

# School of Business and Technology



## The Technology Degrees

[www.excelsior.edu](http://www.excelsior.edu)



EXCELSIOR  COLLEGE®

## About Excelsior College

---

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

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

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

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

## The Philosophy of Excelsior College

---

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

## The Vision for Higher Education

---

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

## The Vision for Excelsior College

---

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

## The Mission of Excelsior College

---

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

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

## Accreditation

---

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

This school is a nonprofit corporation authorized by the State of Oregon to offer and confer the academic degrees described herein, following a determination that state academic standards will be satisfied under OAR 583-030. Inquiries concerning the standards or school compliance may be directed to the Oregon Office of Educational Policy and Planning at 255 Capital Street NE, Suite 126, Salem, Oregon 97310-1338.

# Technology Degrees Catalog Addendum

School of Business and Technology



May, 2007

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

### Program Requirement Corrections

Students enrolled in the **Associate in Science in Technology** degree program are required to complete a course or exam in computer applications or programming as part of their technical electives.

Students enrolled in the **Bachelor of Science in Technology** degree program are required to complete a course or exam in computer applications or programming as part of their technical electives.

### Program Objective Correction

On page 44, Objective # 8 for the **Bachelor of Science in Electronics Engineering Technology** degree program should read as follows:

8. Integrate knowledge of the **functional** areas of electronics technology.

### The following corrections apply to the natural sciences requirements for several degree programs

#### Page 22: Associate in Science in Electronics Technology Degree Chart

There is no minimum credit hour requirement for natural sciences. Rather, students must complete certain required courses in the natural sciences:

Physics I–II (with at least one physics lab).

Students are required to complete a minimum of 16 semester credits in the combined areas of mathematics and natural sciences, with at least eight credit hours in math at the level of college algebra or above, including one course in calculus.

#### Page 25: Associate in Science in Nuclear Technology Degree Chart

There is no minimum credit hour requirement for natural sciences. Rather, students must complete certain required courses in the natural sciences:

Physics I–II (with at least one physics lab),  
Chemistry (with lab).

Students are required to complete a minimum of 15 semester credits in the combined areas of mathematics and natural sciences, with at least seven credit hours in math at the level of college algebra or above, including one course in calculus.

#### Pages 41–42: Bachelor of Science in Computer Technology Degree Chart and text for mathematics and natural sciences requirements

There is no minimum credit hour requirement for natural sciences. Rather, students must complete certain required courses in the natural sciences:

Physics I–II (with at least one physics lab).

Students are required to complete at least 24 semester hours of credit in the combined areas of mathematics and natural sciences, with at least 12 credit hours in math at the level of college algebra or above, including Calculus I–II.



**Pages 44 and 46: Bachelor of Science in Electronics Engineering Technology text for mathematics and natural sciences requirements and Degree Chart**

There is no minimum credit hour requirement for natural sciences. Rather, students must complete certain required courses in the natural sciences:

Physics I–II (with at least one physics lab).

Students are required to complete at least 24 semester hours of credit in the combined areas of mathematics and natural sciences, with at least 12 credit hours in math at the level of college algebra or above, including Calculus I–II and Differential Equations.

**Pages 52–53: Bachelor of Science in Nuclear Engineering Technology text for mathematics and natural sciences requirements and Degree Chart**

There is no minimum credit hour requirement for natural sciences. Rather, students must complete certain required courses in the natural sciences:

Chemistry (with lab),  
Physics I–II (with at least one physics lab),  
Atomic Physics,  
Nuclear Physics,  
Thermodynamics.

Students are required to complete at least 24 semester hours of credit in the combined areas of mathematics and natural sciences, with at least 12 credit hours in math at the level of college algebra or above, including Calculus I–II.

**The following changes are for the Bachelor of Science in Information Technology degree program. Text is found on pages 48 and 50 of the current catalog.**

**Information Technology  
Concentration Requirements**

**Information Security Concentration  
(minimum of 15 credits)**

Network Security  
Web Security  
Computer Forensics  
Information Assurance Management  
Integrated Technology Assessment

**Internet Technology for E-Commerce  
Concentration**

This concentration is no longer being offered.

**Multimedia & Web Development  
Concentration**

This concentration is no longer being offered.

**Network Management Concentration  
(minimum of 15 credits)**

Advanced Networking  
Network Operating Systems  
Wireless Technology  
Telecommunication Management  
Integrated Technology Assessment

**Object-Orientated Software Development  
Concentration (minimum of 15 credits)**

Advanced Object-Orientated Programming I  
Advanced Object-Orientated Programming II  
Data Structures & Algorithms  
Software Systems Analysis & Design  
Integrated Technology Assessment

**Video Game & Simulation Development  
Concentration (minimum of 18 credits)**

Advanced C++ Programming for  
Game Developers  
Graphics Programming with DirectX9  
Advanced Graphics Programming with DirectX9  
Graphics Programming with OpenGL  
Artificial Intelligence  
Integrated Technology Assessment

**General Option**

Integrated Technology Assessment  
Approved IT Electives

# Table of Contents



## General Information 1

### Excelsior College Degree Programs 2

### Sources of Undergraduate Credit 3

Excelsior College: Suiting Your Lifestyle,  
Meeting Your Needs . . . . . 4

How Will an Excelsior College Degree Help Me? . . . 4

Degree Programs . . . . . 5

Degree Requirements . . . . . 5

How Do I Get My Degree? . . . . . 5

Excelsior College Admissions Policy . . . . . 5

Is Excelsior College Right for Me? . . . . . 6

How Do I Get Started? . . . . . 6

The Process of Earning an Excelsior College Degree . 7

Undergraduate Enrollment Policies . . . . . 7

Credit Sources . . . . . 8

Submission of Military Documentation . . . . . 8

Active Duty Personnel, National Guard, Reservists. 8

Servicemembers With Language Training . . . . . 9

Veterans of All Branches Except

Enlisted Air Force Personnel. . . . . 9

Military Partnerships. . . . . 9

Navy College Program Distance

Learning Partnership . . . . . 9

SOCCOAST/Coast Guard Distance

Learning Partnership . . . . . 9

Army National Guard Education

Support Center (MOU) . . . . . 9

eArmyU. . . . . 10

DANTES. . . . . 10

General Education Outcomes Measurement. . . 10

Costs of an Excelsior College Education . . . . . 10

Required Fees . . . . . 10

SSAF Payment Plan. . . . . 11

The Program Completion and Graduation Fee. . 11

Additional Fees . . . . . 11

Sample Optional Fees . . . . . 11

General Refund Policy. . . . . 11

## Technology Degree Programs Information 12

### Degree Program Components . . . . . 13

Requirements and Policies for Technology Degrees . 13

Written English Requirement . . . . . 13

Information Literacy Requirement. . . . . 14

Level Requirement . . . . . 14

Business/Industry/Military Training . . . . . 14

Diversity . . . . . 15

Free Elective Credits . . . . . 15

Mathematics Policy. . . . . 15

Minimum Academic Average . . . . . 15

Time Limits . . . . . 15

A Word of Caution About Test Preparation  
and Tutorial Services . . . . . 15

## Associate Degree Programs in Technology 16

### Associate in Applied Science in Aviation Studies 16

and

### Associate in Applied Science in Technical Studies 16

I. Arts and Sciences Component. . . . . 17

II. Career Component . . . . . 17

III. Free Elective Component. . . . . 17

### Associate in Occupational Studies in Aviation . . 18

I. Arts and Sciences Component. . . . . 18

II. Career Component . . . . . 18

III. Free Elective Component. . . . . 18

### Associate in Science in Computer Software . . . 19

I. Arts and Sciences Component. . . . . 20

II. Computer Software Component. . . . . 20

III. Information Literacy Requirement . . . . . 21

Programming Language Cap. . . . . 21

Credit for Vendor Examinations . . . . . 21

Time Limit. . . . . 21

### Associate in Science in Electronics Technology . . 21

I. Arts and Sciences Component. . . . . 22

II. Electronics Technology Component . . . . . 23

III. Information Literacy Requirement . . . . . 24

Time Limit. . . . . 24

### Associate in Science in Nuclear Technology . . . 24

I. Arts and Sciences Component. . . . . 25

II. Nuclear Technology Component. . . . . 26

III. Information Literacy Requirement . . . . . 27

Time Limit. . . . . 27

Credit for Navy Nuclear Power School (Enlisted) . . 27

Credit for Nuclear Propulsion Plant Operators

(Prototype) . . . . . 28

Credit for the National Registry of

Radiation Protection Technologists (NRRPT) . . . 28

Credits from training programs completed  
at United States Nuclear Power Plants that  
are accredited by the National Academy  
for Nuclear Training . . . . . 28

### Associate in Science in Technology . . . . . 29

I. Arts and Sciences Component. . . . . 29

II. Technology Component . . . . . 29

III. Information Literacy Requirement . . . . . 30

Time Limit. . . . . 30

### Sample Technical Specialty and Technical Electives for Each Technical Specialty Area. . . . . 32

Chemical Technologies . . . . . 32

Computer Technologies . . . . . 33

Electromechanical Technologies . . . . . 33

Electronic/Instrumentation Technologies. . . . . 34

Manufacturing Technologies . . . . . 34

Mechanical/Welding Technologies. . . . . 35

Nuclear Technologies . . . . . 35

Optical Technologies. . . . . 36

Power Plant Technologies . . . . . 36

## Baccalaureate Degree Programs in Technology 37

### Bachelor of Science in Technology . . . . . 37

I. Arts and Sciences Component. . . . . 39

II. Technology Component . . . . . 39

III. Free Elective Component. . . . . 40

Time Limit. . . . . 40

### Bachelor of Science in Computer Technology . . 40

I. Arts and Sciences Component. . . . . 40

II. Computer Technology Component. . . . . 42

III. Free Elective Component. . . . . 43

Time Limit. . . . . 43

Credit for ICCP and Vendor Examinations . . . . . 43

Second Degree Restrictions . . . . . 43

### Bachelor of Science in Electronics

### Engineering Technology . . . . . 43

I. Arts and Sciences Component. . . . . 44

II. Electronics Engineering Technology Component . 44

III. Free Elective Component. . . . . 47

Course Materials Policy . . . . . 47

Time Limit. . . . . 47

Second Degree Restrictions . . . . . 47

**Bachelor of Science in Information Technology . 47**

I. Arts and Sciences Component . . . . .	48
II. Information Technology Component . . . . .	48
III. Free Elective Component . . . . .	50
Programming Language Cap. . . . .	50
Credit for Vendor Examinations . . . . .	50
Game Institute™ Courses . . . . .	50
Time Limit . . . . .	50

**Bachelor of Science in Nuclear****Engineering Technology . . . . . 51**

I. Arts and Sciences Component . . . . .	51
II. Nuclear Engineering Technology Component . . . . .	52
III. Free Elective Component . . . . .	54
Course Materials Policy . . . . .	54
Time Limit . . . . .	54
Credit for the National Registry of Radiation Protection Technologists (NRRPT) . . . . .	55
Credit for Navy Nuclear Power School (Enlisted) . . . . .	55
Credit for Nuclear Propulsion Plant Operators (Prototype) . . . . .	56
Credits from training programs completed at United States Nuclear Power Plants that are accredited by the National Academy for Nuclear Training . . . . .	56

**Use of Proficiency Exams for  
Technology Degree Credit 57****Proficiency Exams for Technology Degree Credit . 58****Excelsior College Examinations . . . . . 58**

CLEP Tests . . . . .	58
DANTES Examinations . . . . .	58
Graduate Record Examinations (GRE) Subject Tests . . . . .	58
ICCP Examinations . . . . .	58
Credit for ICCP (Institute for Certification of Computing Professionals) Examinations . . . . .	58
Credit for Vendor Examinations . . . . .	58
Use of Graduate Record Examinations (GRE) Subject Tests . . . . .	58

**Learning Resources 59**

The Excelsior College Virtual Library (ECVL) . . . . .	59
Academic Advising . . . . .	59
Excelsior College Bookstore . . . . .	59
Excelsior College Workshops . . . . .	60
Course Search Function . . . . .	60
Online Tutoring Services . . . . .	60
Guided Learning Packages . . . . .	60
My Access!™ Online Guided Writing Tool . . . . .	60
The Excelsior College Web Site . . . . .	61
The Electronic Peer Network (EPN) . . . . .	61
The Graduate Resource Network (GRN) . . . . .	61
Career Services . . . . .	61
Excelsior College® Examinations . . . . .	61
Study Resources for Excelsior College Examinations . . . . .	62
Excelsior College Practice Exams . . . . .	62
Portfolio-Based Assessment . . . . .	62
Other Examination Programs . . . . .	62
Excelsior College Credit Bank . . . . .	63

**Community Resources . . . . . 63**

Local Colleges and Universities . . . . .	63
Public Libraries . . . . .	63

**Financial Aid 65****Scholarships Offered Through Excelsior College. . 66**

President's Scholarships . . . . .	66
Julia O. Wells Memorial Education Foundation Scholarships . . . . .	66
David W. Miller Scholarships . . . . .	66
Master Sergeant David K. Thuma Memorial Scholarships . . . . .	66
Alumni Association Scholarships . . . . .	66
Excelsior College® Endowment Fund Scholarships . . . . .	67
Fred L. Emerson Foundation Scholarships . . . . .	67
AXA Foundation Scholarships . . . . .	67
Ewald B. Nyquist Scholarships . . . . .	67
Reeves-Ellington Scholarships . . . . .	67
Roy L. Simpson Nursing Informatics Scholarships . . . . .	67

**Private Loan Programs . . . . . 67**

The Wells Fargo P.L.A.T.O.® Career Loan . . . . .	67
CitiAssist™ Loan . . . . .	68
EXCEL™ Family Education Loan . . . . .	68
EXCEL™ GRAD Loan . . . . .	68

**New York State Programs . . . . . 69**

Aid for Part-Time Study (APTS) . . . . .	69
Tuition Assistance Program (TAP) . . . . .	69
Vietnam Veterans Tuition Awards (VVTa) and Persian Gulf Veterans Tuition Awards (PGVTA) . . . . .	70

**Other Sources. . . . . 70**

Private Scholarships . . . . .	70
Employer and Union Tuition Assistance . . . . .	70
Vocational Rehabilitation and VESID . . . . .	70
Department of Labor Programs . . . . .	71

**Department of Veterans Affairs—****Benefits and Programs . . . . . 71**

Montgomery G.I. Bill—Active Duty . . . . .	71
Montgomery G.I. Bill—Selected Reserve . . . . .	72
Post-Vietnam Era Veterans Educational Assistance Program (VEAP) . . . . .	72
Additional Educational Assistance Programs for Veterans . . . . .	73
Military Tuition Assistance . . . . .	73

**Selected Policies and Procedures 74**

Academic Honesty . . . . .	74
Statement of Policy . . . . .	74
Procedures . . . . .	74
Petition for Reinstatement . . . . .	75
Academic Honors . . . . .	75
Academic Policy Date and Degree Enrollment . . . . .	75
ADA/Reasonable Accommodations for Students with Disabilities . . . . .	76
Procedures . . . . .	76
Confidentiality . . . . .	76
Reasonable Accommodation . . . . .	76
Adding and Deleting Credit on Your Status Report or Transcript . . . . .	77

Developmental/Remedial Courses . . . . .	78
Duplication of Credit . . . . .	78
Electronic Use . . . . .	78
Enrollment, Matriculation, Non-Matriculation, Provisional Admission Definitions . . . . .	79
Extra-Institutional Learning . . . . .	80
Electronic Delivery of Academic Evaluations . . . . .	80
Grades Awarded by Excelsior College . . . . .	80
Undergraduate Policies . . . . .	80
Graduation/Degree Conferral . . . . .	83
International Credentials Evaluation . . . . .	83
Leave of Absence . . . . .	83
Policies and Procedures Handbooks for Undergraduate and Graduate Courses . . . . .	84
Repeating Excelsior College Examinations . . . . .	84
Retention . . . . .	84
Second Degree . . . . .	84
SocialSecurity Number/Student ID Number . . . . .	85
Student Appeals (Right to Appeal) . . . . .	85
Student Responsibilities . . . . .	85
Third Degree . . . . .	85
Time Limit on Transfer Credit . . . . .	86
Transferring Credit from Non-Regionally Accredited Schools . . . . .	86
Transferring Degree Programs . . . . .	86
Withdrawal from the College . . . . .	87
Returned Checks . . . . .	88
Payment Plan Delinquency . . . . .	88

**Excelsior College  
Board of Trustees 89****Excelsior College  
Leadership Staff 91****Excelsior College  
Technology Degrees Faculty 92**

New York State Education Department Inventory of Registered Programs . . . . .	94
---	----



# General Information

Copyright © 2006 Excelsior College.

"Excelsior College" is a registered servicemark of Excelsior College.

All rights reserved. Unauthorized reproduction or use prohibited.

## LIMITATIONS

Information in this catalog is current as of June 1, 2006, and is subject to change without advance notice.

## CHANGES IN COLLEGE POLICIES, PROCEDURES, AND REQUIREMENTS

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

---

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

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

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

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



# Excelsior College Programs

## Business

---

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

## Health Sciences

---

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

## Liberal Arts

---

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

## Nursing

---

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

## Technology

---

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





# Sources of Undergraduate Credit

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

## Sources of Undergraduate Credit

1. Excelsior College courses
2. Transfer of degree-level credit from regionally accredited and NYS Education Department-approved colleges and universities
3. College-level proficiency examination programs reviewed by the American Council on Education (ACE) College Credit Recommendation Service of the Center for Adult Learning and Educational Credentials
4. College-level proficiency examination programs reviewed by Excelsior College faculty
  - a. Information Technology (IT) Vendor Certification Examinations (Microsoft, CompTIA, Cisco, Sun, International Computer Driving License [ICDL], etc.)
  - b. Graduate Record Examination (GRE) Subject Tests
  - c. National Commission on Certification of Physician Assistants (NCCPA) Physician Assistant National Certifying Examination (PANCE)
  - d. National Certification Board of Pediatric Nurses General Pediatric Nursing (GPN) Certification Examination
  - e. New York University Foreign Language Proficiency Tests
  - f. Hebrew University of Jerusalem Examination
  - g. Approved proficiency examination programs listed in Excelsior College DistanceLearn® database
  - h. Adult, Pediatric, or Neonatal Critical Care Certification (CCRN) through the AACN Certification Corporation
  - i. Oncology Certified Nurse (OCN) or a Certified Pediatric Oncology Nurse (CPON) through the Oncology Nursing Certification Group
  - j. Certified Rehabilitation Registered Nurse (CRRN) through the Rehabilitation Nursing Certification Board
5. Programs reviewed by the American Council on Education (ACE) College Credit Recommendation Service of the Center for Adult Learning and Educational Credentials, by the New York State Board of Regents National Program on Noncollegiate Sponsored Instruction (National PONSI), by the Excelsior College Criminal Justice Training Assessment Program, or by the Excelsior College Faculty (e.g., Nuclear Utility Accreditation Program (NUAP), Game Institute, and General Physics)
6. International Credentials
 

Degree-level credit at approved universities or university-parallel institutions beyond the United States. Transcripts are evaluated by Educational Credential Evaluators, Inc. (ECE), Commission on Graduates of Foreign Nursing Schools (CGFNS), Josef Silny & Associates, Inc. (for Israel only), GLOBE (for Russia only), and other faculty-approved international institutions.
7. Evaluation of extra-institutional learning (Excelsior College endorses the Council for Higher Education and Accreditation statement on the validation of extra-institutional and experiential learning for transfer purposes)
8. Excelsior College, Charter Oak, and Ohio University portfolio-based assessment
9. Federal Aviation Administration (FAA) Fixed Wing Certificates
10. Degree-granting professional school programs with Council for Higher Education (CHEA) professional accreditation following Excelsior College's policy on credit acceptance of transcripts from non-regionally accredited professional schools
11. College-level credit from any degree granting institution accredited by the Distance Education and Training Council (DETC) that also has been approved and recommended by the American Council on Education's (ACE) College Credit Recommendation Service
12. Association of Advanced Rabbinical and Talmudic Schools (limited)

## Examples of Graduate Schools Accepting Our Graduates

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

## Excelsior College: Suiting Your Lifestyle, Meeting Your Needs

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

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

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

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

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

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

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

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

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

## 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.

## Degree Programs

Excelsior College offers 34 different degree programs at associate and baccalaureate levels in business, liberal arts, nursing, and technology and master's-level degree programs in business, liberal studies, and nursing. The College also offers four 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. (The certificate and graduate programs have more focused yet still flexible requirement categories. Please refer to program-specific information for details if you plan to enroll in a certificate or graduate program.)

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

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

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

## How Do I Get My Degree?

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

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

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

## Excelsior College Admissions Policy

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 which 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. The admissions process is based on self-selection, and students may enroll at any time throughout the year.



## Is Excelsior College Right for Me?

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

- You can start on your degree anytime.
- We offer open enrollment to students seeking an undergraduate degree in Liberal Arts, Business, or Technology. You can enroll in these programs directly without applying for admission. (Nursing students must meet certain eligibility requirements and apply). If you are interested in the Master of Arts degree in Liberal Studies, Master of Science degree program in nursing, or Master of Business Administration, visit our Web site and click on the “Apply to Excelsior College” link for information.
- Or, if you wish, you can find out how close you are to completing your degree requirements simply by completing and submitting an Undergraduate Application for Admission. After you apply, we will send you an unofficial review that shows the requirements you have already fulfilled for your chosen degree program and what credits you still need to complete to finish your degree. You may be closer than you think!
- Our knowledgeable admissions counselors (available by phone or email) can explain our programs to you and help you take the steps you need to get started.

