on data standards, terminologies, and their implications for practice. The terminologies component provides an overview of the major nursing, medical and other health care terminologies in use. The data component describes the functions of data standards and implications for informatics as well as professional practices.

HINF 564:

Informatics Project Management

3 credits

A Cohort course that provides students with an opportunity to select a role in an agency and to design, implement and manage an effective project by applying appropriate project management principles. Students will learn to use Microsoft Project to develop and implement their projects. Study groups will be formed and case studies will be used to facilitate learning and enhance critical thinking skills.

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 provides access to a broad array of resources such as journal articles, books, Web sites, 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 at www.excelsior.edu/library; login is required.

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, 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.

Excelsior College has partnered with MBS Direct to provide online bookstore services to our students and examinees. Services include online ordering, a wide selection of new and used books—including over 7,000 titles in eBook format, competitive pricing, a customer loyalty program, an online buyback program, and U.S.-based customer service available 7 days a week by phone and email (Eastern time).

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Email: vb@mbsbooks.com

Monday–Thursday: 7:00 am to 9:00 pm

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Order online, anytime:

<https://www.excelsior.edu/bookstore>

Write:

Excelsior College Bookstore
c/o MBS Direct
2711 W. Ash St.
Columbia, MO 65203

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 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 (ECEs), Excelsior College courses, and courses from preferred provider institutions. Students will find accurate, up-to-date information through course search. This inclusive process allows students to find courses that meet their degree requirements, request course approval, and register—all online and in one place at www.excelsior.edu/coursesearch (login required).

Online Tutoring Services

Enrolled Excelsior College students taking courses or examinations are eligible for online tutoring services available through SMARTHINKING™. After you register for this service, you will have access to and can interact in real time with tutors who have been trained to provide assistance in a variety of subjects.

Tutoring is available up to 24/7. For a complete description of subjects offered and times when service is available, visit www.excelsior.edu/myec, login, and click on the MY Access® and Smarthinking link in the MyEC Resources and Services box.

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, lan-

guage 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.

MY Access! uses an artificial intelligence scoring engine—called IntelliMetric™—that mimics the way human raters would analyze a piece of writing.

For more introductory information about MY Access!, visit www.excelsior.edu/myaccess (login required).

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.

Career Services

Earning an Excelsior College degree builds a strong foundation for meeting your career goals. Learning more about your career potential can enrich your educational experience and lay the groundwork for all of your future career decisions. Important considerations for your career development include identifying your career aspirations through self-assessment, researching future employment possibilities with career exploration, discovering the best methods of conducting a job search, and/or determining if graduate studies will enhance your career path.

Increase your career awareness, access helpful resources, and view the general and degree-specific career resource information at www.excelsior.edu/career (login required).

Excelsior College® Examinations (ECE)

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

Examination content guides are available at no charge from Excelsior College. Each content guide describes examination content and includes sample questions and recommended texts. The College also offers a variety of study support services to enrolled students preparing for ECEs, including online study support through listservs and our Electronic Peer Network (EPN).

Many ECEs carry upper-level credit. All undergraduate examinations are three hours in length. With the exception of specific circumstances, such as reasonable accommodations, ECEs are administered via computer in cooperation with Pearson 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*.

ECEs are also administered internationally at approved Pearson test centers. For the U.S. military, ECEs are available worldwide through the Defense Activity for Non-Traditional Education Support (DANTES) program. For additional information, contact the DANTES office within Test Administration at 888-647-2388, ext. 162.

Study Materials and Guided Learning Packages

To help you prepare for an ECE, read the free **Excelsior College Examination Content Guide** for that exam to find out what study materials may be available through the Excelsior College Bookstore, and then order those that seem appropriate to your learning needs. The ex-

amination development committee has carefully chosen study materials recommended in each content guide because they address exam content and provide appropriate learning experiences for independent learners.

Guided learning packages are integrated packages of study guides, textbooks, and other resources recommended by Excelsior College distance learning specialists and faculty. These packages are designed to help you structure your independent study, achieve learning outcomes, and prepare for the examination. Each guided learning package shows you how the exam content is organized, suggests learning strategies, and guides you through the study materials. If you do choose a guided learning package, you should plan on using all materials in the package to gain the greatest possible benefit from this learning resource. Guided learning packages are available for select examinations only.

Study materials and guided learning packages may be purchased through the Excelsior College Bookstore. Individual examination content guides are free and may be downloaded from the College's Web site or requested by phone.

Excelsior College Practice Exams

Students studying for the Abnormal Psychology, Anatomy & Physiology, Ethics: Theory & Practice, Foundations of Gerontology, Human Resource Management, Life Span Developmental Psychology, Literacy Instruction in the Elementary School, Management in Nursing, Microbiology, Organizational Behavior, or World Population examinations can take online practice exams. These practice exams offer the chance to sample the types of questions that appear on the actual ECE 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, 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 all but the first two exams in the associate degree in nursing series, 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-based 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 for through portfolio assessment. Go to www.excelsior.edu/portfolio for more information.

Other Examination Programs

A Student Guide to Credit by Examination at Excelsior College: The Assessment Catalog, lists all of our available examinations, as well as those offered by other testing programs. This Excelsior College publication also explains how particular examinations can be used to fulfill Excelsior College degree requirements. It is available anytime at our Web site in pdf format or by request as a printed document. 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.

Financial Aid



Several options are available to assist independent learners with the cost of earning an Excelsior College degree. Our Financial Aid Office is ready to answer your questions about financial aid opportunities and to 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. Visit our Web site at www.excelsior.edu/financialaid or call toll free 888-647-2388, ext 143.

Sources of Financial Aid

Federal Programs

Excelsior College administers the following federal student financial aid programs. To apply for federal financial aid, you will need to complete a FAFSA form available at www.fafsa.ed.gov. Excelsior College's Federal School Code number is 014251. *(Please note: Examination-based programs—the AAS in nursing and AS in nursing—are not eligible for federal student financial aid.)*

All students should complete the FAFSA before applying for scholarships offered through Excelsior College.

- Pell Grants
- Stafford Loans
- PLUS Loans
- Graduate PLUS Loans

Scholarships Offered Through Excelsior College

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

Private Loan Programs

- Sallie Mae Signature Loan®
- Wells Fargo Education Connection® Loan

New York State Programs

- Aid for Part-Time Study (APTS)
- Aid for Part-Time TAP
- 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 1606)
- Reserve Educational Assistance (REAP) (Chapter 1607)
- Post-Vietnam Era Veterans Educational Assistance Program (VEAP) (Chapter 32)
- Post-9/11 G.I. Bill (Chapter 33)
- Survivors' and Dependents' Educational Assistance Program (Chapter 35)
- Restored Entitlement Program for Survivors (REPS)
- Vocational Rehabilitation (Chapter 31)
- Military Tuition Assistance

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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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