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

As you are making your decision about enrolling in Excelsior College, you should study the degree requirements listed in a current catalog for the degree you

wish to earn. Please be aware that you will be subject to the program requirements and College policies in effect when you enroll. Some requirements and policies change periodically and as an enrolled student you will be notified accordingly. You can access all our catalogs on the Excelsior College Web site, and we will be happy to send you hard copies of current materials at any time.

As a distance learning institution, Excelsior College provides access and support for many of the unique needs of adult learners. Misconceptions about distance learning may cause confusion, and some students may have unrealistic expectations regarding the services and programs we offer. Therefore, as you consider enrolling in Excelsior College, it may be helpful to learn about some of the services we do not provide. Excelsior College does not

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

## How Do I Get Started?

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](http://www.excelsior.edu) and click “Enrollment” on the upper menu tab. Select “Undergraduate Online Enrollment.” You will be prompted to create a user account if you have not already done so. Complete the online enrollment form and pay your fee with secure-access credit card payment or apply for our payment plan online.

If you prefer to use a paper enrollment process, you can download the PDF form from the enrollment page of the Web site and submit it with the required enclosures. Simply fill out an enrollment form and submit it with the required enclosures and nonrefundable enrollment fee, 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 Enrollment Management Office.

With your enrollment form, you should also submit official copies of your academic records from all the sources you wish to present for credit toward a degree. These include transcripts from accredited colleges and universities, score reports from testing agencies, international credentials evaluations, and documentation from military or corporate education programs. Photocopies or unofficial copies of these documents cannot be accepted. Please review carefully the instructions accompanying the enrollment form for specific information relating to the proper submission of your academic records.

When we receive all the official documents listed on your enrollment form, we will compare your educational experience to the requirements of your selected degree program. This initial evaluation usually takes six to eight weeks to complete once all documents are received by Excelsior College. Within two hours after your advising team has completed the evaluation, your Status Report, which indicates how we applied credits represented on the documents, and an Evaluation Summary telling you what you still need to complete your degree requirements will be available on our Web site. You will receive email notification when the evaluation is ready for you to view at MyEC. If you are not an e-delivery student, your evaluation will be mailed to you. 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.



We will do everything possible to meet our stated turnaround time. You will be informed through a post-card notification of turnaround time.

A good place to begin your educational journey while you are awaiting your evaluation is your degree program's online orientation. This orientation is found on our Web site, and it will help you become acquainted with our programs as well as provide you with the information you need to map out the best plan for your degree.

### **The Process of Earning an 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. A team member will review your transcripts and other educational documents and prepare a Status Report which will indicate how your previous education and learning will apply toward your Excelsior College degree requirements.

Your academic advisors will help you plan your degree program and select appropriate methods for completing degree requirements. They can help you locate distance learning and proficiency examination options to fulfill our degree requirements. The student policy handbook which is sent to you when you enroll includes useful guidelines and tips on making our advising system work for you. If you choose to use traditional college courses, it is your responsibility to locate such courses. Regardless of the method used to earn credit, you must receive prior approval from your advisor to ensure that the credit earned will apply toward your Excelsior College degree.

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

### **Undergraduate Enrollment Policies**

You may enroll in an Excelsior College undergraduate degree program at any time during the year and complete your degree program at your own pace. To graduate, you must satisfy the degree requirements in

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

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

By enrolling in the College, you agree that your contractual relationship with the College will be governed by the laws of the state of New York; and that any litigation or assertion of rights in a judicial or quasi-judicial forum will be brought only in a court or other forum having jurisdiction within the state of New York.

### Credit Sources

Excelsior College accepts credit from a wide variety of sources including those listed on the Sources of Undergraduate Credit chart on page 3. In general, Excelsior College accepts degree-level credit from the following sources:

- College-level proficiency examinations that have been evaluated and recommended for the award of college credit by the American Council on Education (ACE), Center for Adult Learning and Educational Credentials.
- Any degree-granting college or university accredited by or holding candidacy status with one of the regional accrediting agencies recognized by the U.S. Secretary of Education and/or the Council for Higher Education Accreditation (CHEA). To verify the accreditation status of all postsecondary institutions, Excelsior College refers to the publication *Accredited Institutions of Postsecondary Education* published for CHEA.
- Higher education institutions within New York State that are authorized by the New York State Board of Regents to award college degrees and whose programs are registered by the New York State Education Department. Courses required for Associate in Occupational Studies and Associate in Applied Science degree programs at proprietary schools in New York State are acceptable. The Institutional

Directory of Postsecondary Education in New York State is used to verify the degree-granting status of schools in New York State.

- Courses sponsored by employers, professional associations, unions, and other noncollegiate organizations, provided that they have been evaluated and recommended for the award of college credit 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. Such courses must also have been successfully completed during the time period specified by the National PONSI or ACE credit recommendation.
- College-level credit from any degree granting institution accredited by the Distance Education and Training Council (DETC) that also has been approved and recommended by the American Council on Education's (ACE) College Credit Recommendation Service.
- Military service school courses and occupational specialties that have been evaluated and recommended for college credit by the American Council on Education's (ACE) College Credit Recommendation Service.
- Degree-level credit at approved universities or university-parallel institutions beyond the United States. Transcripts are evaluated by Educational Credential Evaluators, Inc. (ECE), Commission on Graduates of Foreign Nursing Schools (CGFNS), Josef Silny & Associates, Inc. (for Israel only), GLOBE (for Russia only), and other faculty-approved international institutions.

### Submission of Military Documentation

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

#### Active Duty Personnel, National Guard, Reservists

- **Air Force:** Enlisted Air Force Personnel: Community College of the Air Force transcript submitted directly from CCAF, 130 W. Maxwell Blvd., Simler Hall, Suite 104, Maxwell AFB, AL 36112. Commissioned Officers should request an official DD Form 295 submitted directly from the military education center.



- **Army:** Enlisted Army Personnel: AARTS (Army/American Council on Education Registry Transcript System) sent directly from the AARTS Operations Center, 415 McPherson Ave., Fort Leavenworth, KS 66027-1373. Information on ordering an Official Institution Copy of your AARTS Transcript and eligibility requirements is available online at <https://arts.leavenworth.army.mil> or by phone at 866-297-4427. Officer/Warrant Officer Army Personnel should request an official DD Form 295 submitted directly from the military education center. Army National Guard Personnel may wish to contact the Army National Guard Education Support Center for assistance in degree program planning online at [www.virtualarmory.com](http://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](http://www.uscg.mil/hq/cgi).
- **Marine Corps:** SMARTS (Sailor/Marine ACE Registry Transcript) available through your Education Services Office. Log on to <https://www.navycollege.navy.mil> or call 877-253-7122 for SMARTS Transcript ordering information.
- **Navy:** SMARTS (Sailor/Marine ACE Registry Transcript) available through your Education Services Office. Log on to <https://www.navycollege.navy.mil> or call 877-253-7122 for SMARTS Transcript ordering information.

### **Servicemembers With Language Training**

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

### **Veterans of All Branches Except Enlisted Air Force Personnel**

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

- Veterans Affairs (VA) Office (state- or county-level)
- County Clerk's Office

- General Services Administration-National Personnel Records Center (Military Personnel Records), 9700 Page Boulevard, St. Louis, MO 63132

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

## **Military Partnerships**

### **Navy College Program Distance Learning Partnership**

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

### **SOCCOAST/Coast Guard Distance Learning Partnership**

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

### **Army National Guard Education Support Center (MOU)**

Excelsior College has formed a partnership with the Army National Guard Education Support Center (ARNG ESC) to meet the needs of Army National Guard (ARNG) soldiers, their family members, and ARNG civilian employees. Under this agreement, the ARNG ESC will publicize Excelsior College on their Web site and in National Guard related publications,

generate an automated degree plan for Excelsior College prospective students for the degree program of their choice, assemble and submit official enrollment packets, and provide examination study material through the Student Guide to Success. Excelsior College will review the degree plans generated by the ARNG ESC, provide feedback to the student who may need assistance, and send a monthly list of enrollments to the ARNG ESC.

### eArmyU

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

### DANTES

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

### General Education Outcomes Measurement

There is currently a movement in higher education to provide hard evidence of student success, generally referred to as outcomes assessment. Periodically, Excelsior College students will be asked to take a test to measure their attainment of the general education outcomes. The assessment results are used to continuously improve our programs as well

as to report on the effectiveness of our institution. Scores on general education outcomes assessments are kept completely confidential and do not appear on individual student transcripts, although favorable scores can be reported to employers and other educational institutions at the request of participants. There is no fee for participating in the general education outcomes assessment.

### Costs of an Excelsior College Education

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

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

Our fee structure allows you to pay designated fees as you go through the process of earning your degree. Bear in mind that if you have already earned a great deal of credit, your costs should be relatively low, whereas if you begin your degree program with little prior credit, your costs will be higher.

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

### Required Fees

- The Enrollment Fee covers the cost of processing your enrollment form, evaluating official academic records submitted with your enrollment form (either by you or by the source directly), and establishing your academic record at the College. This fee also covers the evaluation of additional official academic records you submit, academic advising, and program planning services for a period of one year from the date your initial Status Report is mailed to you (or two years from such date if you enroll in an AAS or

AOS degree program within the School of Business and Technology).

- If you are submitting credentials from universities located outside the United States, you may be required to pay an additional fee to an independent credential evaluation service to have those documents reviewed for equivalency to U.S. degrees and courses.
- The Student Service Annual Fee (SSAF) covers the cost of twelve months of evaluation of academic records submitted by you or the source directly, academic advising and program planning services, and maintenance of your student records. The SSAF is assessed each year you renew your enrollment at Excelsior College (or after your second year in an AAS or AOS degree program within the School of Business and Technology), approximately six to seven weeks prior to the anniversary date of issuance of your initial Status Report. If it takes you more than a year (or two years in an AAS or AOS program) to complete your degree program from the date of issuance of your initial Status Report, you will need to stay actively enrolled in the College by paying this fee. The full amount is always required by the due date listed on the bill. Keep this date in mind so you can budget for this annual expense.

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

### SSAF Payment Plan

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

We are pleased to offer our new 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.

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

### The Program Completion and Graduation Fee

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

### Additional Fees

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

### Sample Optional Fees

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

### General Refund Policy

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

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



# Technology Degree Programs Information



Excelsior College offers technology programs that enable you to earn credit and complete degree requirements at a distance, fostering enhanced career opportunities for motivated individuals while increasing opportunities for professional organizations and corporations to develop a more technologically literate workforce.

## Associate-level technology degree programs:

Associate in Applied Science in Aviation Studies . . . . .	16
Associate in Applied Science in Technical Studies (with specialty) . . . . .	16
Associate in Occupational Studies in Aviation . . . . .	18
Associate in Science in Computer Software . . . . .	19
Associate in Science in Electronics Technology . . . . .	21
Associate in Science in Nuclear Technology . . . . .	24
Associate in Science in Technology (with specialty) . . . . .	29

## Sample technical specialty and technical elective subjects:

Chemical Technologies . . . . .	32
Computer Technologies . . . . .	33
Electromechanical Technologies . . . . .	33
Electronic/Instrumentation Technologies . . . . .	34
Manufacturing Technologies . . . . .	34
Mechanical/Welding Technologies . . . . .	35
Nuclear Technologies . . . . .	35
Optical Technologies . . . . .	36
Power Plant Technologies . . . . .	36

## Baccalaureate-level technology degree programs:

Bachelor of Science in Technology (with specialty) . . . . .	37
Bachelor of Science in Computer Technology . . . . .	40
Bachelor of Science in Electronics Engineering Technology . . . . .	43
Bachelor of Science in Information Technology (with concentration) . . . . .	47
Bachelor of Science in Nuclear Engineering Technology . . . . .	51

## The use of proficiency examinations for technology degree credit

Excelsior College Examinations . . . . .	58
CLEP tests . . . . .	58
DANTES Examinations . . . . .	58
Graduate Record Examination (GRE) subject tests . . . . .	58
ICCP Examinations . . . . .	58

The baccalaureate degree programs in Electronics Engineering Technology and Nuclear Engineering Technology are accredited by the Technology Accreditation Commission (TAC) of the Accreditation Board for Engineering and Technology (ABET). TAC of ABET is a specialized accrediting agency recognized by the U.S. Secretary of Education.

Because of limited technological degree program opportunities across the country, completing degree requirements at a distance is often the only option for adults with technical backgrounds acquired at institutions of higher education, on the job, and/or in the military. As an adult learner undertaking study for a technology degree at a distance, you should familiarize yourself with the various academic requirements and policies that form the bases of available programs and make your educational decision based on a complete understanding of all relevant factors. Included here is a summary of the most important information regarding the Excelsior College technology degree programs; the rest of this catalog contains more detailed descriptions and other relevant information.

You are a good candidate for a baccalaureate-level technology degree program if you:

- have a two-year technology degree or a significant number of credits in a technology discipline from a regionally accredited college;
- are prepared to complete coursework in mathematics at the level of College Algebra or above, which may include Discrete Math, Calculus I and II and/or Differential Equations, if required for your degree program;
- have completed or have access to professional courses that have been evaluated for college-level credit by either the American Council on Education (ACE) College Credit Recommendation Service of the Center for Adult Learning and Educational Credentials or the New York State Board of Regents National Program on Noncollegiate Sponsored Instruction (National PONSI);
- have completed military training that has been evaluated by the American Council on Education. Based on its content and your degree program, this credit may apply toward the technology component, arts and sciences component, or free elective component.
- satisfy technology component requirements through a combination of methods, including traditional classroom study, proficiency examinations, approved military- and industry-sponsored credit, and/or distance courses. Proficiency examinations and distance courses may not be available for some core and laboratory requirements, but generally these requirements may be completed through traditional coursework.

## Degree Program Components

Every Excelsior College technology degree program requires a specific number of semester hours of credit in each of its component areas. These areas include an arts and sciences component, a technology component (or, in some programs, a career component) and a free elective component in which you may earn credits through applicable coursework or examinations in subject areas that interest you to individualize your program design.

Within the arts and sciences component, you must earn a specified number of credits by successfully completing coursework or examinations in the humanities, social sciences/history, and natural sciences/mathematics areas. Within the technology component (or career component), you must earn a specified number of credits by successfully completing coursework in core requirement and technology elective areas. The free elective component includes courses taken in any discipline except physical education activity courses.

**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.

### Requirements and Policies for Technology Degrees

#### Written English Requirement

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

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

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

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

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

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

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

## Information Literacy Requirement

---

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

The information literate student will be able to

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

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

## Level Requirement

---

Excelsior College baccalaureate-level technology degree programs require 15 or 16 upper-level credits within the technology component, depending on the discipline selected. A course is considered upper-level if it is offered at the junior or senior level and is not introductory in content. Course credits from two-year institutions may not be used to satisfy upper-level requirements. Acceptance of course credits toward the upper-level requirement is subject to faculty approval.

## Business/Industry/Military Training

---

Courses offered by business, industry, and the military tend to be application-oriented and may not contain sufficient depth and breadth of content to meet our technology core requirements. Transfer credit from the Community College of the Air Force, for example, is usually applicable to the arts and sciences or free elective credits component of our technology degree programs. We encourage you to contact our Admissions Office before you enroll if you have questions about how your business/industry and/or military courses will apply.

## Diversity

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

## Free Elective Credits

All Excelsior College technology baccalaureate degree programs allow you the flexibility of using free elective credits to meet degree requirements beyond the required credits in arts and sciences and general education. Free elective credits can be earned in disciplines such as, but not limited to: agriculture, architecture, business, criminal justice, education, graphic design, law, library science, medicine, and nutrition.

## Mathematics Policy

Arithmetic courses and other mathematics courses designated as developmental or remedial may not be used toward the degree. No more than 9 credits of math below the level of calculus may be applied to any degree. Representative titles of math courses below the level of calculus include College Math, College Algebra, Elementary Functions, Modern Math, Fundamentals of Algebra, Trigonometry, and Precalculus.

## Minimum Academic Average

You must have a cumulative grade point average of C (2.00) or better in order to qualify for graduation from Excelsior College. Only course or examination grades of C or higher (to include pass (P) grades) may be used to satisfy the technology, or other specific, degree requirements. You may apply credit to the general arts and sciences and free electives components, as long as your overall GPA is at least 2.00.

## Time Limits

Since the content of different technologies changes at varying rates, each degree program has specific time limits applied to certain technology component courses submitted for transfer credit. **Unless otherwise specified, the time limit for the application of credits for information technology, computer technology, and electronics technology is ten years prior to the date of enrollment.** See particular degree information for further details.

## For your benefit:

### A Word of Caution About Test Preparation and Tutorial Services

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

Excelsior College is headquartered in Albany, New York, where our admissions counselors and academic advisors offer

assistance and support to our students. Additionally, our School of Nursing has a network of Regional Performance Assessment Centers where Excelsior College representatives help nursing students and administer the College's clinical performance examinations. We do not have branch offices.

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



# Associate Degree Programs in Technology



Associate in Applied Science,  
Associate in Occupational Studies,  
and Associate in Science

## Associate in Applied Science in Aviation Studies

*and*

## Associate in Applied Science in Technical Studies

Excelsior College offers two associate in applied science degrees in technology:

### **Associate in Applied Science in Aviation Studies** (for pilots only)

**Associate in Applied Science in Technical Studies**, with a specialty in one of the following areas:

- Chemical Technologies
- Computer Technologies
- Electromechanical Technologies
- Electronic/Instrumentation Technologies
- Nuclear Technologies
- Power Plant Technologies

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.

While these degree programs were designed specifically to meet the needs of those with military backgrounds by recognizing the college-level learning that takes place as a result of military training, the programs may also be appropriate for some non-military students. Graduates of these programs, who are interested in continuing on to baccalaureate-level study, should contact the technology advising team for advice on the preferred program of study.

## I. Arts and Sciences Component

The Associate in Applied Science in Aviation Studies and the Associate in Applied Science in Technical Studies require a minimum of 20 credits in the arts and sciences distributed as follows:

- A. Humanities:** At least 6 credits must be earned in humanities. Three credits must come from a course that satisfies the Written English Requirement (see page 13). The remaining 3 credits must be in humanities subjects other than writing, which include literature, foreign languages, religion, philosophy, art, ethics, and music.
- B. Social Sciences/history:** At least 6 credits must be earned in social sciences/history, including a course (minimum 3 credits) in behavioral sciences. Social sciences/history subjects include, but are not limited to, political science, anthropology, economics, geography, and history. Behavioral sciences subjects include, but are not limited to, psychology and sociology.
- C. Natural Sciences/Mathematics:** At least 6 credits must be earned in natural sciences/mathematics. Some sample subjects are biology, chemistry, physics, geology, college algebra, trigonometry, calculus, and statistics.

## II. Career Component

The Associate in Applied Science in Aviation Studies and the Associate in Applied Science in Technical Studies degrees require a minimum of 20 credits in the career component. The career component consists of technology credits related to your career field.

## III. Free Elective Component

The Associate in Applied Science in Aviation Studies and the Associate in Applied Science in Technical Studies degree programs allow room for up to 20 credits in free electives. Applied to this component is the 1 credit for Excelsior College's Information Literacy Requirement. See page 14 for more information about information literacy.

# CHART 1

## Associate in Applied Science Degree in Aviation Studies and Associate in Applied Science Degree in Technical Studies

# AAS

**Total Degree  
Credits  
Required: 60**

### Arts and Sciences Component

	Credit Hours
Written English Requirement	3
Humanities	3
Social Sciences/History	3
Behavioral Sciences	3
Natural Sciences/Mathematics	6
Arts and Sciences Electives	2

**Total Arts and Sciences**

**20**

### Other Requirements

	Credit Hours
Career Component	20
Free Electives (includes 1-credit Information Literacy Requirement)	20

**Total Other Requirements**

**40**

# Associate in Occupational Studies in Aviation

Excelsior College offers an Associate in Occupational Studies in Aviation. This degree program was designed specifically to meet the needs of pilots with military backgrounds by recognizing the college-level learning that takes place as a result of military training. Graduates of this degree program who are interested in continuing on to baccalaureate-level study should consult the technology advising team for advice on the preferred program of study. **(for pilots only)**

## I. Arts and Sciences Component

The Associate in Occupational Studies in Aviation requires a minimum of 9 credits in the arts and sciences distributed as follows:

- A. Written English Requirement:** At least 3 credits must come from a course that satisfies the Written English Requirement (see page 13).
- B. Behavioral Sciences:** At least 3 credits must be earned in the area of behavioral science. Behavioral science subjects include, but are not limited to, psychology and sociology.
- C. College Mathematics:** At least 3 credits must be earned in mathematics at the level of college mathematics or above.

## II. Career Component

The Associate in Occupational Studies in Aviation requires a minimum of 45 credits in the career component. The career component consists of technology credits in the aviation field.

## III. Free Elective Component

The Associate in Occupational Studies in Aviation allows room for up to 6 credits in free electives. Applied to this component is the 1 credit for Excelsior College's Information Literacy Requirement. See page 14 for more information about information literacy.

You may earn the remaining 5 credits in any field of college study, including professional or technical subjects, as well as in the arts and sciences. Credit is not granted for physical education activity courses.

## CHART 2

### Associate in Occupational Studies in Aviation

# AOS

**Total Degree Credits Required: 60**

### Arts and Sciences Component

Credit Hours

Written English Requirement	3
Behavioral Sciences	3
College Mathematics	3

**Total Arts and Sciences**

**9**

### Other Requirements

Credit Hours

Career Component	45
Free Electives (includes 1-credit Information Literacy requirement)	6

**Total Other Requirements**

**51**

# Associate in Science in Computer Software

The Associate in Science in Computer Software degree program is designed primarily for adults in industry, government, and the military. Earning the AS in Computer Software can be a goal in itself or an intermediate step in pursuing a BS in Information Technology.

Typical occupational areas associated with computer software include applications programming, database management, systems design and analysis, software management, and data communications.

## Objectives

We expect that as an Excelsior College associate-level computer software graduate you will be able to

1. Demonstrate a fundamental knowledge of computer architecture, assembly language, data structures, and systems analysis and design.
2. Apply the fundamentals of algebra, trigonometry, and higher mathematics to problem solving in computer software and systems applications. Graduates should be able to apply the concepts of discrete mathematics to technical problem solving in the broad area of computer information systems.
3. Practice good oral and written communications. A graduate should be able to produce technical reports which are neat, grammatically correct, and lucid. In addition, the student should have acquired

## CHART 3

### Associate in Science in Computer Software

**Total Degree Credits Required: 61**

**AS**

#### Arts and Sciences Component

Credit  
Hours

Humanities

9

Social Sciences/History

6

Natural Sciences/Mathematics  
(must include one course in either  
Discrete Mathematics or Calculus I)

9

Arts and Sciences Electives  
(must include a course that satisfies  
the 3-credit Written English Requirement)

6

**Total Arts and Sciences Component**

**30**

**Information Literacy Requirement**

**1**

#### Computer Software Component

Credit  
Hours

##### Core Requirements

Introduction to Computers

Computer Architecture/Assembly Language

High-Level Structured Language

Data Structures

or Data Communications

or Telecommunications

Systems Analysis and Design

Computer Software Electives

**Minimum Computer  
Software Component**

**30**



an appreciation and understanding of our cultural heritage, interpersonal relationships, the interrelationship between technology and society, and those values essential for intelligent and discerning judgments.

4. Demonstrate a working knowledge of computer usage in the computer information systems area and competence in at least one high-level computer language.
5. Design and analyze computer software and systems by use of established design and documentation procedures. System reliability and security techniques should be applied to this design and analysis process.

## I. Arts and Sciences Component

The Associate in Science in Computer Software requires a minimum of 30 credits in the arts and sciences distributed as follows:

- A. Humanities:** At least 9 credits must be earned in humanities. Humanities subjects include, but are not limited to, advanced writing, literature, foreign languages, religion, ethics, philosophy, art, and music.
- B. Social Sciences/history:** At least 6 credits must be earned in social sciences/history. Social sciences/history subjects include, but are not limited to, political science, anthropology, psychology, sociology, economics, geography, and history.
- C. Natural Sciences/Mathematics:** At least 9 credits must be earned in natural sciences/mathematics and include a course in either Discrete Mathematics or Calculus I. Some sample natural science subjects are biology, chemistry, geology, physics, and genetics.
- D. Arts and Sciences Electives:** A maximum of 6 credits may be earned in arts and sciences electives, including a course (minimum of 3 credits) that satisfies the Written English Requirement (see page 13).

## II. Computer Software Component

The Associate in Science in Computer Software requires a minimum of 30 credits in the following areas:

### A. Core Requirements:

The following five core requirements must be completed:

- Introduction to Computers
- Computer Architecture/Assembly Language

- High-Level Structured Language
- Data Structures or Data Communications or Telecommunications
- Systems Analysis and Design

- B. Computer Software Electives:** The remaining credits come from various computing areas as electives. Following is a listing of some sample elective subjects.

### Sample Elective Subjects

#### Software Management

---

Database Administration  
Project Management  
Quality Assurance  
Software Engineering  
Management Information Systems  
Human-Computer Interface  
Data Warehousing  
Data Mining  
Information Security  
Security Systems

#### Applications

---

Application Development  
Artificial Intelligence  
CAD/CAM  
Computer Graphics  
Microprocessors  
Numerical Methods  
Robotics  
Simulation and Modeling  
Digital Media  
Multimedia

#### Software Techniques/Technology

---

Communications Software  
Hardware/Software Selection  
(Information Systems Planning)  
Interactive Processing  
Structured Programming  
Systems Analysis (structured)  
Systems Design (structured)

#### Advanced Technology

---

Operating Systems  
Compiler Design  
Computer Networks  
Distributive Systems  
Expert Knowledge-Based Systems  
Natural Language Processing  
TCP/IP  
UNIX

LINUX  
Biometrics  
Web Technology  
LAN/WAN

### III. Information Literacy Requirement

While the Associate in Science in Computer Software degree program does not have a free elective component, students are expected to demonstrate competency in information literacy. See page 14 for more information about information literacy.

#### Programming Language Cap

The College has placed a 9-credit cap on introductory programming language courses, which include the following languages:

- COBOL
- C
- C++
- C#
- JAVA
- PYTHON

#### Credit for Vendor Examinations

Excelsior College awards credit for certain examinations from vendors such as Microsoft, CompTIA, ORACLE, SAS, Novell, Cisco, Sun, ICCP and ICDL. Please contact a technology advisor about the possibility of getting college-level credit toward your degree requirements.

#### Time Limit

Because of the rapidly changing nature of technology, Excelsior College has established a time-related restriction on the application of credit from previous computer- and electronics-related coursework. To meet this requirement, relevant coursework must have been completed more recently than 10 years prior to enrollment in Excelsior College. This may not be appealed. The Associate in Science in Technology with a Computer Technologies specialty has a time limit that may be appealed.

## Associate in Science in Electronics Technology

Earning the Associate in Science in Electronics Technology degree can be a goal in itself or an intermediate step in pursuing the BS in Electronics Engineering Technology or Computer Technology.

Within the electronics field, individuals who have AS degrees are usually employed as electronics technicians. They support the professional sector and may be employed in occupational areas that include design and development, manufacturing, testing, field service, and quality assurance.

### Objectives

We expect that as an Excelsior College associate-level electronics technology graduate you will be able to:

1. Demonstrate a fundamental knowledge of nature with the ability to understand, measure, and provide quantitative expressions of the phenomena of nature. A significant part of this knowledge should have been obtained from laboratory work with required experimentation, observation, and accurate measurement.
2. Apply the fundamentals of algebra, trigonometry, and higher mathematics to problem solving in electronics areas. Graduates should be able to apply these mathematical concepts to technical problem solving in the broad area of electronics.
3. Practice good oral and written communications. A graduate should be able to produce technical reports which are neat, grammatically correct, and lucid. In addition, the student should have acquired an appreciation and understanding of our cultural heritage, interpersonal relationships, the interrelationship between technology and society, and those values essential for intelligent and discerning judgments.
4. Demonstrate competence in one or more high-level computer languages.
5. Exhibit technical skills and techniques in electronic devices, circuit analysis, digital electronics, electronic communication, electronic control, microprocessors, and systems analysis. This knowledge should have been acquired by an appropriate combination of theory, applied problem solving, and laboratory experiences.

## I. Arts and Sciences Component

The distribution requirement ensures basic college-level competence in three arts and sciences areas: humanities, social sciences/history, and natural sciences/mathematics.

**A. Humanities and Social Sciences/History:** At least 12 credits must be earned in the humanities and social sciences/history distributed as follows:

**1. Communications:** At least 6 credits must be earned in communications courses, including a course (minimum 3 credits) that satisfies the Written English Requirement (see page 13).

Courses in speech, written composition, technical writing, or similar courses in either written or oral communication are applicable toward the communications requirement.

**2. Ethics:** At least 3 credits must be earned in ethics. This subject will be classified under Humanities.

**3. Social Sciences/History:** At least 3 credits must be earned in subjects such as sociology, economics, history, psychology, and anthropology.

## CHART 4

### Associate in Science in Electronics Technology

**Total Degree Credits Required: 65**

**AS**

#### Arts and Sciences Component

Credit Hours

Communications (must include 3-credit Written English Requirement)

6

Ethics

3

Social Sciences/History

3

**Total Humanities and Social Sciences/History**

**12**

Mathematics (must include Calculus I or Applied Calculus I)

8

Natural Sciences (must include Physics I and II [minimum one lab])

8

**Total Natural Sciences/Mathematics**

**16**

**Total Arts and Sciences Electives**

**4**

**Total Arts and Sciences Component**

**32**

**Information Literacy Requirement**

**1**

#### Electronics Technology Component\*

Credit Hours

##### Core Requirements

Circuit Theory I

Circuit Theory II

Electronics I

Electronics II

Digital Electronics

Microprocessors

Electronic Communications

Systems

Computer Programming

Electronics Technology Electives

**Minimum Electronics Technology Component**

**32**

\* Seven technology laboratories are required (minimum of four from core subjects).

- B. Natural Sciences/Mathematics:** At least 16 credits must be earned in subjects such as biology, physics, chemistry, calculus, and geology, with 8 credits earned specifically in mathematics at the level of college algebra and higher. This requirement includes Calculus I or Applied Calculus I and Physics I and II (minimum of one lab).

## II. Electronics Technology Component

Completing this component ensures basic college-level competence in the major functional areas of electronics technology.

- A. Core Requirements:** The following core requirements must be completed:

- Circuit Theory I
- Circuit Theory II
- Electronics I
- Electronics II
- Digital Electronics
- Microprocessors
- Electronics Communications
- Systems (*The systems core requirement may be satisfied with credits from coursework in any of the following subjects: Electromechanical Systems, Computer Architecture, Computer Systems, Microprocessor-Based Robotics, Control Systems, Communications Systems, Microprocessor Systems, Digital Systems.*)
- Computer Programming (*The computer programming core requirement may be satisfied with credits from courses covering any of the languages listed for the information technology degrees on page 21, with the exception of COBOL.*)

- B. Electronics Technology Electives:** The list of electronics technology electives applicable toward the electronics technology component is divided into two categories. You may select all or a majority of electives from the electronics elective list to satisfy the 32-credit requirement. The computer electives list is relevant for you if you choose to supplement your basic electronics technology background coursework; however, you must select the majority of the technology component electives from the electronics elective list. The faculty will review any course in an area that does not appear

on this list for its applicability as an elective in the technology component. By choosing electives carefully, you may design a specialization beyond the core.

### Sample Electronics Technology Electives

The following list represent subjects typical of electronics technology electives:

#### Electronics Electives

Advanced Communications  
Advanced Digital Electronics  
Advanced Electronics  
Antennas  
Communications Systems  
Computer Architecture  
Computer Systems  
Control Systems  
Data Communications (Hardware)  
Digital Process Control  
Digital Systems  
Electrical Drafting  
Electrical Machines  
Electromechanical Systems  
Electro-Optics  
Electro-Optics Measurement  
Electronic Devices  
Electronic Measurements  
Fiber Optics  
Industrial/Power Electronics  
Instrumentation (Test Equipment)  
Introduction to Lasers  
Laser Applications  
Light Sources and Wave Optics  
Microelectronics  
Microprocessor-Based Robotics  
Microprocessor Systems  
Microwave Communications  
Microwave Devices  
Network Analysis  
Power Generation  
Robotics  
Satellite Communications  
Servomechanisms  
Special Problems (Project/Design)  
Systems Troubleshooting  
Telecommunication  
Transmission and Distribution Systems  
Video Systems



## Computer Electives

CAD/CAM  
 CIM  
 Computer Graphics  
 Computer Languages (Software)  
 Computer Systems (Hardware)  
 Electromechanical Systems  
 Reliability/Maintainability  
 Robotics (Computer-Based)  
 Statistical Quality Control  
 Technical Instruction (Techniques)

- C. Laboratory Requirement:** The AS in Electronics Technology degree program requirements include at least eight laboratories. Of those eight, one physics laboratory is required in the natural sciences/mathematics area, and the remaining seven must be in the technology component. Of those seven, four must be related to the technology core content areas excluding computer programming. The remaining three laboratories may be in any technology component subjects of your choice, either core courses or electives, excluding computer labs.

### III. Information Literacy Requirement

Students are expected to demonstrate competency in information literacy. See page 14 for more information about information literacy.

#### Time Limit

Because of the rapidly changing nature of technology, Excelsior College has established a time-related restriction on the application of credit from previous computer- and electronics-related coursework. To meet this requirement, relevant coursework must have been completed more recently than 10 years prior to enrollment in Excelsior College except Circuit Theory I and Circuit Theory II. Please note that course content in such areas is subject to faculty approval. The time limit may be appealed with verification of appropriate and current professional and/or academic experience.

## Associate in Science in Nuclear Technology

The Associate in Science in Nuclear Technology degree program is designed primarily for employees of the nuclear industry and the military. Earning the AS in Nuclear Engineering Technology degree can be a goal in itself or an intermediate step in pursuing a BS in Nuclear Engineering Technology degree. Our program emphasizes basic principles of nuclear technology from a technical viewpoint. It is suited for people in occupational areas such as reactor operations, health physics, quality assurance, chemical technology, and instrumentation and control technology as well as related areas in the nuclear technology field.

### Objectives

We expect that as an Excelsior College associate-level nuclear technology graduate you will be able to:

1. Demonstrate a fundamental knowledge of nature with the ability to understand, measure, and provide quantitative expressions of the phenomena of nature. Topics in the physical sciences should include conservation laws, rate processes, atomic and nuclear physics, and the fundamentals of thermodynamics. A significant part of this knowledge should have been obtained from laboratory work with required experimentation, observation, and accurate measurement.
2. Apply the fundamentals of algebra, trigonometry, and higher mathematics to problem solving in nuclear areas. Graduates should be able to apply these concepts to technical problem solving in the broad area of nuclear technology.
3. Practice good oral and written communications. A graduate should be able to produce technical reports which are neat, grammatically correct, and lucid. In addition, the student should have acquired an appreciation and understanding of our cultural heritage, interpersonal relationships, the interrelationship between technology and society, and those values essential for intelligent and discerning judgments.
4. Demonstrate competence in at least one high-level computer language.
5. Exhibit technical skills and techniques in electrical theory, health physics, radiation protection, shielding, reactor core fundamentals, reactor systems, applied thermodynamics, nuclear instrumentation

and control systems, and reactor safety. This knowledge should have been acquired by an appropriate combination of theory, applied problem solving, and laboratory experiences.

6. Demonstrate an understanding of nuclear processes and operation, the relationship between design and operation, and the role of the human and environmental interface in the operation and maintenance of nuclear systems.
7. Demonstrate knowledge of nuclear plant operation, which includes the areas of radiation protection procedures, current applicable rules and regulations, maintenance and control of nuclear systems, quality assurance, and environmental integrity.

## I. Arts and Sciences Component

The distribution requirement ensures basic college-level competence in three arts and sciences areas: humanities, social sciences/history, and natural sciences/mathematics.

**A. Humanities:** At least 9 credits must be earned, including a course (minimum 3 credits) that satisfies the Written English Requirement (see page 13). The remaining 6 credits must be earned in humanities subjects other than writing. These subjects include, but are not limited to, advanced writing, literature, foreign languages, religion, philosophy, ethics, art, and music.

**B. Social Sciences/History:** At least 6 credits must be earned in subjects such as sociology, economics, history, psychology, and anthropology.

## CHART 5

### Associate in Science in Nuclear Technology

**Total Degree Credits Required: 61**

**AS**

#### Arts and Sciences Component

Credit Hours

Written English Requirement

3

Humanities

6

Social Sciences/History

6

Mathematics (must include Calculus I or Applied Calculus I)

7

Natural Sciences (must include Physics I, Physics II, and Chemistry [one lab in Physics and one lab in Chemistry])

8

**Total Arts and Sciences Component**

**30**

**Information Literacy Requirement**

**1**

#### Nuclear Technology Component

Credit Hours

##### Core Requirements

Electrical Theory

Computer Applications

Health Physics/Radiation Protection

Radiation Measurement Lab

Plant Systems Overview

Reactor Core Fundamentals

Atomic Physics

Nuclear Physics

Nuclear Technology Electives

**Total Nuclear Technology Component**

**30**

**Note:** Three labs are required (chemistry, physics, and radiation measurement).

**C. Natural Sciences/Mathematics:** At least 15 credits must be earned in natural sciences/mathematics, with 7 credits earned specifically in mathematics at the level of college algebra and higher. This requirement includes Calculus I or Applied Calculus I, Physics I and II (one lab minimum), and Chemistry (with lab).

## II. Nuclear Technology Component

**A. Core Requirements:** The nuclear technology component ensures basic college-level competence in the major functional areas of nuclear technology. The following core requirements must be completed:

- Electrical Theory
- Computer Applications
- Health Physics/Radiation Protection
- Radiation Measurement Lab
- Plant Systems Overview
- Reactor Core Fundamentals
- Atomic Physics
- Nuclear Physics

**B. Nuclear Technology Electives:** You may select electives from the following list to complete remaining credits for your nuclear technology component. They have been categorized in occupational specialty areas to assist you in designing your program. The faculty will review any nuclear technology courses whose titles do not appear on this list for their applicability as electives in the nuclear technology component. Through your choice of electives, you may design a specialization beyond the core.

### Sample Nuclear Technology Electives

The following list represent subjects typical of nuclear technology electives:

#### Reactor Operator

---

Advanced Reactor Theory  
Control Systems (electromechanical)  
Instrument and Controls  
Nondestructive Testing  
Nuclear Welding  
Print Reading  
Radio Chemistry  
Reactor Control Systems  
Reactor Kinetics  
Reactor Safety—Mitigating Core Damage  
Shielding  
Simulator Training  
Systems (BWR, PWR)  
Transient Analysis

#### Quality Assurance Technician

---

Measurements  
Codes and Standards  
Regulations  
Quality Assurance/Quality Control  
Computer Programming  
Computer Systems  
Database Management  
Probabilistic Reliability Analysis  
Technical Specifications  
Engineering Drawing/Blueprint Reading

#### Health Physics Technologist

---

Radiation Biology  
Radiation Effects/Interaction with Matter  
Advanced Instrumentation  
Instrument Calibration  
Emergency Planning  
Metrology (instrument calibration)

#### Chemistry Technician

---

Water Chemistry  
Corrosion Chemistry  
Instrumental Analysis (methods)  
Analytical Chemistry  
Radiochemistry  
Advanced Computer Analysis (Chemistry)  
Physical Chemistry

#### Instrumentation and Controls Technician

---

Electronics  
Advanced Electronics  
Microprocessor Systems  
Microprocessor Programming  
Digital Electronics  
Industrial Electronics  
Process Control Theory  
Scaling (mathematical)  
Metrology (instrument calibration)

#### Mechanical Technician

---

Filters and Resin Beds  
Heat Exchangers  
Machinery Alignment  
Pipe Erosion/Corrosion  
Pipe Supports/Constraints  
Precision Machine Tools and Instrumentation  
Pressure Vessels and Piping  
Pumps and Valves  
Steam Generators  
Tool Calibration  
Tube Inspection and Repair  
Valve Operators  
Waste Processing (Rad and/or Industrial)

**C. Laboratory Requirement:** The AS degree program requirements include a minimum of three laboratories. These must be in physics, chemistry, and radiation measurement. The Nuclear Power Prototype School (26 weeks) satisfies the radiation measurement laboratory requirement.

### III. Information Literacy Requirement

Students are expected to demonstrate competency in information literacy. See page 14 for more information about information literacy.

### Time Limit

Because of the rapidly changing nature of technology, Excelsior College has established a time-related restriction on the application of credit from previous computer- and electronics-related coursework. To meet this requirement, relevant coursework must have been completed more recently than 10 years prior to enrollment in Excelsior College. Credits in the area of nuclear materials can apply only if completed more recently than January 1970.

### Credit for Navy Nuclear Power School (Enlisted)

The Excelsior College faculty has conducted a review of the Basic Nuclear Power course at the Navy Nuclear Power School for enlisted personnel and will apply degree credits to students who have completed the school's curriculum since 1961. The credits may be applied to the requirements for the AS in Nuclear Technology degree as follows:

#### Credits

#### Requirements Fulfilled

2	College Algebra	Natural Sciences/Mathematics Elective
2	Trigonometry	Natural Sciences/Mathematics Elective
3	Physics	Physics I (without lab)
3	Physics	Physics II (without lab)
3	Atomic Physics	Atomic Physics
3	Nuclear Physics	Nuclear Physics
3	Chemistry	Chemistry (without lab)
2	Thermodynamics	Thermodynamics
2	Radiological Fundamentals	Health Physics/Radiation Protection
3	Reactor Technology	Nuclear Technology Electives
3	Heat Transfer and Fluids	Nuclear Technology Electives
2	Nuclear Materials	Nuclear Technology Electives

#### Credits for Operator Specialized Training

2	Machinist's Mate	Electrical Theory
2	Electronics Technician	Mechanical Theory
2	Electrician's Mate	Mechanical Theory
2	Interior Communications	Mechanical Theory



## Credit for Nuclear Propulsion Plant Operators (Prototype)

The Excelsior College faculty has conducted a review of the Nuclear Propulsion Plant Operator courses at the Prototype School for enlisted personnel and will apply degree credits to students who have completed the school's curriculum since January 1990. The credits may be applied to the requirements for the AS in Nuclear Technology degree as follows:

### Nuclear Propulsion Plant Operator Reactor: Electronics Technician Rate

3 credits in Oral Communications  
 3 credits in Industrial Safety  
 3 credits in Basic Health Physics  
 3 credits in Introduction to Power Systems  
 8 credits in Reactor Systems Practicum  
 3 credits in Troubleshooting Reactor Power Systems  
 Radiation measurement laboratory is satisfied.

### Nuclear Propulsion Plant Operator Electrical: Electrician's Mate Rate

3 credits in Oral Communications  
 3 credits in Industrial Safety  
 3 credits in Basic Health Physics  
 3 credits in Introduction to Power Systems  
 6 credits in Electrical Systems Practicum  
 3 credits in Troubleshooting Electrical Systems  
 Radiation measurement laboratory is satisfied.

### Nuclear Propulsion Plant Operator Mechanical: Machinist's Mate Rate

3 credits in Oral Communications  
 3 credits in Industrial Safety  
 3 credits in Basic Health Physics  
 3 credits in Introduction to Power Systems  
 8 credits in Mechanical Systems Practicum  
 3 credits in Troubleshooting Mechanical Systems  
 Radiation measurement laboratory is satisfied.

## Credit for the National Registry of Radiation Protection Technologists (NRRPT)

The American Council on Education (ACE) College Credit Recommendation Service recommends the awarding of a total of 30 college credits for members accepted to the National Registry of Radiation Protection Technologists (NRRPT) from November 1978 to the present. Excelsior College recognizes the credit recommendations of the ACE College Credit Recommendation Service.

The Excelsior College faculty has reviewed the ACE credit recommendation toward the nuclear engineering technology requirement and will award 8 of the 30 credits in health physics/radiation protection. The remaining 22 credits will be applied toward the nuclear engineering technology electives. Credit will be awarded after an official transcript is received from the NRRPT in Kennewick, Washington.

## Credits from training programs completed at United States Nuclear Power Plants that are accredited by the National Academy for Nuclear Training

The Excelsior College Technology faculty evaluated several of the standardized training programs at nuclear power facilities that are accredited by NANT. The ten utility training programs that have been evaluated for college credit are:

- Shift Technical Advisor
- Senior Reactor Operator
- Licensed Reactor Operator
- Non-licensed Reactor Operator
- Engineering Support Technician
- Radiation Protection Technician
- Chemistry Technician
- Electrical Maintenance Technician
- Instrumentation and Controls Technician
- Mechanical Maintenance Technician
- Instructor Training

**Note:** For more information about this source of credit, please contact the School of Business and Technology.

# Associate in Science in Technology

The Associate in Science in Technology degree is designed for adults in industry, government, and the military. Earning this degree can be a goal in itself or can serve as an intermediate step in earning a BS in Technology. Within most technology fields, individuals with AS degrees are usually employed as technicians. They support professionals and work in occupational areas including field service, design, testing, manufacturing, and quality assurance.

## Objectives

We expect that as an Excelsior College associate-level technology graduate you will be able to:

1. Demonstrate a fundamental knowledge of nature with the ability to understand, measure, and provide quantitative expressions of the phenomena of nature. A significant part of this knowledge should have been obtained from laboratory work with required experimentation, observation, and accurate measurement.
2. Apply the fundamentals of algebra, trigonometry, and higher mathematics to problem solving in technology areas.
3. Practice good oral and written communications. A graduate should be able to produce technical reports which are neat, grammatically correct, and lucid. In addition, the student should have acquired an appreciation and understanding of our cultural heritage, interpersonal relationships, the interrelationship between technology and society, and those values essential for intelligent and discerning judgments.
4. Demonstrate a working knowledge of computer usage in the technology area and develop competence in at least one high-level computer language.

## I. Arts and Sciences Component

The Associate in Science in Technology requires a minimum of 30 credits in the arts and sciences distributed as follows:

- A. Communications:** At least 6 credits must be earned in communications, including a course (minimum of 3 credits) that satisfies the Written English Requirement (see page 13). Courses in speech, technical writing, or similar courses either in written or oral communications are applicable toward the communications requirement.
- B. Humanities:** At least 3 credits must be earned in humanities subjects other than writing. Humanities subjects include, but are not limited to, literature, foreign languages, religion, philosophy, art, ethics, and music.
- C. Social Sciences/history:** At least 3 credits must be earned in social sciences/history. Social sciences/history subjects include, but are not limited to, political science, anthropology, economics, geography, history, psychology, and sociology.
- D. Natural Sciences:** At least 6 credits must be earned in natural sciences. Some sample natural science courses are biology, chemistry, astronomy, oceanography, and geology.
- E. Mathematics:** At least 6 credits must be earned in mathematics at the level of college algebra or higher.
- F. Arts and Sciences Electives:** The remaining 6 credits needed to satisfy the 30-credit requirement may be earned in any area of the arts and sciences.

## II. Technology Component

This degree program allows you to earn a technology degree with a specialty from one of nine technical specialty areas. A technical specialty is a group of related college-level courses within a technical component that combine depth and breadth of study in a recognized math/science-based technology discipline. The nine technical specialty areas are:

- Chemical Technologies
- Computer Technologies
- Electromechanical Technologies
- Electronic/Instrumentation Technologies
- Manufacturing Technologies
- Mechanical/Welding Technologies
- Nuclear Technologies
- Optical Technologies
- Power Plant Technologies

The Associate in Science in Technology requires a minimum of 30 credits in technology distributed as follows:

- A. Technical Specialty:** At least 18 credits must be earned in a chosen technical specialty. See pages 32–36 for a list of sample technical specialty subjects for each concentration.
- B. Technical Electives:** A maximum of 12 credits in technical electives may be applied toward the Associate in Science in Technology. See pages 32–36 for a list of sample technical electives for each concentration.

**Note:** Refer to pages 32–36 to review sample technical specialty and technical elective courses for each technical specialty area.

### III. Information Literacy Requirement

While the Associate in Science in technology degree program does not have a free elective component, students are expected to demonstrate competency in information literacy. See page 14 for more information about information literacy.

**Note:** When you graduate from this degree program, your diploma will state “Associate in Science in Technology” without the specialization area. However, the specialization area (e.g., manufacturing) will appear on your official transcript, which would be sent to employers and other colleges.

### Time Limit

Because of the rapidly changing nature of technology, Excelsior College has established a time-related restriction on the application of credit from previous computer- and electronics-related coursework. To meet this requirement, relevant coursework must have been completed more recently than 10 years prior to enrollment in Excelsior College. The time limit may be appealed with verification of appropriate and current professional and/or academic experience showing that electronics/computer knowledge is current.



## CHART 6

### Associate in Science in Technology

**Total Degree Credits Required: 61**

**AS**

#### Arts and Sciences Component

Credit  
Hours

Communications  
(must include a course that satisfies  
the 3-credit Written English Requirement)

6

Humanities

3

Social Sciences/History

3

Natural Sciences

6

Mathematics  
(at the level of College Algebra and above)

6

Arts and Sciences Electives

6

**Total Arts and Sciences Component**

**30**

**Information Literacy Requirement**

**1**

#### Technology Component

Credit  
Hours

##### Technical Specialty Areas

At least 18 credits must be earned in a  
chosen technical specialty.

See pages 32-36 for sample technical  
specialty and technical elective subjects for  
each specialty area.

Chemical Technologies  
Computer Technologies  
Electromechanical Technologies  
Electronic/Instrumentation Technologies  
Manufacturing Technologies  
Mechanical/Welding Technologies  
Nuclear Technologies  
Optical Technologies  
Power Plant Technologies

18

Technical Electives

12

**Total Technology Component**

**30**



# Associate in Science in Technology and Bachelor of Science in Technology

## Sample Technical Specialty and Technical Electives for Each Technical Specialty Area

Students enrolled in the Associate in Science in Technology and Bachelor of Science in Technology programs have the flexibility to explore a wide range of subjects in their declared specialty and the opportunity to branch out into different areas of technology education to round out the program.

The following charts contain typical technical specialty subjects and technical elective subjects for each of the nine specialties. While these charts do not list all of the possible subjects, they provide a solid base upon which you can plan your educational goals. As always, it is best to speak with a member of your advising team before registering for courses.

### Chemical Technologies

A technical discipline centered around the design, construction, and maintenance of chemical production or environmental control facilities.

#### Typical Technical Specialty Subjects

Statics	Chemical Unit Processes I
Thermodynamics	Chemical Unit Processes II
Fluid Processes	Heat Transfer
Issues in the Chemical Industry	
Materials	
Instrumentation and Control	

#### Typical Technical Elective Subjects

Strength of Materials	Pollution Control Technology
Chemical Process Instrumentation	Polymer Processing
Separation Technology	Plant Maintenance Technology
Chemical Process Thermodynamics	Blueprint Reading
Chemical Reactor Technology	Industrial Safety
Chemical Process Design	Computer Programming
Engineering Economics	Engineering Drawing
Environmental Unit Processes	Electrical Theory
	CAD

## Computer Technologies

A technical discipline centered around the design, assembly, testing, and maintenance of computer circuitry and peripheral hardware.

### Typical Technical Specialty Subjects

AC Circuit Theory	Digital Systems Design I
Applied Electronics	Database Concepts
DC Circuit Theory	Systems Analysis and Design
Digital Circuits	Data Communications
Microprocessors	Data Structures
Operating Systems	
Computer Architecture	

### Typical Technical Elective Subjects

Assembly Language Programming	Computer-Based Robotics
High-Level Structured Language	Statistical Quality Control
Digital Systems Design II	Control Theory
Advanced Digital Electronics	Blueprint Reading
Computer Graphics	Industrial Safety
Computer Integrated Manufacturing	Computer Programming
Software Engineering	CAD
Microprocessor Interfacing	Engineering Graphics
	Computer Security

## Electromechanical Technologies

A technical discipline centered around the combined efforts of the electrical engineer and mechanical engineer to design, develop, and maintain devices that combine electrical, electronic, and mechanical principles in their operations.

The number of technology credits should be evenly distributed between electronics/electricity technologies and mechanical technologies.

### Typical Technical Specialty Subjects

Applied Circuit Theory	Machine Components and Mechanisms
Applied Mechanics	Microprocessors
Digital Systems	Pneumatic and Hydraulic Systems
Electromechanical Devices and Mechanisms	Heat Transfer
Electronic Devices	Applied Thermodynamics
	Machine Processes

### Typical Technical Elective Subjects

Applied Dynamics	Mechanical Design
Applied Electronics	Power Systems Analysis
Control Systems	Programmable Controllers
Digital Signal Processing	Quality Control
Electromagnetics	Robotics
Electromechanical Control Systems	Solutions of Engineering Problems
Energy Conversion	Thermal Technology
Engineering Economics	Vibration Analysis
Industrial Electronics	Blueprint Reading
Instrumentation	Industrial Safety
Kinematics of Mechanisms	CAD
Machine and Power Systems	Computer Programming
Materials Technology	Engineering Drawing

## Electronic/Instrumentation Technologies

A technical discipline centered around the design, materials development, manufacture, and maintenance of devices that adapt and use electrical energy economically.

### Typical Technical Specialty Subjects

AC Circuit Theory	Electronic Devices
Applied Electronics	Machines and Power Systems
DC Circuit Theory	Microprocessors
Digital Circuits	Control Systems
Electronic Communications	

### Typical Technical Elective Subjects

Computer Network Analysis	Linear Amplifier Design
Electrical Instrumentation	Power Amplifier Design
Electromagnetics	Power Systems Analysis
Electronic Design and Fabrication	Programmable Controllers
Electronic Design Project	Switching Circuit Design
Electronic Systems Design	Blueprint Reading
Energy Conversion	Industrial Safety
High Frequency Circuit Design	CAD
Industrial Electronics	Computer Programming
Optoelectronics	Engineering Graphics

## Manufacturing Technologies

A technical discipline centered around the design, development, and construction of an economically justifiable process by which a product will be produced, thus bridging the gap between product design and full production.

### Typical Technical Specialty Subjects

Applied Thermodynamics	Metrology
Fluid Systems	Statics
Manufacturing Processes	Machine Processes
Materials Technology	Dynamics
Production Control	Applied Dynamics
	Quality Control

### Typical Technical Elective Subjects

Strength of Materials	Nontraditional Manufacturing Processes
Machine Elements	Manufacturing Process Design
Computer Aided Manufacturing	Plastics Processing
Computer Control Systems	Time and Motion Study
Design of Machine Elements	Engineering Economics
Machine Tools	Blueprint Reading
Manufacturing Analysis	Industrial Safety
Materials Technology II	CAD
Robotics Technology	Computer Programming
Statistical Quality Control	Electrical Theory
Plant Layout	Engineering Drawing
CNC Machine Tools	Instrumentation
Programmable Controllers	
Tool Engineering	

## Mechanical/Welding Technologies

A technical discipline centered around the design, materials, production, and maintenance of equipment that generates, transmits, or uses power.

### Typical Technical Specialty Subjects

Applied Thermodynamics	Statics
Fluid Systems	Strength of Materials
Manufacturing Processes	Heat Transfer
Materials Technology I	Applied Dynamics
Mechanical Design I	Materials Technology II
Production Control	Mechanical Design

### Typical Technical Elective Subjects

Computer Aided Manufacturing	Physical Measurements and Analysis
Computer Control Systems	Quality Control
Design of Machine Elements	Robotics Technology
Energy Technology	Solar Energy
Engineering Economics	Solutions of Engineering Problems
Fluid Mechanics and Hydraulics	Statistical Quality Control
Fluid Power Systems	Thermal Technology
Heating and Air Conditioning Technology	Vibration Analysis
Heat Transfer	Blueprint Reading
Internal Combustion Engine Design	Industrial Safety
Kinematics of Mechanisms	CAD
Machine Tools	Computer Programming
Manufacturing Analysis	Electrical Theory
Mechanical Design Drawing	Electrical Drawing
Mechanical Design Project	Instrumentation
Metrology	Machine Processes
	Welding

## Nuclear Technologies

A technical discipline centered around the design, materials, and maintenance associated with radiation shielding, radiation detection instrumentation, and emergency planning for nuclear research and power generation facilities.

### Typical Technical Specialty Subjects

Applied Health Physics I	Radiological Science
Emergency Planning	Reactor Chemistry
Introduction to Reactor Systems	Dynamics
Radiation Instrumentation	Statics
Radiation Measurement	Materials
Radiation Shielding	Nuclear Materials
	Radiation Protection

### Typical Technical Elective Subjects

Advanced Instrumentation	Instrument Calibration
Applied Analytical Chemistry	Interaction of Radiation with Matter
Applied Health Physics II	Metrology
Applied Instrumental Analysis	Quality Assurance
Applied Radiation Biology	Radiation Shielding II
Applied Radiochemistry	Reliability Analysis
Applied Water Chemistry	Blueprint Reading
Corrosion Science	Industrial Safety
Digital Electronics	Computer Programming
Health Physics Regulations	Electrical Theory
Industrial Electronics	Welding

Credits toward the technical specialty in the Health Physics option may be earned by passing the National Registry of Radiation Protection Technologists Examination.



## Optical Technologies

A technical discipline centered around the design, development, manufacture, and testing of equipment for transmission of information and power-utilizing laser technology in conjunction with optical components.

### Typical Technical Specialty Subjects

AC Circuit Theory	Electro-Optics
DC Circuit Theory	Measurement
Digital Circuits	Laser Applications
Electronic Devices	Control Systems
Introduction to Lasers	Optical Design
Optoelectronics	Optical Communication

### Typical Technical Elective Subjects

Electrical Instrumentation	Blueprint Reading
Electromagnetics	Industrial Safety
Light Sources	Computer Programming
Fiber Optics	CAD
Fourier Optics	Machine Processes
Digital Image Processing	Engineering Drawing
Quantum Electronics	

## Power Plant Technologies

A technical discipline centered around the design and operation of conventional electric power plants.

### Typical Technical Specialty Subjects

Industrial Safety	Digital Electronics
Environmental Compliance	Plant Management
Thermodynamics	Instrumentation and Control Systems
AC/DC Theory and Circuits	Pneumatic and Hydraulic Systems

### Typical Technical Elective Subjects

Boiler Design and Operation	Microprocessors
Turbine Design and Operation	Protective Relays
Generator Design and Operation	Strength of Materials
Gas Turbine and Industrial Gas Turbine Design and Operation	Electrical Distribution (Plant and Switchyard)
Combined Cycle Design and Operation	Materials (w/Corrosion)
Diesel Engine Design and Operation	Water Chemistry
Transformer Design and Operation	Lubrication
Heat Transfer	Fuel Systems
Fluids	Plant Components
Electronics Theory and Application	Plant Efficiency
Electronic Instrumentation	Predictive Maintenance
	Preventive Maintenance
	Metrology
	Welding
	Blueprint Reading
	Engineering Economy

# Baccalaureate Degree Programs in Technology



## Bachelor of Science in Technology

The Bachelor of Science in Technology degree program is designed to provide thorough preparation for a first professional degree for technology occupations in industry, government, and the military. It is intended to advance job skills by ensuring a breadth of exposure to technology concepts as well as development of a depth of understanding and skill in one of the chosen technical specialties.

### Objectives

We expect that as an Excelsior College baccalaureate-level technology graduate you will be able to:

1. Demonstrate a fundamental knowledge of nature with the ability to understand, measure, and provide quantitative expressions of the phenomena of nature.
2. Apply the fundamentals of algebra, trigonometry, and higher mathematics to problem solving in technology areas.
3. Practice good oral and written communications. A graduate should be able to produce technical reports which are neat, grammatically correct, and lucid. In addition, the student should have acquired an appreciation and understanding of our cultural heritage, interpersonal relationships, the interrela-

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.

tionship between technology and society, and those values essential for intelligent and discerning judgments.

4. Demonstrate a working knowledge of computer usage in the technology area. In addition to developing competence in at least one high-level computer language, the graduate should be able to use the computer in technical problem solving.
5. Exhibit technical skills and techniques in the chosen Technical Specialty area. This knowledge should have been acquired by an appropriate combination of theory and applied problem solving.

# CHART 7

## Bachelor of Science in Technology

**Total Degree Credits Required: 120**

**BS**

### Arts and Sciences Component

Credit Hours

Communications (must include 3-credit Written English Requirement)	6
Humanities	3
Ethics	3
Social Sciences/History	6
Humanities and Social Sciences/History Electives	6
Natural Sciences	9
Mathematics (at the level of College Algebra and above)	12
Arts and Sciences Electives	15

**Total Arts and Sciences Component**

**60**

### Technology Component

Credit Hours

#### Technical Specialty Areas

24 credits must be earned in one of the technical specialty areas in the following list.

See pages 32-36 for sample technical specialty and technical elective subjects for each specialty area.

Chemical Technologies  
Computer Technologies  
Electromechanical Technologies  
Electronic/Instrumentation Technologies  
Manufacturing Technologies  
Mechanical/Welding Technologies  
Nuclear Technologies  
Optical Technologies  
Power Plan Technologies

24

Technical Electives (must include one course in computer language/programming)

24

**Total Technology Component**

**15 credits must be upper level**

**48**

### Free Elective Component

Credit Hours

**Free Elective Component (must include 1-credit Information Literacy Requirement)**

**12**

## I. Arts and Sciences Component

The Bachelor of Science in Technology requires a minimum of 60 credits in the arts and sciences distributed as follows:

- A. Communications:** At least 6 credits must be earned in communications, including a course (minimum of 3 credits) that satisfies the Written English Requirement (see page 13). Courses in speech, technical writing, or a similar course either in written or oral communications are applicable toward the communications requirement.
- B. Humanities:** At least 6 credits must be earned in humanities, including a course in ethics. Humanities subjects include, but are not limited to, advanced writing, literature, foreign languages, religion, philosophy, art, and music.
- C. Social Sciences/history:** At least 6 credits must be earned in social sciences/history. Social sciences/history subjects include, but are not limited to, political science, anthropology, economics, geography, history, psychology, and sociology.
- D. Humanities and Social Sciences/History Electives:** At least 6 credits must be earned in humanities and social sciences/history electives. Any of the subjects listed in communications, humanities, or social sciences/history will apply toward this requirement.
- E. Natural Sciences:** At least 9 credits must be earned in natural sciences. Some sample natural science courses are biology, chemistry, astronomy, oceanography, and geology.
- F. Mathematics:** At least 12 credits must be earned in mathematics at the level of college algebra and above.
- G. Arts and Sciences Electives:** The remaining 15 credits needed to satisfy the 60-credit requirement may be earned in any area of the arts and sciences.

## II. Technology Component

This degree program allows you to earn a technology degree with a specialty from one of nine technical specialty areas. A technical specialty is a group of related college-level courses within a technical component that combine depth and breadth of study in a recognized math/science-based technology discipline. The nine technical specialty areas are:

- Chemical Technologies
- Computer Technologies
- Electromechanical Technologies
- Electronic/Instrumentation Technologies
- Manufacturing Technologies
- Mechanical/Welding Technologies
- Nuclear Technologies
- Optical Technologies
- Power Plant Technologies

**Note:** When you graduate from this degree program, your diploma will state “Bachelor of Science in Technology” without the specialization area. However, the specialization area (e.g., manufacturing) will appear on your official transcript, which would be sent to employers and graduate schools.

The Bachelor of Science in Technology requires a minimum of 48 credits in technology distributed as follows:

- A. Technical Specialty:** At least 24 credits must be earned in a chosen technical specialty. See pages 32–36 for a list of sample technical specialty subjects for each concentration.
- B. Technical Electives:** A maximum of 24 credits in technical electives may be applied toward the Bachelor of Science in Technology. One course in computer language/programming must be completed as part of this requirement. See pages 32–36 for a list of sample technical electives for each concentration.

**Note:** Refer to pages 32–36 to review sample technical specialty and technical elective courses for each technical specialty area.

- C. Level Requirement:** Of the 48 credits required for the technology component, at least 15 credits must be upper level. A course is generally considered upper-level if it is offered at the junior or senior level and clearly not introductory in content. Courses taken at two-year institutions may not be used to satisfy upper-level requirements. The acceptance of coursework for credit toward the upper-level requirement is subject to faculty review.



### III. Free Elective Component

The Bachelor of Science in Technology allows room for up to 12 credits in free electives. Applied to this component is the one credit for Excelsior College's information literacy requirement. See page 14 for more information about information literacy.

#### Time Limit

Because of the rapidly changing nature of technology, Excelsior College has established a time-related restriction on the application of credit from previous computer- and electronics-related coursework. To meet this requirement, relevant coursework must have been completed more recently than 10 years prior to enrollment in Excelsior College. The time limit may be appealed with verification of appropriate and current professional and/or academic experience.

## Bachelor of Science in Computer Technology

The Bachelor of Science in Computer Technology degree program is designed primarily for adults already working in industry, government, and the military. It is intended to enhance job skills and improve opportunities for career advancement. The duties of a technologist are broad and varied, encompassing technical aspects as well as the application of engineering principles. Typical occupational areas where computer technologists are employed include system design and development, installation and maintenance, applications, and sales.

### Objectives

We expect that as an Excelsior College baccalaureate-level computer technology graduate you will be able to:

1. Demonstrate a fundamental knowledge of nature with the ability to understand, measure, and provide quantitative expressions of the phenomena of nature. A significant part of this knowledge should have been obtained from laboratory work with required experimentation, observation, and accurate measurement.
2. Apply the fundamentals of algebra, trigonometry, and higher mathematics to problem solving in electronics areas. Graduates should be able to apply

the concepts of calculus to technical problem solving in the broad area of computer technology.

3. Practice good oral and written communications. A graduate should be able to produce technical reports which are neat, grammatically correct, and lucid. In addition, the student should have acquired an appreciation and understanding of our cultural heritage, interpersonal relationships, the interrelationship between technology and society, and those values essential for intelligent and discerning judgments.
4. Demonstrate a working knowledge of computer usage in the computer technology area. In addition to developing competence in one or more high-level computer languages, the graduate should be able to use the computer in technical problem solving.
5. Exhibit technical skills and techniques in electronic devices, circuit analysis, digital electronics, electronic communication, electronic control, microprocessors, and systems analysis. This knowledge should have been acquired by an appropriate combination of theory, applied problem solving, and laboratory experiences.
6. Design computer devices and systems by use of established design procedures. This design process should incorporate the use of manuals, handbooks, material/equipment specifications, and computers where applicable.

### I. Arts and Sciences Component

This distribution requirement ensures basic college-level competence in three arts and sciences areas: humanities, social sciences/history, and natural sciences/mathematics.

#### A. Humanities and Social Sciences/History:

At least 24 credits must be earned in the humanities and social sciences/history and distributed as follows:

1. **Communications:** At least 9 credits must be earned in communications courses, including a course (minimum 3 credits) that satisfies the Written English Requirement (see page 13). Courses in speech, written composition, technical writing, or similar courses in either written or oral communications are applicable toward the communications requirement.
2. **Ethics:** At least 3 credits must be earned in ethics.

## CHART 8

### Bachelor of Science in Computer Technology

**Total Degree Credits Required: 124**

**BS**

**BS**

Baccalaureate  
Degree Program

#### Arts and Sciences Component

Credit  
Hours

Communications (must include 3-credit  
Written English Requirement)

9

Ethics

3

Social Sciences/History

6

Humanities and  
Social Sciences/History Electives

6

Mathematics  
(at the level of College Algebra and  
above including Calculus I and II)

12

Natural Sciences  
(must include Physics I and II and  
at least one physics lab)

12

Arts and Sciences Electives

12

**Total Arts and Sciences Component**

**60**

#### Computer Technology Component\*

Credit  
Hours

##### Core Requirements

Circuit Theory I

Circuit Theory II

Electronics I

Electronics II

Digital Electronics

Microprocessors

Systems

Electronic Communications

Computer Languages (two required)

Computer Technology Electives

**Total Technology Component**

**16 credits must be upper level**

**48**

#### Free Elective Component

Credit  
Hours

**Free Elective Component  
(must include 1-credit  
Information Literacy Requirement)**

**16**

\* Seven technology laboratories  
are required (minimum of four  
from core subjects).

**3. Social Sciences/History:** At least 6 credits must be earned in subjects such as sociology, economics, history, psychology, and anthropology.

**4. Humanities and Social Sciences/History Electives:** The remaining 6 credits may be earned in any combination of social sciences/history subjects and humanities subjects. Humanities subjects include, but are not limited to, advanced writing, literature, foreign languages, religion, philosophy, art, and music.

**B. Mathematics:** At least 12 credits must be earned in math at the level of college algebra and above and include Calculus I and Calculus II. Courses in differential equations and discrete math are highly recommended.

**C. Natural Sciences:** At least 12 credits must be earned in natural sciences including Physics I, Physics II, and at least one physics lab. Chemistry is highly recommended. Other natural sciences subjects include, but are not limited to, biology and geology.

**D. Arts and Sciences Electives:** The remaining 12 credits needed to satisfy the 60-credit requirement may be earned in any arts and sciences subjects.

## II. Computer Technology Component

The computer technology component ensures college-level competence in the major functional areas of computer technology.

**A. Core Requirements:** The following core requirements must be completed:

- Circuit Theory I
- Circuit Theory II
- Electronics I
- Electronics II
- Digital Electronics
- Microprocessors
- Electronic Communications
- Systems *(The systems core requirement may be satisfied by completing coursework in computer architecture, microprocessor systems, or computer systems.)*
- Computer Languages—two required *(The computer languages core requirement may be satisfied with credits from coursework*

*in any of the languages listed for the Information Technology degrees. One must be a high-level structured language.)*

**B. Computer Technology Electives:** You may select electives from the following list to satisfy the 48-credit requirement. The faculty will review any course not on this list for its applicability as an elective in the computer technology component. By choosing electives carefully, you may design a specialization beyond the core.

Computer Technology Electives  
Advanced Digital Electronics  
CAD/CAM  
Computer Graphics  
Computer Integrated Manufacturing (CIM)  
Computer Languages (Software)  
Computer Systems (Hardware)  
Database Concepts  
Data Communications (Hardware)  
Electrical Drafting  
Electromechanical Systems  
Electronic Measurements  
Microprocessor Interfacing  
Microprocessor Systems  
Operating Environment  
Reliability/Maintainability  
Robotics (Computer-Based)  
Special Problems (Project/Design)  
Software Engineering  
Statistical Quality Control  
Systems Troubleshooting/Debugging/  
Analysis Maintenance

**C. Laboratory Requirement:** The BS in Computer Technology degree program requires at least eight laboratories. One physics laboratory is required in the natural sciences/mathematics area, and the remaining seven must be in the computer technology component. Of these seven, four must be related to the computer technology core content areas, excluding computer programming. The remaining three laboratories may be in any computer technology component subjects, either core courses or electives, excluding computer laboratories.

**D. Level Requirement:** Of the 48 credits required for the computer technology component, at least 16 must be upper level and primarily in the computer area. A course is generally considered upper level if it is offered at the junior or senior level and clearly not introductory in content. Courses taken at two-year institutions may not be used to sat-

isfy upper-level requirements. The acceptance of coursework credit toward the upper-level requirement is subject to faculty approval.

### III. Free Elective Component

The computer technology degree program is designed to allow room for up to 16 credits from free electives. Applied to this component is the one credit for our information literacy requirement. See page 14 for more information about information literacy.

You may earn the remaining 15 credits in any field of college study, including professional or technical subjects, as well as in the arts and sciences. Credit is not granted for physical education activity courses.

#### Time Limit

Because of the rapidly changing nature of technology, Excelsior College has established a time-related restriction on the application of credit from previous computer- and electronics-related coursework. To meet this requirement, relevant coursework must have been completed more recently than 10 years prior to enrollment in Excelsior College except Circuit Theory I and Circuit Theory II. Please note that course content in these areas is subject to faculty approval. The time limit may be appealed with verification of appropriate and current professional and/or academic experience.

#### Credit for ICCP and Vendor Examinations

If you have taken examinations through the Institute for Certification of Computing Professionals (ICCP) or certain vendors (e.g., Microsoft, CompTIA, and Novell), please contact a technology advisor about the possibility of receiving college-level credit toward your degree requirements.

#### Second Degree Restrictions

Because of the similar core requirements in electronics and computer technology, no student is permitted to earn both a BS in Electronics Engineering Technology and a BS in Computer Technology from Excelsior College. If you already hold a baccalaureate degree in electrical engineering, computer engineering, or computer systems technology from another institution, you will not subsequently be awarded either the BS in Electronics Engineering Technology or BS in Computer Technology by Excelsior College.

## Bachelor of Science in Electronics Engineering Technology

An individual who has a Bachelor of Science in Electronics Engineering Technology degree is typically employed as an electronics technologist. The duties of a technologist are broad and varied, encompassing technical aspects as well as the application of engineering principles. Typical occupational areas where electronics technologists are employed include product design and development, manufacturing, field engineering, systems supervision, and quality assurance.

The baccalaureate degree program in electronics engineering technology is accredited by the Technology Accreditation Commission (TAC) of the Accreditation Board for Engineering and Technology (ABET). TAC of ABET is a specialized accrediting agency recognized by the U.S. Secretary of Education.

### Objectives

We expect that as an Excelsior College baccalaureate-level electronics engineering technology graduate you will be able to:

1. Demonstrate a fundamental knowledge of natural sciences including physics.
2. Demonstrate the ability to understand, measure, and provide quantitative expressions of natural science phenomena, including experimentation, observation, and accurate measurement.
3. Apply the fundamentals of algebra, trigonometry, and calculus to problem solving in electronics technology areas.
4. Make technical presentations in English using language appropriate to the audience.
5. Demonstrate proficiency in the written communication of technical information using standard English.
6. Demonstrate a working knowledge of computer usage, including knowledge of one or more computer languages and documentation of the use of one or more computer software packages for technical problem solving appropriate to the electronics technology discipline.

BS

Baccalaureate  
Degree Program



7. Exhibit technical competency in electronics, circuit analysis, digital electronics, electronic communications, microprocessors, and systems.
8. Integrate knowledge of the fundamental areas of electronics technology.
9. Demonstrate the ability to analyze, apply design concepts, and implement systems as appropriate to electronics technology.
10. Participate effectively in groups, and apply project management techniques as appropriate to complete assignments.
11. Demonstrate an ability to understand professional, ethical, and social responsibilities, including the impacts of culture, diversity, and interpersonal relations.
12. Demonstrate a commitment and ability to continue to engage in lifelong learning.
13. Demonstrate a commitment to quality, timeliness, and continuous improvement.

## I. Arts and Sciences Component

The distribution requirement ensures basic college-level competence in three arts and sciences areas: humanities, social sciences/history, and natural sciences/mathematics.

### A. Humanities and Social Sciences/History:

At least 24 credits must be earned in the humanities and social sciences/history and distributed as follows:

- 1. Communications:** At least 9 credits must be earned in communications courses, including a course (minimum 3 credits) that satisfies the Written English Requirement (see page 13). Courses in speech, written composition, technical writing, or similar courses in either written or oral communications are applicable toward the communications requirement.
- 2. Ethics:** At least 3 credits must be earned in ethics.
- 3. Social Sciences/History:** At least 6 credits must be earned in subjects such as sociology, economics, history, psychology, and anthropology.

## 4. Humanities and Social Sciences/History

**Electives:** The remaining 6 credits may be earned in any combination of social sciences/history subjects and humanities subjects. Humanities subjects include but are not limited to advanced writing, literature, foreign languages, religion, philosophy, art, and music.

**B. Mathematics:** At least 12 credits must be earned in math at the level of College Algebra and above and include Calculus I, Calculus II, and Differential Equations.

**C. Natural Sciences:** At least 12 credits must be earned in natural sciences and include Physics I, Physics II, and at least one physics lab. Chemistry is highly recommended. Other natural sciences subjects include, but are not limited to, biology and geology.

**D. Arts and Sciences Electives:** The remaining 12 credits needed to satisfy the 60-credit requirement may be earned in any arts and sciences subjects.

## II. Electronics Engineering Technology Component

The electronics engineering technology component ensures college-level competence in the major functional areas of electronics engineering technology.

**A. Core Requirements:** The following core requirements must be completed:

- Circuit Theory I
- Circuit Theory II
- Electronics I
- Electronics II
- Digital Electronics
- Microprocessors
- Electronic Communications
- Systems (*The systems core requirement may be satisfied with credits from coursework in any of the following subjects: computer architecture, microprocessor systems, electromechanical systems, computer systems, control systems, communications systems, microprocessor systems, digital systems, or microprocessor-based robotics.*)
- Computer Programming (*The computer programming core requirement may be satisfied with credits from coursework in any of the languages listed for the information technology degree, with the exception of COBOL.*)

- **Integrated Technology Assessment**  
*(All BS in Electronics Engineering Technology students must complete our ELEC 495: Integrated Technology Assessment course. This is an online portfolio development experience that requires students to reflect on their past academic and professional experiences and use the information gained to develop learning statements related to the Electronics Engineering Technology degree objectives. These learning statements must be supported by documented evidence demonstrating that the objectives have been met.)*

**B. Electronics Engineering Technology Electives:** You may select electives from the following list to apply towards your Electronics Engineering Technology Component. The electives currently accepted toward the electronics engineering technology component are placed in two categories. You may select either all or a majority of electives from the electronics electives list. The computer electives list is relevant for you if you choose to supplement your electronics technology background with computer technology coursework. However, you must select the majority of the electronics engineering technology component electives from the electronics electives list. The faculty will review any course not on this list for its applicability as an elective in the technology component. By choosing electives carefully, you may design a specialization beyond the core.

#### **Electronics Electives**

Advanced Communications  
 Advanced Digital Electronics  
 Advanced Electronics  
 Antennas  
 Communications Systems  
 Computer Architecture  
 Computer Systems  
 Control Systems  
 Data Communications (Hardware)  
 Digital Process Control  
 Digital Systems  
 Electrical Drafting  
 Electrical Machines  
 Electromechanical Systems  
 Electro-Optics  
 Electro-Optics Measurement  
 Electronic Devices  
 Electronic Measurements  
 Fiber Optics  
 Industrial/Power Electronics  
 Instrumentation (Test Equipment)

Introduction to Lasers  
 Laser Applications  
 Light Sources and Wave Optics  
 Microelectronics  
 Microprocessor-Based Robotics  
 Microprocessor Systems  
 Microwave Communications  
 Microwave Devices  
 Network Analysis  
 Opto-Electronics  
 Power Generation  
 Robotics  
 Satellite Communications  
 Servomechanisms  
 Special Problems (Project/Design)  
 Systems Troubleshooting  
 Telecommunications  
 Transmission and Distribution Systems  
 Video Systems

#### **Computer Electives**

CAD/CAM  
 CIM  
 Computer Graphics  
 Computer Languages (Software)  
 Computer Systems (Hardware)  
 Electromechanical Systems  
 Reliability/Maintainability  
 Robotics (Computer-Based)  
 Statistical Quality Control  
 Technical Instruction (Techniques)

**C. Laboratory Requirement:** The BS degree program requirements include at least eight laboratories. Of those eight, one physics laboratory is required in the natural sciences/mathematics area and the remaining seven must be in the electronics engineering technology component. Of those seven, four must be related to the electronics engineering technology core content areas, excluding computer programming. The remaining three laboratories may be in any technology component subjects, either core courses or electives, excluding computer labs.

**D. Level Requirement:** Of the 48 credits required for the electronics engineering technology component, at least 16 must be upper level and primarily in the electronics area. A course is generally considered upper level if it is offered at the junior or senior level and clearly not introductory in content. Courses taken at two-year institutions may not be used to satisfy upper-level requirements. The acceptance of coursework for credit toward the upper-level requirement is subject to faculty approval.

## CHART 9

### Bachelor of Science in Electronics Engineering Technology

**Total Degree Credits Required: 124**

**BS**

#### Arts and Sciences Component

Credit Hours

Communications (must include 3-credit Written English Requirement)

9

Ethics

3

Social Sciences/History

6

Humanities and Social Sciences/History Electives

6

Mathematics (at the level of College Algebra and above including Calculus I and II and Differential Equations)

12

Natural Sciences (must include Physics I and II and at least one physics lab)

12

Arts and Sciences Electives

12

**Total Arts and Sciences Component**

**60**

#### Electronics Engineering Technology Component\*

Credit Hours

##### Core Requirements

Circuit Theory I

Circuit Theory II

Electronics I

Electronics II

Digital Electronics

Microprocessors

Electronic Communications

Systems

Computer Programming

Integrated Technology Assessment

Electronics Engineering Technology Electives

**Total Technology Component**

**16 credits must be upper level**

**48**

#### Free Elective Component

Credit Hours

**Free Elective Component  
(must include 1-credit  
Information Literacy Requirement)**

**16**

\* Seven technology laboratories are required (minimum of four from core subjects).

### III. Free Elective Component

The electronics engineering technology degree program is designed to allow room for up to 16 credits from free electives. Applied to this component is the one credit for our information literacy requirement. See page 14 for more information about information literacy.

You may earn the remaining 15 credits in any field of college study, including professional or technical subjects, as well as in the arts and sciences. Credit is not granted for physical education activity courses.

#### Course Materials Policy

The faculty requires that students submit course materials for all math, science, and technology component courses. Course materials should include graded homework, quizzes, tests, lab reports, papers, and other student work as appropriate. Course outlines/syllabi should be included as well. This material is required by TAC of ABET (Technology Accreditation Commission of the Accreditation Board for Engineering and Technology) for curriculum review and accreditation purposes. Once we have received your transcript indicating completion of a course and the corresponding student work materials, credit for the course will be added to your Status Report.

#### Time Limit

Because of the rapidly changing nature of technology, Excelsior College has established a time-related restriction on the application of credit from previous computer- and electronics-related coursework. To meet this requirement, relevant coursework must have been completed more recently than 10 years prior to enrollment in Excelsior College except Circuit Theory I and Circuit Theory II. Please note that course content in these areas is subject to faculty approval. The time limit may be appealed with verification of appropriate and current professional and/or academic experience.

#### Second Degree Restrictions

Because of the very similar core requirements in electronics and computer technology, no student is permitted to earn both a BS in Electronics Engineering Technology and a BS in Computer Technology from Excelsior College. If you already hold a baccalaureate degree in electrical engineering, computer engineer-

ing, or computer systems technology from another institution, you will not subsequently be awarded either the BS in Electronics Engineering Technology or BS in Computer Technology by Excelsior College.

## Bachelor of Science in Information Technology

### Objectives

We expect that as an Excelsior College baccalaureate-level Information Technology graduate you will be able to:

1. Demonstrate a fundamental knowledge of computer architecture, object oriented programming, database concepts, data communications, operating systems, computer security, and project management.
2. Apply the fundamentals of algebra, trigonometry, and higher mathematics to problem solving in information technology and systems applications. Graduates should be able to apply the concepts of discrete mathematics to technical problem solving in the broad area of information technology.
3. Practice good oral and written communications. A graduate should be able to produce technical reports that are neat, grammatically correct, and lucid. In addition, the student should have acquired an appreciation and understanding of our cultural heritage, interpersonal relationships, the interrelationship between technology and society, and those values essential for intelligent and discerning judgments.
4. Demonstrate a working knowledge of computer usage in the information technology area. In addition to developing competence in one or more high-level computer languages, the graduate should be able to use the computer in technical problem solving.
5. Build on the foundation of the Information Technology core sequence of courses in order to apply the concepts and skills of one of several possible areas of concentration to contemporary organizational information technology needs. Areas of concentration include information security, network management, object-oriented software development, Internet technology for e-commerce multimedia and Web development, and video game and simulation development.

BS

Baccalaureate  
Degree Program

## I. Arts and Sciences Component

The Bachelor of Science in Information Technology requires a minimum of 60 credits in the arts and sciences distributed as follows:

**A. Written English:** At least 3 credits must come from a course that satisfies the Written English Requirement (see page 13).

**B. Humanities:** At least 9 credits must be earned in humanities to include a course in Ethics. Humanities subjects include, but are not limited to: advanced writing, literature, foreign languages, religion, philosophy, art, and music.

**C. Social Sciences/history:** At least 9 credits must be earned in social sciences/history. Social sciences/history subjects include, but are not limited to: political science, anthropology, psychology, sociology, economics, geography, and history.

**D. Natural Sciences/Mathematics:** At least 12 credits must be earned in natural sciences/mathematics and include a course in discrete mathematics and one course from the following list:

- Calculus I
- Statistics and Probability
- Quantitative Methods
- Finite Math
- Mathematical Logic

Some sample natural science subjects are: biology, chemistry, geology, physics, and genetics.

**E. Arts and Sciences Electives:** A maximum of 27 credits may be earned.

## II. Information Technology Component

The Bachelor of Science in Information Technology requires a minimum of 45 credits in the area of information technology distributed as follows:

**A. Core Requirements:** The following core requirements must be met:

- Computer Architecture/Assembly Language
- Object-Oriented Programming
- Database Concepts
- Data Communications and Networking
- Operating Systems
- Overview of Computer Security
- Project Management

**B. Concentration Requirements:** One of the following 7 concentrations must be declared. See the chart on the following page for specific requirements for each Information Technology concentration:

- Information Security
- Network Management
- Object-Oriented Software Development
- Internet Technology for E-Commerce
- Multimedia and Web Development
- Video Game and Simulation Development
- General Option

### Information Technology Concentration Requirements

#### Information Security

Network Security  
Web Security  
Computer Forensics  
Information Assurance Management  
Capstone Course in Two Parts  
Information Technology Electives

#### Network Management

Advanced Networking  
Network Operating Systems  
Wireless Technology  
Telecommunication Management  
Capstone Course in Two Parts  
Information Technology Electives

#### Object-Oriented Software Development

Advanced Object-Oriented Programming I  
Advanced Object-Oriented Programming II  
Data Structures and Algorithms  
Software Systems Analysis and Design  
Capstone Course in Two Parts  
Information Technology Electives

#### Internet Technology for E-Commerce

Internetworking with TCP/IP  
Internet Programming I  
Internet Programming II  
E-Commerce Principles and Web Security  
Capstone Course in Two Parts  
Information Technology Electives



# CHART 10

## Bachelor of Science in Information Technology

**Total Degree Credits Required: 120 Credits**

**BS**

**BS**

Baccalaureate  
Degree Program

### Arts and Sciences Component

Credit  
Hours

Written English Requirement	3
Ethics	3
Humanities	6
Social Sciences/History	9
Natural Sciences/Math (must include Discrete Math and one course from the following: Calculus I, Statistics and Probability, Quantitative Methods, Finite Math, or Mathematical Logic)	12
Arts and Sciences Electives	27 max.

**Total Arts and Sciences Component**

**60**

### Free Elective Component

Credit  
Hours

**Free Elective Component  
(must include 1-credit Information  
Literacy Requirement)**

**15**

### Information Technology Component

#### Core Requirements

All 7 core requirement must be met:

Computer Architecture  
Object-Oriented Programming  
Database Concepts  
Data Communications and Networking  
Operating Systems  
Overview of Computer Security  
Project Management

#### Concentration Requirements

One of the following concentrations must  
be declared (see pages 48 and 50 for  
concentration requirements):

Information Security  
Network Management  
Object-Oriented Software Development  
Internet Technology for E-Commerce  
Video Game and Simulation Development  
General Option  
Multimedia and Web Development

**Total Technology Component**

**15 credits must be upper level**

**45**

## Multimedia and Web Development

Web Authoring  
Intro to Multimedia  
Web Design Principles  
Human Computer Interface  
Capstone Course in Two Parts  
Information Technology Electives

## Video Game and Simulation Development (Courses to be taken through the Game Institute™.)

Advanced C++ Programming for Game Developers  
Graphics Programming with DirectX9  
Advanced Graphics Programming with DirectX9  
Graphics Programming with OpenGL  
Artificial Intelligence  
Information Technology Electives

## General Option

9 upper-level credits from the other IT concentrations  
3 upper-level credits in integrated technology assessment  
3 upper-level credits in IT electives  
9 credits in IT electives

- C. Level Requirement:** Of the 45 credits required for the information technology component, at least 15 must be upper level. No upper-level credit is awarded for introductory coursework in computer languages. A course is generally considered upper level if it is offered at the junior or senior level and clearly not introductory in content. Courses taken at two-year institutions may not be used to satisfy upper-level requirements. The acceptance of coursework for credit toward the upper-level requirement is subject to faculty review.

## III. Free Elective Component

The Bachelor of Science in Information Technology allows room for up to 15 credits in free electives. Applied to this component is the one credit for Excelsior College's Information Literacy Requirement. See page 14 for more information about information literacy.

You may earn the remaining 14 credits in any field of college study, including professional or technical subjects as well as in the arts and sciences. Credit is not granted for physical education activity courses.

## Programming Language Cap

The College has placed a 9-credit cap on introductory programming language courses in the information technology component, which includes the following languages:

COBOL	JAVA	PYTHON
C	C++	C#

No upper-level credit is awarded for coursework in introductory computer languages.

## Credit for Vendor Examinations

Excelsior College awards credit for certain examinations from vendors such as Microsoft, CompTIA, Novell, Cisco, Sun, ORACLE, SAS and ICCP. Please contact a technology advisor about the possibility of getting college-level credit toward your degree requirements.

## Game Institute™ Courses

Students who are interested in the Video Game and Simulation Development concentration must complete their concentration requirements through the Game Institute™. For more information about these courses, please visit the Game Institute™ Web site at: [www.gameinstitute.com](http://www.gameinstitute.com).

## Time Limit

Because of the rapidly changing nature of technology, Excelsior College has established a time-related restriction on the application of credit from previous computer- and electronics-related coursework. To meet this requirement, relevant coursework must have been completed more recently than 10 years prior to enrollment in Excelsior College. This may not be appealed. The Bachelor of Science in Technology with a Computer Technologies specialty has a time limit that may be appealed.

# Bachelor of Science in Nuclear Engineering Technology

The Bachelor of Science in Nuclear Engineering Technology degree is designed primarily for employees of the nuclear industry and the military. This program emphasizes practical applications of engineering principles as they relate to the nuclear industry. It is intended to equip people to perform competently in occupational areas such as reactor operations, health physics, quality assurance, chemical technology, and instrumentation and control technology as well as related areas in the nuclear technology field. You can develop an individualized program to meet your needs as a professional within the nuclear technology field.

The baccalaureate degree program in nuclear engineering technology is accredited by the Technology Accreditation Commission (TAC) of the Accreditation Board for Engineering and Technology (ABET). TAC of ABET is a specialized accrediting agency recognized by the U.S. Secretary of Education.

## Objectives

We expect that as an Excelsior College baccalaureate-level nuclear engineering technology graduate you will be able to:

1. Demonstrate a fundamental knowledge of natural sciences including physics, chemistry, thermodynamics, atomic physics, and nuclear physics.
2. Demonstrate the ability to understand, measure, and provide quantitative expressions of natural science phenomena, including experimentation, observation, and accurate measurement.
3. Apply the fundamentals of algebra, trigonometry, and calculus to problem solving in nuclear technology areas.
4. Make technical presentations in English using language appropriate to the audience.
5. Demonstrate proficiency in the written communication of technical information using standard English.
6. Demonstrate a working knowledge of computer usage, including knowledge of one or more computer languages or documentation of the use of one or more computer software packages for tech-

nical problem solving appropriate to the nuclear technology discipline.

7. Exhibit technical competency in electrical theory, nuclear and engineering materials, health physics/radiation protection, reactor core fundamentals, plant systems, heat transfer, fluids, and radiation measurement lab.
8. Demonstrate comprehension of radiation protection procedures; currently applicable rules and regulations; maintenance, control and quality assurance; and a commitment to quality, timeliness, and continuous improvement.
9. Integrate knowledge of the functional areas of nuclear engineering technology in the operation and maintenance of nuclear systems.
10. Demonstrate the ability to apply design concepts, creativity, balance, accuracy, and confidence limits through the understanding of the relationship between design and the operation of nuclear systems.
11. Participate effectively in groups.
12. Demonstrate an ability to understand professional, ethical, and social responsibilities, including the impacts of culture, diversity, and interpersonal relations.
13. Demonstrate a commitment and ability to continue to engage in lifelong learning.

## I. Arts and Sciences Component

This distribution requirement ensures basic college-level competence in three arts and sciences areas: humanities, social sciences/history, and natural sciences/mathematics.

**A. Humanities and Social Sciences:** At least 24 credits must be earned in the humanities and social sciences and distributed as follows:

1. **Communications:** At least 9 credits must be earned in communications courses, including a course (minimum 3 credits) that satisfies the Written English Requirement (see page 13). Courses in speech, written composition, technical writing, or similar courses in either written or oral communications are applicable toward the communications requirement.
2. **Ethics:** At least 3 credits must be earned in ethics.

BS

Baccalaureate  
Degree Program

**3. Social Sciences/History:** At least 6 credits must be earned in such subjects as sociology, economics, history, psychology, and anthropology.

**4. Humanities and Social Sciences/History Electives:** The remaining 6 credits may be earned in any combination of social sciences/history subjects and humanities subjects. Humanities subjects include, but are not limited to, advanced writing, literature, foreign languages, religion, philosophy, art, and music.

**B. Mathematics:** At least 12 credits must be earned in math at the level of College Algebra and above and include Calculus I and Calculus II.

**C. Natural Sciences:** At least 12 credits must be earned in natural sciences and include Chemistry with lab, Physics I, Physics II (at least one physics lab), Atomic Physics, Nuclear Physics, and Thermodynamics.

**D. Arts and Sciences Electives:** The remaining 12 credits needed to satisfy the 60-credit requirement may be earned in any arts and sciences subjects.

## II. Nuclear Engineering Technology Component

**A. Core Requirement:** The nuclear engineering technology component ensures basic college-level competence in the major functional areas of nuclear engineering technology.

The following core requirements must be completed:

- Electrical Theory
- Computer Applications
- Materials
- Nuclear Materials
- Health Physics/Radiation Protection
- Radiation Measurement Lab
- Plant Systems Overview
- Reactor Core Fundamentals
- Fluids
- Heat Transfer
- Integrated Technology Assessment

Requirement (*All BS in Nuclear Engineering Technology students must complete our NUC 495: Integrated Technology Assessment course. This is an online portfolio development experience that requires students to reflect on their past academic and professional*

*experiences and use the information gained to develop learning statements related to the Nuclear Engineering Technology degree objectives. These learning statements must be supported by documented evidence demonstrating that the objectives have been met.*)

### B. Nuclear Engineering Technology Electives:

You may apply electives from the following list toward completion of the 48-credit requirement of the technology component. They have been categorized in occupational specialty areas to assist you in designing your program. The faculty will review any nuclear engineering technology courses whose titles do not appear on this list for their applicability as electives in the nuclear engineering technology component. Through your choice of electives, you may design a specialization beyond the core.

#### Reactor Operator

Advanced Reactor Theory  
Control Systems (electromechanical)  
Instruments and Controls  
Nondestructive Testing  
Nuclear Welding  
Print Reading  
Radio Chemistry  
Reactor Safety: Mitigating Core Damage  
Reactor Kinetics  
Reactor Control Systems  
Shielding  
Simulator Training  
Systems (BWR, PWR)  
Transient Analysis

#### Quality Assurance Technician

Codes and Standards  
Computer Systems  
Computer Programming  
Database Management  
Engineering Drawing/Blueprint Reading  
Measurements  
Probabilistic Reliability Analysis  
Quality Assurance/Quality Control  
Regulations  
Technical Specifications

#### Health Physics Technologist

Advanced Instrumentation  
Emergency Planning  
Instrument Calibration  
Radiation Biology  
Radiation Effects/Interaction with Matter

# CHART 11

## Bachelor of Science in Nuclear Engineering Technology

**Total Degree Credits Required: 124**

**BS**

### Arts and Sciences Component

Credit Hours

Communications (must include 3-credit Written English Requirement)

9

Ethics

3

Social Sciences/History

6

Humanities and Social Sciences/History Electives

6

Mathematics (at the level of College Algebra and above to include Calculus I and II)

12

Natural Sciences (must include Chemistry with lab, Physics I and II with at least one physics lab, Atomic Physics, Nuclear Physics, and Thermodynamics)

12

Arts and Sciences Electives

12

**Total Arts and Sciences Component**

**60**

### Nuclear Engineering Technology Component \*

#### Core Requirements

Electrical Theory  
Computer Applications  
Materials  
Nuclear Materials  
Health Physics/Radiation Protection  
Radiation Measurement Lab  
Plant Systems Overview  
Reactor Core Fundamentals  
Fluids  
Heat Transfer  
Integrated Technology Assessment  
Nuclear Engineering Technology Electives

**Total Technology Component**  
**16 credits must be upper level**

**48**

### Free Elective Component

Credit Hours

**Free Elective Component (must include 1-credit Information Literacy Requirement)**

**16**

\* Five labs are required (chemistry, physics, radiation measurement, and two additional in natural sciences and/or nuclear engineering technology subjects).

**BS**

Baccalaureate Degree Program



**Chemistry Technician**

Analytical Chemistry  
 Advanced Computer Analysis (Chemistry)  
 Corrosion Chemistry  
 Instrumental Analysis (methods)  
 Physical Chemistry  
 Radiochemistry  
 Water Chemistry

**Instrumentation and Controls Technician**

Advanced Electronics  
 Computer Languages  
 Computer Systems  
 Data Base Concepts  
 Digital Electronics  
 Electronics  
 Industrial Electronics  
 Metrology (instrument calibration)  
 Microprocessor Programming  
 Microprocessor Systems  
 Process Control Theory  
 Scaling (mathematical)  
 Digital Process Control

**Mechanical Technician**

Filters and Resin Beds  
 Heat Exchangers  
 Machinery Alignment  
 Pipe Erosion/Corrosion  
 Pipe Supports/Constraints  
 Precision Machine Tools and Instrumentation  
 Pressure Vessels and Piping  
 Pumps and Valves  
 Steam Generators  
 Tool Calibration  
 Tube Inspection and Repair  
 Valve Operators  
 Waste Processing (Rad and/or Industrial)

- C. Laboratory Requirement:** Your BS degree program must include a minimum of five laboratories. Three of these must be in physics, chemistry, and radiation measurement. The remaining two may be in the natural sciences or in nuclear engineering technology subjects.
- D. Level Requirement:** Of the 48 credits required for the nuclear engineering technology component, at least 16 must be upper level. A course is generally considered upper level if it is offered at the junior or senior level and is clearly not introductory in content. Courses taken at two-year institutions cannot be used to satisfy upper-level requirements. Upper-level credit is not given for Navy Enlisted Ratings or military service school courses with the exception of

those offered by the Navy Nuclear Power School. The acceptance of courses toward the upper-level requirement is subject to faculty review.

**III. Free Elective Component**

The nuclear engineering technology degree program is designed to allow room for up to 16 credits from free electives. Applied to this component is the one credit for our Information Literacy Requirement. See page 14 for more information about information literacy.

You may earn the remaining 15 credits in any field of college study, including professional or technical subjects and the arts and sciences. Credit is not granted for physical education activity courses.

**Course Materials Policy**

The faculty requires that students submit course materials for all math, science, and technology component courses. Course materials should include graded homework, quizzes, tests, lab reports, papers, and other student work as appropriate. Course outlines/syllabi should be included as well. This material is required by TAC of ABET (Technology Accreditation Commission of the Accreditation Board for Engineering and Technology) for curriculum review and accreditation purposes. Once we have received your transcript indicating completion of a course and the corresponding student work materials, credit for the course will be added to your Status Report.

**Time Limit**

Because of the rapidly changing nature of technology, Excelsior College has established a time-related restriction on the application of credit from previous computer- and electronics-related coursework. To meet this requirement, relevant coursework must have been completed more recently than 10 years prior to enrollment in Excelsior College. To apply course credit from the nuclear materials area, you must have completed relevant coursework more recently than January 1970.

### Credit for the National Registry of Radiation Protection Technologists (NRRPT)

The American Council on Education (ACE) College Credit Recommendation Service recommends the awarding of a total of 30 college credits for members accepted to the National Registry of Radiation Protection Technologists (NRRPT) from November 1978 to the present. Excelsior College recognizes the credit recommendations of the ACE College Credit Recommendation Service.

The Excelsior College faculty has reviewed the ACE credit recommendation toward the nuclear engineering technology requirement and will award 8 of the 30 credits toward the upper level in health physics/radiation protection. The remaining 22 credits will be applied toward the nuclear engineering technology electives. Credit will be awarded after an official transcript is received from the NRRPT in Kennewick, Washington.

### Credit for Navy Nuclear Power School (Enlisted)

The Excelsior College faculty has conducted their own review of the Basic Nuclear Power course at the Navy Nuclear Power School for enlisted personnel and will apply degree credits to students who have completed the school's curriculum since 1961. The application of this credit to the requirements for the BS in Nuclear Technology degree is as follows:

#### Credits

#### Requirements Fulfilled

2	College Algebra	Natural Sciences/Mathematics Elective
2	Trigonometry	Natural Sciences/Mathematics Elective
3	Physics	Physics I (without lab)
3	Physics	Physics II (without lab)
3	Atomic Physics	Atomic Physics
3	Nuclear Physics	Nuclear Physics
3	Chemistry	Chemistry (without lab)
2	Thermodynamics	Thermodynamics
2	Radiological Fundamentals	Health Physics/Radiation Protection
3	Reactor Technology	Nuclear Technology Electives
3	Heat Transfer and Fluids	Heat Transfer and Fluids
2	Nuclear Materials	Nuclear Materials

#### Credits for Operator Specialized Training

2	Machinist's Mate	Electrical Theory
2	Electronics Technician	Mechanical Theory
2	Electrician's Mate	Mechanical Theory
2	Interior Communications	Mechanical Theory

### Credit for Nuclear Propulsion Plant Operators (Prototype)

The Excelsior College faculty has conducted their own review of the Nuclear Propulsion Plant Operator courses at the Prototype School for enlisted personnel and will apply degree credits to students who have completed the school's curriculum since January 1990. The application of this credit to the requirements for the BS in Nuclear Technology degree is as follows:

#### **Nuclear Propulsion Plant Operator Reactor: Electronics Technician Rate**

3 credits in Oral Communications  
3 credits in Industrial Safety  
3 credits in Basic Health Physics  
3 credits in Introduction to Power Systems  
8 credits in Reactor Systems Practicum  
3 credits in Troubleshooting Reactor Power Systems  
Radiation measurement laboratory is satisfied.

#### **Nuclear Propulsion Plant Operator Electrical: Electrician's Mate Rate**

3 credits in Oral Communications  
3 credits in Industrial Safety  
3 credits in Basic Health Physics  
3 credits in Introduction to Power Systems  
6 credits in Electrical Systems Practicum  
3 credits in Troubleshooting Electrical Systems  
Radiation measurement laboratory is satisfied.

#### **Nuclear Propulsion Plant Operator Mechanical: Machinist's Mate Rate**

3 credits in Oral Communications  
3 credits in Industrial Safety  
3 credits in Basic Health Physics  
3 credits in Introduction to Power Systems  
8 credits in Mechanical Systems Practicum  
3 credits in Troubleshooting Mechanical Systems  
Radiation measurement laboratory is satisfied.

**Note:** Because of the time limit on content, the nuclear materials requirement is not satisfied if the power school coursework was completed prior to 1970. See the time limit section of the nuclear engineering technology degree description for further information.

### Credits from training programs completed at United States Nuclear Power Plants that are accredited by the National Academy for Nuclear Training

The Excelsior College Technology faculty evaluated several of the standardized training programs at nuclear power facilities that are accredited by NANT. The ten utility training programs that have been evaluated for college credit are:

- Shift Technical Advisor
- Senior Reactor Operator
- Reactor Operator
- Non-licensed Reactor Operator
- Engineering Support Technician
- Radiation Protection Technician
- Chemistry Technician
- Electrical Maintenance Technician
- Instrumentation and Controls Technician
- Mechanical Maintenance Technician
- Instructor Training

**Note:** For more information about this source of credit, please contact the School of Business and Technology.

# Use of Proficiency Exams for Technology Degree Credit



The Excelsior College technology faculty awards a limited amount of credit from proficiency examinations toward the arts and sciences and/or applied professional elective credits components of the technology degree programs. Please be aware, however, that the nature of the specific technology requirements precludes, for the most part, the earning of relevant credit through testing except in the Associate in Science in Computer Software and the Bachelor of Science in Information Technology degree programs. If you are considering examinations, we strongly advise you to consult your academic advisor before registering for a proficiency examination. If you obtain an advisor's approval of a particular test for degree credit, write or call the administrators of the various examinations on the following page for additional information about test content, study materials, scheduled test dates and locations, and other details.

# Proficiency Exams for Technology Degree Credit

## **Excelsior College Examinations**

Test Administration Office  
Excelsior College  
7 Columbia Circle  
Albany, NY 12203-5159  
Toll free: 888-72EXAMS

## **CLEP Tests**

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

## **DANTES Examinations**

DANTES Program Office  
Educational Testing Service  
Princeton, NJ 08541-0001  
609-951-6425

## **Graduate Record Examinations (GRE) Subject Tests**

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

## **ICCP Examinations**

Institute for Certification of Computing Professionals  
2350 East Devon Avenue, Suite 115  
Des Plaines, IL 60018-4610  
800-U-GET-CCP or 847-299-4227

## **Credit for ICCP (Institute for Certification of Computing Professionals) Examinations**

Excelsior College awards credit, based on the credit recommendations of the American Council on Education (ACE), for the completion of examinations offered by the Institute for Certification of Computing Professionals (ICCP). The Excelsior College technology faculty have classified the credit recommendations in terms of the requirements of the computer technology, computer software, and computer information systems degree programs.

Certain sections of the examinations duplicate each other. There may also be content duplication between these examinations and other sources of credit you transfer to Excelsior College. Please contact your advisor to discuss how the ICCP examinations will apply toward your degree requirements.

## **Credit for Vendor Examinations**

Excelsior College awards credit for completion of examinations offered for certification by certain technology vendors (e.g., Microsoft, CompTIA, and Novell). The Excelsior College technology faculty have classified the credit recommendations in terms of the requirements of the computer technology, computer software, and information technology programs.

Certain sections of the examinations may duplicate each other or other sources of credit you transfer to Excelsior College. Please contact your advisor to discuss how vendor examinations will apply toward your degree requirements.

## **Use of Graduate Record Examinations (GRE) Subject Tests**

If you enrolled in Excelsior College and/or took a GRE Subject Test after September 1, 1996, you are subject to a policy under which credits are awarded based on the percentile rating corresponding to your scaled score. For more information about how the GRE applies to technology degrees, contact your advisor.



# 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.

**For your benefit:** A Word of Caution About Test Preparation and Tutorial Services (see page 15)

## The Excelsior College Virtual Library (ECVL)

The Excelsior College Virtual Library (ECVL) is an online library designed for distance learners. Created through our partnership with the Sheridan Libraries of The Johns Hopkins University, the ECVL is located at [www.library.excelsior.edu](http://www.library.excelsior.edu). It 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.

## 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, GRE Subject Tests, and other exams and coursework you may undertake as you work toward your Excelsior College degree.

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



Specialty Books, which distributes materials on behalf of the Excelsior College Bookstore, is open Monday through Friday from 7:00 am to 11:00 pm and Saturday from 8:00 am to 2:00 pm Eastern time. To order by phone, call 800-466-1365 or 740-594-2274. To order by fax, call 800-466-7132 or 740-593-3045. To order materials online, visit the bookstore at [www.excelsior.edu](http://www.excelsior.edu). Log in and scroll to the bookstore link at the Resources and Services list on your MyEC homepage.

To order materials by mail, write to:

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

### Excelsior College Workshops

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

### Course Search Function

Excelsior College offers a unique course search function 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 exams, Excelsior College Courses, and courses from Preferred Provider institutions. Students will find accurate and up-to-date course information and have the opportunity to request online course approval from their advisor and register online for their course. This inclusive process allows for students to find courses that meet their degree requirements, request course approval, and register—all online and in one place.

Furthermore, if an enrolled student or Excelsior College academic advisor can not find a course they are looking for in their initial search, they can do a more advanced search utilizing more specific search criteria which will return thousands of distance courses from regionally accredited institutions in the United States and government-approved institutions abroad. Users can search by Keyword, Subject Area, Course Level,

Number of Credits, Delivery Method, Institution, or any other combination of these criteria.

### Online Tutoring Services

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

### Guided Learning Packages

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

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

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

### My Access!™ Online Guided Writing Tool

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

Using the same scoring engine—IntelliMetric™—used to score exams at the testing centers, MY Access!

can be accessed as many times as you wish. Therefore, you can practice different aspects of writing and receive detailed diagnostic feedback, which will help you to improve your skills.

For more introductory information about the MY Access! service, please visit [www.excelsior.edu](http://www.excelsior.edu) and click on the About link, then the MyEC Resources and Services link, and then scroll down to the MY Access! College Writing Tool link.

### The Excelsior College Web Site

The Excelsior College Web site at [www.excelsior.edu](http://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 students (and alumni) to interact academically and socially online. As a member of the EPN, you will be able to identify students with common interests, participate in live chats and threaded discussion groups, exchange books and study materials, locate study partners, access career resources, or join an online study group.

You can now use your user name and password for all online services (including the EPN) at Excelsior College by visiting the Web site homepage and clicking on the Online Services button. Once you complete the short registration form, you will obtain a user name and password for the EPN immediately.

### The Graduate Resource Network (GRN)

Our graduates in locations across the United States and in some foreign countries have volunteered to serve as resources for prospective and currently enrolled students. Members of the GRN will share their own experiences with examinations or courses they have taken and can help you locate learning resources in your area. They will talk with you about the challenges you may face in returning to school and about managing work

[www.excelsior.edu](http://www.excelsior.edu)



and family obligations while you pursue your degree. Contact the Office of Alumni Affairs or email [alumni@excelsior.edu](mailto:alumni@excelsior.edu) for further information.

### Career Services

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

### Excelsior College® Examinations

Through Excelsior College Examinations, you can earn credit toward a degree at Excelsior College and nearly 1,000 other colleges and universities throughout the United States and Canada and in several foreign countries. Credit from Excelsior College Examinations can also be used for job advancement or for meeting

certain licensure requirements. The examinations cover college-level subjects in the arts and sciences, nursing, business, and education.

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

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

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

### Study Resources for Excelsior College Examinations

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

### Excelsior College Practice Exams

If you are enrolled in an Excelsior College degree program, you are eligible to take our online practice exams. An Excelsior College Practice Exam allows you to sample the types of questions you may encounter on the actual test you will take for credit at the testing center. Practice exams allow you to test online at home in a timed environment, take two forms of the exam within a 120-day period, and receive valuable feedback. After each practice exam, you will be able to check on-

line how you performed on individual questions and why your answer was right or wrong. Feedback is not intended to predict your performance on the actual Excelsior College Examination but rather to help you improve your knowledge of the relevant subject and upgrade your skills.

Practice exams are now offered in all seven of the Nursing Concepts exams (for students enrolled in an Excelsior College associate degree in nursing program only). As of summer 2006, practice exams offered will include Abnormal Psychology, Anatomy & Physiology, Ethics: Theory & Practice, Foundations of Gerontology, Life Span Developmental Psychology, Microbiology, and Organizational Behavior. Visit [www.excelsior.edu](http://www.excelsior.edu) for updates and the most current practice exam offerings.

### Portfolio-Based Assessment

Portfolio-based assessment is available from Excelsior College in collaboration with assessment of prior learning programs offered by carefully selected colleges and universities. While each program has unique characteristics, processes, and procedures, they all have one element in common: faculty will assess your prior learning and determine whether to recommend credit which you can then transfer to Excelsior College to apply to your degree.

If you have acquired degree-related, college-level learning through your work, community, volunteer, or other experiences, you may be a good candidate for portfolio-based assessment. Your advisor will recommend the portfolio assessment program that is best suited to your particular assessment goals and provide you with additional information about how to proceed. Please be aware that these assessments are not evaluations of life experience; they are assessments of college-level learning gained as a result of that experience.

### Other Examination Programs

When you enroll in Excelsior College, you receive *A Student Guide to Credit by Examination at Excelsior College*, a publication that lists all our available examinations and examinations offered by several other testing programs. It explains how the examinations may be used to fulfill Excelsior College degree requirements. This publication also states policies on passing scores and includes a conversion chart that shows the letter grade for each scaled score. Many Excelsior College students also use the College-Level Examination



Program (CLEP), Defense Activity for Non-Traditional Education Support (DANTES) program, 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), Center for Adult Learning and Educational Credentials. 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 Adult Learning and Educational Credentials 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

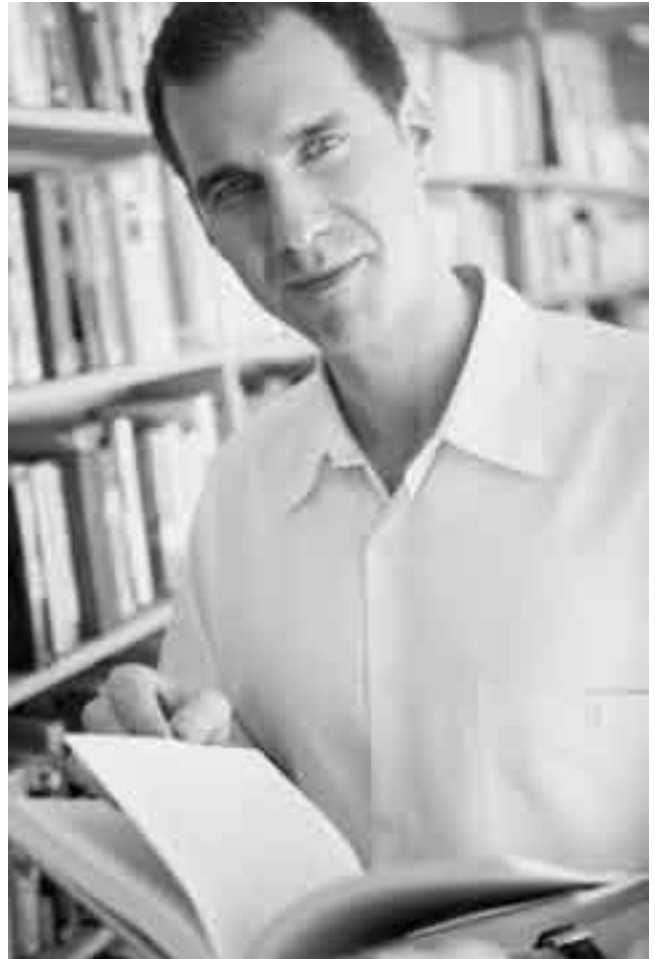
No matter where you live, many learning resources are available to assist and support you in completing your degree requirements. In addition, the Internet provides local access to an almost limitless quantity of up-to-date and in-depth information from around the world that you can use to enhance your 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](http://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](mailto:learn@excelsior.edu).



# Financial Aid



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

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

**Fall Term—July 1 through December 31**

**Spring Term—January 1 through June 30**

## Sources of Financial Aid

### Scholarships Offered Through Excelsior College

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

### Private Loan Programs

- The Wells Fargo P.L.A.T.O.<sup>®</sup> Career Loan
- CitiAssist<sup>SM</sup> Loan
- EXCEL<sup>SM</sup> Family Education Loan
- EXCEL<sup>SM</sup> GRAD Loan

### New York State Programs

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

### Other Sources

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

### Department of Veterans Affairs—Benefits and Programs

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

# Scholarships Offered Through Excelsior College

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

## President's Scholarships

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

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

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

## Julia O. Wells Memorial Education Foundation Scholarships

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

## David W. Miller Scholarships

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

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

## Master Sergeant David K. Thuma Memorial Scholarships

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

## Alumni Association Scholarships

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

### **Excelsior College® Endowment Fund Scholarships**

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

### **Fred L. Emerson Foundation Scholarships**

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

### **AXA Foundation Scholarships**

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

### **Ewald B. Nyquist Scholarships**

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

### **Reeves-Ellington Scholarships**

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

### **Roy L. Simpson Nursing Informatics Scholarships**

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

## **Private Loan Programs**

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

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

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

**Wells Fargo Education Financial Services**  
**800-658-3567**  
**[www.wellsfargo.com/student](http://www.wellsfargo.com/student)**

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

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

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

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

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

### **CitiAssist<sup>SM</sup> Loan**

**(offered by Citibank)**  
**800-745-5473 or [www.studentloan.com](http://www.studentloan.com)**

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

### **EXCEL<sup>SM</sup> Family Education Loan**

**(offered by Nellie Mae)**  
**800-634-9308 or [www.nelliemae.org](http://www.nelliemae.org)**

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

### **EXCEL<sup>SM</sup> GRAD Loan**

**(offered by Nellie Mae)**  
**800-634-9308 or [www.nelliemae.com](http://www.nelliemae.com)**

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





# New York State Programs

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

## Aid for Part-Time Study (APTS)

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

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

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

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

## Tuition Assistance Program (TAP)

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

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

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

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

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

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

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

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

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

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

Other eligibility criteria include the following:

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

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

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

## Other Sources

### **Private Scholarships**

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

### **Employer and Union Tuition Assistance**

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

### **Vocational Rehabilitation and VESID**

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

## Department of Labor Programs

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

# Department of Veterans Affairs—Benefits and Programs

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

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

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

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

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

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

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

Qtr #1- February 19 – May 18

Qtr #2 - May 19 – August 18

Qtr #3 - August 19 – November 18

Qtr #4 - November 19 – February 18

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

## Montgomery G.I. Bill—Active Duty

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

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



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

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

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

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

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

### Montgomery G.I. Bill—Selected Reserve

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

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

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

### Post-Vietnam Era Veterans Educational Assistance Program (VEAP)

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

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

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



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

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

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

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

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

### Additional Educational Assistance Programs for Veterans

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

### Military Tuition Assistance

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

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

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



# Selected Policies and Procedures

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

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

## Academic Honesty

### Statement of Policy

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

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

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

### Procedures

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

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

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

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

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

### Petition for Reinstatement

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

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

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

### Academic Honors

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

#### Associate Degrees

Honors 3.5

High Honors 3.75

Highest Honors 3.9

#### Baccalaureate Degrees

(Latin Honors)

Cum Laude 3.5

Magna Cum Laude 3.75

Summa Cum Laude 3.9

### Academic Policy Date and Degree Enrollment

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

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

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

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

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

## ADA/Reasonable Accommodations for Students with Disabilities

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

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

Individuals who wish to request reasonable accommodations should request a **Disability Services Student Information Packet** from the Provost’s Office by calling toll free 888-647-2388 (at the automated greeting press 1-1-8770). The student will be required to complete and submit a **Disability Notification and Request for Accommodation Form** together with official documentation of the disability, which must address the diagnosis (disability), prognosis (chronic or temporary, and if temporary, anticipated duration), functional limitations, and recommendations of appropriate accommodation(s).

### Procedures

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

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

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

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

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

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

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

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

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

### Confidentiality

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

### Reasonable Accommodation

Reasonable accommodation is the provision of aids or modification to testing or program that allows access to the educational program.

#### A. Accommodation(s) for Educational Program(s)

1. For all students and examinees with hearing disabilities, the College provides TDD to facilitate telephone communication with the College.
2. For enrolled students, the appropriate faculty will consider requests for substitution or waiver of specific degree requirements, provided that substitution or waiver does not alter the academic integrity of the degree.

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

#### B. Accommodation(s) for Testing

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

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

#### C. Accommodation(s) for Nursing Performance Examinations

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

The physical requirements that a student must meet in order to participate in the Clinical Performance in Nursing Examination (CPNE), the Health Assessment and Promotion Examination (HAPE), and the Teaching Across Cultures Examination (TAC) include the following:

1. The student must be able to lift 15 pounds without restriction.
2. The student must be able to stand for 90 minutes without the use of assistive devices (i.e., cane, crutches, walker, etc.).

Accommodations for the Nursing Performance Examinations include, where appropriate,

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

#### **Adding and Deleting Credit on Your Status Report or Transcript**

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

If you complete more than one examination or course in the same subject, it will be considered duplication of credit. We will not count duplicative credit twice toward your degree requirements, and it will not show up on your Status Report. However, if requested, duplicative credit can be listed on your Excelsior College transcript to show that you successfully completed the work. For example, if you want a graduate



school to see that you have taken particular courses or examinations, you may request in writing that they be listed on your transcript. Every Excelsior College transcript carries the statement, “Not all credit listed on the transcript necessarily applies to each Excelsior College degree posted.”

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

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

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

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

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

### Developmental/Remedial Courses

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

sent directly to Excelsior College by the issuing institution. In instances where the coursework is clearly developmental or remedial, the College reserves the right to withhold credit.

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

### Duplication of Credit

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

### Electronic Use

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

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

- A. interact electronically with others in a positive, cooperative, supportive manner and display respect for the privacy and rights of others.
- B. participate in an Excelsior College electronic environment in a manner consistent with the stated purpose of these activities.
- C. treat fellow students, staff, and faculty with respect and understanding.
- D. abide by the Excelsior College Academic Honesty Policy.

You will not

- A. copy words, phrases, sentences, graphics, or images from a message posted in a Excelsior College electronic course, chat, or discussion area and make this information available outside the electronic environment in which it appeared without the author's written permission.
- B. post without academic justification any messages containing profanity, racism, pornography (text or graphics), or other files whose contents are inconsistent with the mission of Excelsior College.



- C. make available to persons, organizations, or businesses outside of Excelsior College personal information such as names, Social Security numbers, email addresses, residential addresses, or other information that might be used to identify or contact Excelsior College students, faculty, or staff.
- D. divulge proprietary, sensitive, or confidential information about Excelsior College sponsored activities.
- E. use an Excelsior College electronic environment to advertise or promote services or products of commercial or educational vendors for personal gain. (This includes commercial messages in signature files [Note: Signature files automatically inserted by email vendors are acceptable]. However, discussion and critical evaluation of commercial products or services are acceptable).
- F. without authorization, link an Excelsior College Web site to a personal Web site or any other Web site.
- G. allow a third party the use of an Excelsior College user name and password.
- H. use someone else's Excelsior College user name and password
- I. post messages or chat under an alias or maintain multiple user names for electronic sessions without authorization.
- J. misrepresent messages created by others including Excelsior College staff and faculty. For example, you will not
  - 1. present someone else's messages or academic work as your own.
  - 2. allow a third party to present your messages or academic work as third party's own.
- K. attempt to access restricted areas of the Excelsior College electronic environment such as student accounts or grade books, or attempt to alter information in these areas.
- L. attempt to hack or break into, alter, damage, or destroy the integrity of electronic information, software, or hardware associated with Excelsior College electronic systems.
- M. without authorization, introduce into an Excelsior College electronic course, chat, or discussion area bandwidth-intensive audio, video, graphics, or other files exceeding 30K that may interfere with the efficient operation of Excelsior College servers.
- N. violate intellectual property laws by posting material containing quotes or references to someone else's ideas without accurately and appropriately citing the source of the material. Students are expected to understand that participation in Excelsior College electronic activities is a privilege and that access to these activities may be denied if it is determined that online behavior violates the letter or spirit of this Electronic Use Policy. Students will be subject to disciplinary or legal action taken by Excelsior College.

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

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

### Enrollment, Matriculation, Non-Matriculation, Provisional Admission Definitions

**Undergraduate students.** An undergraduate student is enrolled in Excelsior College when the student submits a completed enrollment form with the required fee and is accepted. An undergraduate student is matriculated in a degree program when the student has an initial evaluation or meets special admission criteria and is determined to be an appropriate degree candidate. Some undergraduate degree programs have special admission criteria for matriculation.

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

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

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

## Extra-Institutional Learning

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

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

## Electronic Delivery of Academic Evaluations

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

## Grades Awarded by Excelsior College

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

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

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

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

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

## Undergraduate Policies

### 1. Excelsior College Course Grades

**NOTE: Important information regarding a course grade policy:**

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

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

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

#### a. Repetition of Excelsior College Course

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

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

Scenario 2: Student completes a life span developmental psychology course and receives a grade of B. Student repeats course (either the same course or similar course from another institution) and receives a grade of C. The life span developmental psychology course with a grade of B will be deleted and replaced with the life span developmental psychology course with the grade of C, which will be calculated into the GPA.

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

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

#### c. Deletion of Excelsior College course grades.

Undergraduate students may not delete any Excelsior College courses from their status report or transcript that were taken from the September 2004 term through the April 2005 term. There is one exception to this policy (see "Repeating a

duplicative course at another institution.") Beginning with the May 2005 term, students may delete course grades.

#### d. Comments on specific grades

##### Grade of D

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

##### Grade of F

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

##### Grade of I

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

##### Grade of P ("Pass")

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

##### Grade of W

The grade of W indicates withdrawal without academic penalty from an Excelsior College undergraduate course. It is not used in computing cumulative grade point average but will appear on a student's undergraduate status report and

transcript if the course was taken from the September 2004 through the April 2005 term. Refer to withdrawal policy for details.

## **2. Excelsior College Examination Grades**

### **a. Minimum Passing Grade (A, B, C, P)**

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

### **b. Repeating an Excelsior College Examination**

If an undergraduate student retakes an Excelsior College Examination, the higher grade will be listed on the Excelsior College status report and transcript. The lower grade will not appear and will not be factored into the student's GPA. NOTE: Nursing students who fail an examination or course in any of the general education core areas (anatomy and physiology, microbiology, life span developmental psychology, or sociology) may not use an examination or course in the same content area completed prior to the examination to meet that core requirement. The most recent grade obtained will be evaluated.

### **c. Deletion of Excelsior College Examination grades**

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

## **3. Transfer Credit Grades**

### **a. Grade of C and above**

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

### **b. Course grades of D**

Grades of D will be accepted in transfer toward an Excelsior College undergraduate degree as

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

### **c. Course grades of F, I, W, or other grades indicating no credit awarded**

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

### **d. Satisfactory and "Pass" Grades**

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

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

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

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

### **e. Deletion of transfer credit grades.**

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



## Graduation/Degree Conferral

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

## International Credentials Evaluation

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

Only those courses taken at approved colleges and universities will be considered for credit. No coursework from a hospital or diploma school of nursing will be considered, regardless of whether it was completed through an approved university or university-parallel institution.

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

### Educational Credential Evaluators, Inc. (ECE)

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

You may contact Excelsior College to request a printed ECE application or access an application directly from the ECE Web site (<http://www.ece.org>) or via the Excelsior College Web site (<http://www.excelsior.edu>). Complete the application, indicating Excelsior College

address and Subject Analysis report. Submit English translated course descriptions/syllabi required for your Excelsior College degree in:

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

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

### Commission on Graduates of Foreign Nursing Schools (CGFNS)

**For nursing students only:**

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

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

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

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

### Josef Silny & Associates, Inc.

**For all transcripts/credentials from Israel:**

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

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

## Leave of Absence

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

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



Excelsior College reserves the right to verify qualification of the certifying professionals.

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

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

### **Policies and Procedures Handbooks for Undergraduate and Graduate Courses**

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

### **Repeating Excelsior College Examinations**

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

### **Retention**

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

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

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

### **Second Degree**

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

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

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

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

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

### **Social Security Number/ Student ID Number**

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

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

### **Student Appeals (Right to Appeal)**

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

### **Student Responsibilities**

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

1. treat each other, Excelsior College staff and faculty, and test center staff with mutual respect and understanding.
2. pursue their learning goals with honesty and integrity.
3. behave in a manner consistent with the standards and codes of the profession in which they are practicing.

4. read and follow Excelsior College procedures, policies, and program information contained in catalogs and course and examination registration materials as well as and other publications, and submit information in a timely fashion to meet deadlines.
5. keep the College informed of changes in name, address, email address, telephone number, and Social Security number.
6. participate actively in the advising process and demonstrate that they are progressing satisfactorily in their degree programs, and report to the college all degrees earned at other accredited institutions, if enrolled.
7. meet their financial obligations to the College in a timely manner.

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

### **Third Degree**

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

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

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

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

## Time Limit on Transfer Credit

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

## Transferring Credit from Non-Regionally Accredited Schools

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

### The institution must be a degree-granting institution.

The institution or its program(s) offering the courses for which the student is seeking credit must be accredited (at the time of the student's attendance) by an accrediting body listed in the section titled "RECOGNIZED ACCREDITING ORGANIZATIONS" in the publication entitled *Accredited Institutions of Postsecondary Education* (published by the American Council on Education, Washington, DC) at the time of attendance.

Credit from non-regionally accredited institutions will not be accepted into the following Excelsior College programs with ABET or NLNAC accreditation:

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

## Procedures:

### Student Procedures

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

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

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

## Transferring Degree Programs

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

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

## Withdrawal From the College

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

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

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

### A. Academic Dismissal

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

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

### B. Administrative Withdrawal for Failure to Pay Fees

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

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

### Emergency Mandatory Withdrawal

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

An emergency mandatory withdrawal will be ordered if it would be in the best interest of the student, other students, staff, or others directly affected by the student's behavior. Such an emergency mandatory withdrawal will be temporary, until such time as the incident that precipitated the leave can be fully investigated.

After such an investigation, the student will either be reinstated or permanently dismissed, following the process outlined in the Student Responsibilities Policy.

During the leave, all services to the student will cease and the student may not withdraw from the College. If, following the investigation, the student is reinstated, a period of time equal to the duration of the leave will be credited to the student as it applies to any Excelsior College fees that are assessed on an annual or other periodic basis. If the leave was imposed during the course of an examination being taken by the student, such that the student did not complete that examination, the fee for the examination will be forfeited. If the student is dismissed, all fees paid prior to the commencement of the leave will be forfeited. If the leave was imposed while the student was taking an Excelsior College course, the outcome of the investigation will determine if the course tuition will be forfeited, and any other issues related to course completion.

Examination and course takers not enrolled in Excelsior College who display behavior as defined above during an examination will not be permitted



to take another examination until the incident has been investigated and resolved.

### C. Student Request for Withdrawal

An undergraduate student wishing to withdraw from the College should submit a signed request to the Records Office. If the student requests withdrawal within the first six months of enrollment and before the initial evaluation has begun, a refund of two thirds of the enrollment fee will be automatically forwarded. If the initial evaluation has been completed, no refund will be given.

### Returned Checks

Students who have a returned check for payment of a course will be assessed the current returned check fee (see the fee schedule for current fee) and given 30 days to replace the returned check with a certified check, money order or Visa, MasterCard, or Discover.

Although students may continue in the course, a hold will be placed on their student records, which will prohibit them from receiving a course grade or transcript until the returned check is replaced and the returned check fee is paid.

### Payment Plan Delinquency

Students using the Tuition Payment Plan where their initial payment fails will not be registered for the course they wish to take.

Students using the Enrollment Payment Plan where their initial payment fails will not be enrolled in the College.

Active payment plan participants (active participants are students whose first initial payment went through) who miss a subsequent monthly scheduled payment will have a payment reattempted on the next scheduled withdrawal day (5th or 20th). If that payment attempt fails, a third and final attempt will be made on the next payment date. If the third attempt fails, the student will be withdrawn from the payment plan and their student account will be placed on hold (see example below).

Students who are withdrawn from the Tuition Payment Plan will not receive a course grade or transcript for the course, until the balance is paid in full.

Students who are withdrawn from the Enrollment Payment Plan will be withdrawn from the College with a code of WF. Their account will be adjusted for two thirds of the total enrollment fee, if the student has not received an evaluation. Students receiving an evaluation will have 30 days to pay the entire balance in full. If payment in full is not received, the account will be turned over to the College's collection agency.

Students who are withdrawn from the Pay Your Way payment plan for the Student Service Annual Fee (SSAF) will be withdrawn from the College with a code of WP. They will have 30 days to pay the entire balance due for the SSAF. Students who fail to pay the balance due for the SSAF within 30 days, will have three months from the date of their withdrawal to pay the balance due for the SSAF, plus the current Reactivation Fee. If the three-month time frame is not met, the student will forfeit whatever payments they have made toward the SSAF and will be required to reenroll.

Example: If a monthly payment is scheduled for the 5th, and the funds are not available, FACTS will reattempt payment on the 20th. If that payment attempt fails, FACTS will reattempt the third and final payment on the 5th of the following month. If the third and final attempt fails, the student will be withdrawn from the payment plan.



# Excelsior College Board of Trustees

**Joshua L. Smith, EdD**

*Chair*

*Professor and Director (Ret.)*

Program in Higher Education and Center for  
Urban Community College Leadership  
New York University, School of Education  
New York, NY

**Susan Au Allen, JD, LLM**

*President*

US Pan Asian American Chamber of Commerce  
Washington, DC

**Elizabeth L. Bewley, MBA**

*Vice President, Strategic Planning &  
Process Excellence*

Johnson & Johnson Health Care Systems, Inc.  
Piscataway, NJ

**William E. Cox, EdD**

*President*

Cox, Matthews, and Associates, Inc.  
Fairfax, VA

**Linda G. Davila, CFM**

*Vice President*

Wealth Management Advisor  
The Davila Group  
New York, NY

**Gloria R. Gelmann, PhD, EdD, RN**

*Associate Professor*

Seton Hall University  
South Orange, NJ

**Arthur J. Gregg, BS**

*Lt. General, U.S. Army (Ret.)*  
Springfield, VA

**Harold (Bud) L. Hodgkinson, EdD**

*President*

Hodgkinson Associates, LTD  
Demographic Studies and Presentations  
Alexandria, VA

**Robert E. Kinsinger, EdD**

*Consultant*

National Service Corps  
of Retired Executives (SCORE)  
*Vice President*  
W.K. Kellogg Foundation (Ret.)  
Twain Harte, CA

**Eduardo Marti, PhD**

*President*

Queensborough Community College  
Bayside, NY

**Morris Massry**

*Real Estate Investor*

Massry Realty Partners  
Albany, NY

**William T. Moran, BS**

*President*

W.T. Moran Corporation  
Austin, TX

**James Partington, BA**

*Rear Admiral, U.S. Navy (Ret.)*  
Lincoln, NE

**Roy L. Simpson, RN, C, CMAC, FNAP, FAAN**

*Vice President, Nursing Informatics*  
Cerner Corporation  
Kansas City, MO

**Jean M. Smith, BA**

*Vice President*

J.P. Morgan Chase  
Chase Community Development Corporation  
New York, NY

**Harry L. Staley, MA, CIO**

*Chairman/CEO*

Prime Business Solutions, LLC  
Greenbelt, MD

**Lawrence E. Vertucci, BA**

*Executive Vice President and  
Regional President (Ret.)*

HSBC Bank, USA  
Albany, NY

**John R. Wetsch, PhD**

*Technical Fellow*  
Northrop Grumman IT  
Raleigh, NC

**Kathryn J. Whitmire, MS, CPA**

*Senior Fellow*  
Academy of Leadership  
University of Maryland  
Hauula, HI

**Clarence W. Wright, BS**

*Senior Vice President*  
AXA Financial Inc.  
New York, NY

**Richard Yep, MPA**

*Executive Director and CEO*  
American Counseling Association  
Alexandria, VA

**Mary O'Connor, PhD, RN, CHE**

*Assistant Professor*  
College of Notre Dame of Maryland  
Baltimore, MD  
*President*  
Excelsior College  
Alumni Association  
(ex-officio)

**John Ebersole**

*President*  
Excelsior College  
Albany, NY  
(ex-officio)



# Excelsior College Leadership Staff

**John Ebersole**, President

**Murray H. Block, EdD**, Interim Provost and  
Chief Academic Officer

**Michele Auricchio, BBA, CPA**  
Comptroller

**Nancy E. Davidson, BS**  
Vice President  
for Human Resources  
and Administrative Services

**Mary Beth Hanner, PhD, RN**  
Vice President for Health Sciences

**Cathy S. Kushner, MA Ed**  
Vice President  
for Institutional Advancement

**John M. Pontius, Jr., CPA, MBA**  
Vice President for Finance  
and Administration

**Joseph B. Porter, Esq**  
Vice President for Legal and  
Governmental Affairs  
and General Counsel

---

**Wayne Applewhite, DM**  
Associate Dean  
School of Business and Technology

**Sandra Bartholomew, MBA**  
Dean, Marketing and Admissions

**Harpal S. Dhillon, PhD**  
Dean, School of Business  
and Technology

**J. Patrick Jones, PhD**  
Dean of Assessment

**Meredyth A. Leahy, EdD**  
Dean, School of Liberal Arts

**M. Bridget Nettleton, PhD, RN**  
Dean, School of Nursing

**George Timmons, PhD**  
Dean, Online Education  
and Learning Services

---

**Susan A. Dewan, MBA**  
Assistant Dean  
School of Liberal Arts  
Military Education and Outreach

**Patricia Edwards, EdD, RN, CNAA**  
Associate Dean, School of Nursing;  
Director, MS Program

**David Elliot, PhD**  
Associate Dean  
School of Liberal Arts

**Andrea Lucas, MS**  
Assistant Dean  
Testing and Psychometric Services

**Susan Nash, PhD**  
Associate Dean  
School of Liberal Arts  
Director, MA/LS Program

**Ruth Olmsted, PhD**  
Assistant Dean, Test Development

**Deborah Sopczyk, PhD(c), RN**  
Director, Health Sciences Programs

**Suzanne Yarbrough, PhD, RN**  
Associate Dean, School of Nursing

---

**Anne Connor, BA**  
Director of Advisement  
and Evaluation  
School of Business and Technology

**Betsy DePersis, MA**  
Director of Advisement  
and Evaluation  
School of Liberal Arts

**Sandy DerGurahian, MS Ed**  
Director of Advisement  
and Evaluation  
School of Nursing

**Karen Fagan, MS Ed**  
Director of Nursing  
Admissions and Evaluation  
School of Nursing

**Laura Goff, MA**  
Student Services Coordinator  
School of Health Sciences

**Kim M. Hedley, MS, RN, CPHQ**  
Interim Director  
Associate Degree Nursing Program

**Annette S. Jeffes, BS**  
Director of Admissions

**Ron Marzitelli, BS**  
Chief Information Officer –  
Network and Operations

**Lori Morano, MS Ed**  
Director of Records

**Susan Moyer, MS Ed**  
Academic Evaluation Specialist  
School of Liberal Arts

**Laurie Nagelsmith, MS, RN**  
Director  
Baccalaureate Degree  
Nursing Program

**Susan O'Hern, BA**  
Chief Information Officer –  
Applications Development

**Terri Scalise Roller, MS Ed**  
Director of Alumni  
and Donor Relations

**Paul Shiffman, EdD**  
Senior Administrator for  
Institutional Planning  
and Government Relations

**William M. Stewart, MBA**  
Director of Communications

**Eileen Young, MS Ed**  
Director of Advisement  
and Evaluation  
School of Business and Technology

# Excelsior College

# Technology Degrees Faculty

## Faculty Committee for Civil Engineering Technology Degrees

(Civil Engineering Technology degrees are currently under development)

### Dr. Hugh Archer

President  
MAVICKAR Environmental Consultants

### Hugh Archer, PhD

President  
MAVICKAR Environmental Consultants

### Roger Blunt, Major General (ret.)

President  
Essex Construction

### Donald Pottle, MS

Professor  
Engineering Technology  
University of Massachusetts

### Rafael G. Quimpo, PhD

Professor  
Civil Engineering  
University of Pittsburgh

## Faculty Committee for Electronics Engineering Technology Degrees

### James L. Antonakos, MS

Professor  
Electrical Engineering Technology  
and Telecommunications Technology  
Broome Community College

### Sohail Anwar, PhD

Associate Professor  
Engineering  
Penn State University, Altoona College

### W. David Baker, MS

Professor Emeritus  
Rochester Institute of Technology

### Walter W. Buchanan, PhD

Professor and Head  
J.R. Thompson Endowed Chair  
Engineering Technology and  
Ind. Distribution Dept.  
Texas A&M University

### David W. Davis, PE, CPBE

Director of Distance Education  
College of Engineering  
University of Texas at Arlington

### Ralph Folger, MS

Professor  
Department of  
Computer Information Science  
Hudson Valley Community College

### Harry Efstathiadis, PhD

Research Scientist  
College of Nanoscale Science  
and Engineering  
University at Albany - SUNY

### David M. Hata, MSEE

Consultant  
TEMPLaTe Educational Consulting

### Henry Kearny, PhD

Lecturer  
Computer Science & Engineering  
University of Texas at Arlington

### Robert A. Moore, MS

Associate Professor  
National Technical Institute for the Deaf  
Department of Industrial Technologies

### Arnold M. Peskin, MSEE

Senior Scientist (ret.)  
Brookhaven National Laboratory

## Faculty Committee for Information Technology Degrees

### Narayan S. Murthy, PhD

Professor and Chair of Computer Science  
Pace University

### Abhijit Pandya, PhD

Department of Computer Science  
and Engineering  
Florida Atlantic University

### Kenneth Mansfield, MS

Professor  
Computer Studies Department  
Broome Community College

### Stuart A. Varden, EdD

Professor Emeritus  
Pace University

## Faculty Committee for Nuclear Engineering Technology Degrees

### Gilbert Brown, PhD

Professor  
Nuclear and Chemical Engineering  
University of Massachusetts-Lowell

### Richard P. Coe, PhD

University of Pittsburgh

### Douglas F. Corteville, MSE

Coordinator  
Electronic Engineering Technology  
Iowa Western Community College

### Eduardo B. Farfan, PhD

Assistant Professor  
Department of Physics  
Idaho State University

### Joseph D. Kowalski, MBA

President  
Silver Fox Synergies, LLC

### Jane LeClair, EdD

Accreditation Coordinator  
Nuclear Learning Center  
Constellation Energy

### Robert L. Long, PhD

Consultant  
Nuclear Stewardship, LLC

### Bimal Malaviya, PhD

Professor  
Environmental and Energy Engineering  
Rensselaer Polytechnic Institute

### Gregg Smith, MS

Nuclear Utility Training Director (ret.)  
Diversified Metal

### Byron E. Thinger, PhD

Senior Nuclear Engineer (ret.)  
Diablo Canyon Power Plant  
Faculty Member and Liaison to Industrial  
Advisory Committee  
Excelsior College

### **Faculty Committee for Aviation Technology Degrees**

**Dr. George W. Brush**  
President Emeritus  
College of Aeronautics  
Vaughn College

### **Industrial Advisory Committee for the Electronics Engineering Technology Degrees**

**Joseph A. Glad, PE**  
Supervising Engineer  
Ameren Corporation

**Gerald E. Homstad**  
Consultant  
GEH Consulting

**Adebisi Oladipupo**  
Vice President  
Research & Technology  
Norfolk State University

**Linda R. Stuffle**  
Partner  
Stuffle Engineering and Computer  
Consulting Services (SECCS)

### **Industrial Advisory Committee for the Information Technology Degrees**

**David M. Brudnoy**  
Research and Development  
Knolls Atomic Power Laboratory

**Randy Dobson**  
Principal  
International IT Consulting  
R.L. Dobson, LLC

**Eric S. Harter**  
President, CEO  
ADSnetcurve

### **Industrial Advisory Committee for the Nuclear Engineering Technology Degrees**

**Harry B. Bernhard**  
Principal  
Bernhard Management Consulting

**Walter J. Coakley**  
President  
Demanding Technology Consultants, Inc.

**Donald Duquette**  
Vice President  
Operations  
General Physics

**Richard D. Holman**  
Staff Consultant  
Idaho National Laboratory

**Jim Knubel**  
President  
Keffective

**G. Charles Munzenmaier**  
Associate  
Far Horizons Corporation

**Ross Ridenoure**  
Vice President & Chief Nuclear Officer  
Omaha Public Power District

**Ann Winters**  
Manager  
Institute of Nuclear Power Training

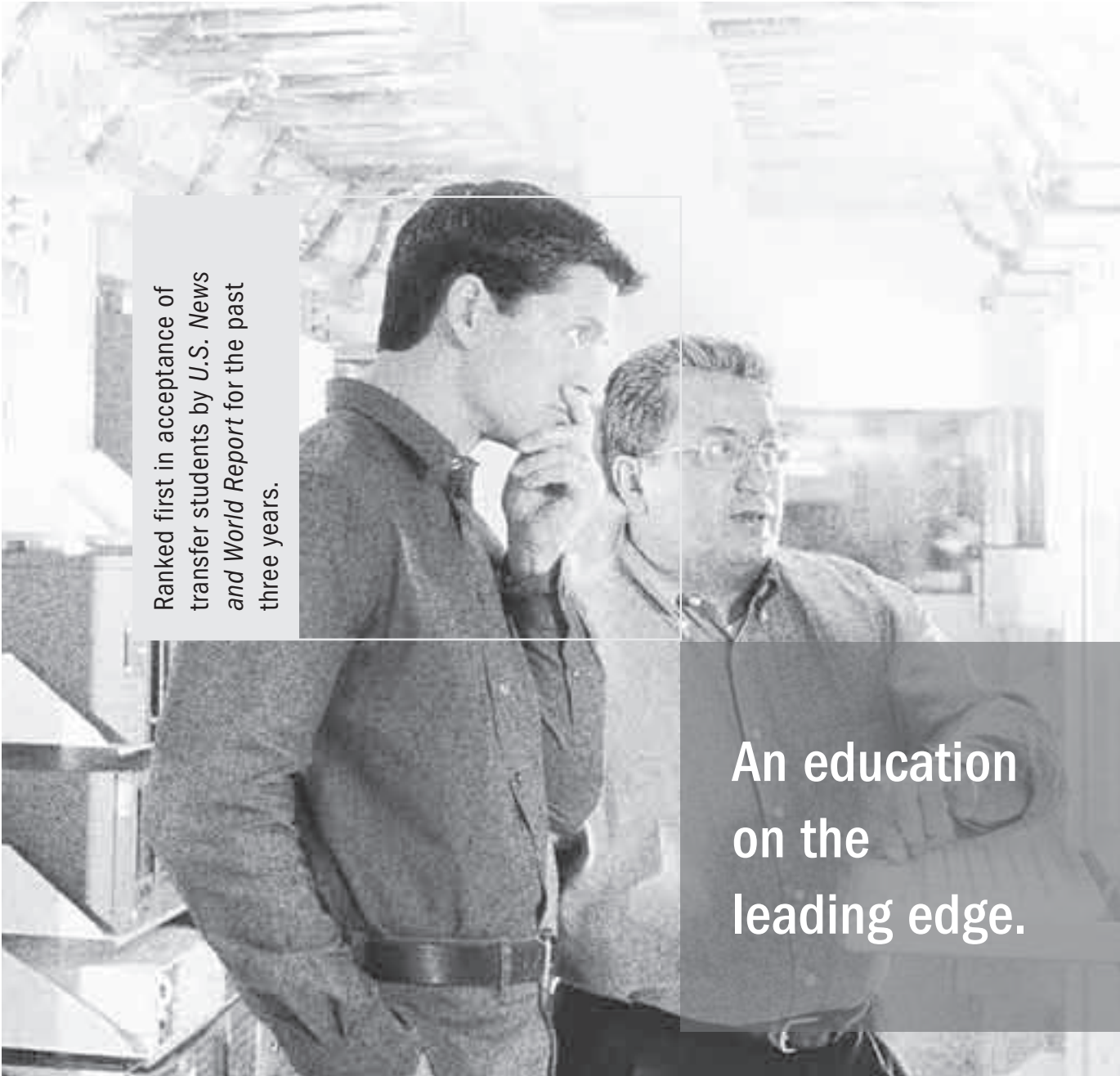


# New York State Education Department Inventory of Registered Programs

## Higher Education General Information Survey Code for Classifying Academic Subject Areas.

Program Title	HEGIS	Award
<b>School of Business and Technology, Business Programs</b>		
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
<b>School of Health Sciences Programs</b>		
End of Life Care	1299	Certificate
Health Care Informatics	1203.12	Certificate
Nursing Management	1203.12	Certificate
Health Sciences	1201	BS
<b>School of Liberal Arts Programs</b>		
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
<b>School of Liberal Arts Programs (continued)</b>		
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
<b>School of Nursing Programs</b>		
Nursing	5208	AAS, AS
Nursing	1203.10	BS, RN-MS, MS
<b>School of Business and Technology, Technology Programs</b>		
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



Ranked first in acceptance of transfer students by *U.S. News and World Report* for the past three years.

An education  
on the  
leading edge.

**The only thing changing faster than business is technology.** How can you stay current in these fields—and advance your career—while still tending to work and family? The Excelsior College School of Business and Technology is your answer. Excelsior College technology programs give you the chance to advance your career and stay abreast of the latest technology—while staying on the job. We accept credit from a vast array of sources including professional IT certifications, military training, workplace training, and previously earned college credit, while immersing you in the most current, relevant knowledge in your field of interest. The result? A faster, more efficient way to earn your technology degree.

EXCELSIOR COLLEGE.

[www.excelsior.edu](http://www.excelsior.edu)



Go for it!

Call 888-647-2388  
(press 2-7 at the prompt)

Located at 7 Columbia Circle · Albany, New York, 12203 · 518-464-8500. Excelsior College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools · 3624 Market Street · Philadelphia, PA 19104, 215-662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA). The associate, baccalaureate, and master's degree programs in nursing are accredited by the National League for Nursing Accrediting Commission (NLNAC) · 61 Broadway · New York, NY 10006 · 800-669-1656. The NLNAC is a specialized accrediting agency for nursing recognized by the U.S. Secretary of Education. All the College's academic programs are registered (i.e., approved) by the New York State Education Department. Excelsior College admits students of any race, color, and national or ethnic origin.



7 Columbia Circle, Albany, New York 12203-5159

Phone: | toll free 888-647-2388 or 518-464-8500

TDD: | 518-464-8501

Fax: | 518-464-8777

[www.excelsior.edu](http://www.excelsior.edu)