



# HUSSIAN

## COLLEGE

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## Mission Statement

An unrelenting commitment to excellence that reinforces academic success, personal significance, and prepares students for service in their communities.

## Vision

WE WILL:

- Be a preferred source of graduates for leading employers
- Have an active alumni network
- Be a valued contributor to and supporter of our communities
- Consistently delight our students
- Be a source of excellence in academic programming and student services
- Be an employer of choice
- Inspire students to be unrelenting in the pursuit of their goals

## Core Values

The Core Values of the College are: Selflessness, Dedication, Responsibility, Excellence, Innovation, and Integrity.

## Overview

Hussian College offers a Bachelor of Fine Arts (BFA) degree in Art, with concentrations in Digital Media, Graphic Design, Visual Communications, and UI/UX. Hussian College also offers accelerated non-degree programs, including Front End Web Development, Back End Web Development, Full Stack Web Development, Enhanced Full Stack Development, and UI/UX Design.

We help you develop your skills on multiple levels. The most basic of these is learning to think creatively. Mastering professional vocabulary, understanding traditional and digital art concepts, and demonstrating a thorough knowledge of the uses and limitations of all media are vital to your success. On a technical level, you will be prepared to execute your ideas using many different styles, techniques and programs. A Hussian education combines traditional design with new technologies by offering a fundamental foundation in the fine arts and training in the development of professional digital products, including mobile applications, interactive websites, games, animation, and movies. You'll understand the production process from creating original art to preparing pre-press production for printing, using traditional and digital solutions. You'll learn how to communicate with service bureaus, paper distributors, photographers, printers and other design support services. You'll become proficient in the latest software and technology for design, animation and implementation—allowing you to realize your vision from concept to execution. Your technological experience at Hussian will prepare you for a successful career in the visual arts.

## Philosophy

The curriculum at Hussian is focused on providing you with practical experience from the outset. The depth of our program offerings and the breadth of experience we offer are structured to prepare our students for life after graduation. From your first day on campus, all project assignments are designed to gradually build the portfolio that will launch your career. We also teach you how to develop your resume, research and interview in today's job market, and communicate and sell your ideas.

For over 70 years, Hussian has offered a solid education in commercial art in the Philadelphia area. Hussian is well respected as an institution that provides students with an industry-ready education. The Bachelor of Fine Arts program trains students in a career-focused, hands-on curriculum that adheres to today's standards in education.

The curriculum for the Bachelor of Fine Arts program with concentrations in Digital Media, Graphic Design, Visual Communications, and User Interface User Design addresses the need for skilled professionals in the work force. A strong foundation in fine art is the basis for the curriculum. A true professional in the visual arts must be able to realize a creative concept through its entire process, from the drawing table to final print or digital product.

Hussian's coding boot camp is a non-degree program that focuses on teaching the interdisciplinary components that are paramount to becoming a Full Stack Developer. The certificate encompasses both front end web development and back end web development. The certificate includes 4 courses designed to be taught in successive order. The Certificate in Full Stack Web Development program is taught in rigorous and intensive full day sessions to simulate a real-world software development environment. Students may elect to enroll in the Enhanced Full Stack Development program, which offers the opportunity to learn a secondary programming language.

A focus on professional preparation is integral to Hussian's curriculum. All courses, even general education, approach learning from a professional standpoint. The instructors, industry-proven professionals, design coursework around realistic workplace situations and problems that graduates will face. Career placement support is offered throughout the students' academic career and beyond. Hussian's curriculum helps to prepare graduates for entry-level positions in the discipline.

Hussian College provides equal opportunity in education and employment for all qualified persons regardless of race, color, religion, national origin, sex, sexual orientation, age, disability, or veteran status.

## Our History

John Hussian was a respected and knowledgeable member of Philadelphia's art community and a lecturer at the Philadelphia Museum of Art. At the end of World War II, returning veterans and many civilians were searching for colleges to help them build new careers. Because of his reputation and unique knowledge of both Commercial and Fine Arts, the principles of the art museum convinced John Hussian to found The Hussian School of Art in 1946.

Both disciplines remained an integral part of the curriculum until the early 1960s when, because of its excellent reputation and administrative integrity, the Pennsylvania Department of Education and the Veterans Administration suggested The College focus solely on Commercial Art.

Since then the institution has continued to grow and achieve professional recognition. The College is nationally accredited by the Accrediting Commission of Career Schools and Colleges ("ACCSC"), and is also active in the regional professional art community. In 1979, we were approved by the Pennsylvania Department of Education to offer an Associates in Specialized Technology Degree. In 1996, we introduced our first web class and now incorporate digital media courses and the latest technology into all of our concentrations.

In September 2014, The College first offered the Bachelor of Fine Arts degree in Art on the Philadelphia campus. In October 2014, The College opened a Los Angeles, California branch campus, Relativity School with programs in art, acting, film, and commercial dance.

In January 2015, The College received final approvals from the Commonwealth of Pennsylvania and the Accrediting Commission of Career Schools and Colleges (ACCSC) to change the institution name from "The Hussian School of Art" to "Hussian College."

## Affiliations

Authorized by the Pennsylvania Department of Higher Education to award the Bachelor of Fine Arts degree.

Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

Approved by the Commonwealth of Pennsylvania Office of Vocational Rehabilitation.

Approved provider for the New Jersey Training System, DVRS.

Approved for the training of veterans and eligible veterans' dependents.

# BFA Concentrations

## Digital Media

Hussian's Digital Media concentration prepares students for the engaging field of multimedia. Offering a foundation for a broad understanding of digital media, this concentration stresses the aesthetics of design and effective technology for an engaging, interactive experience. Students will learn visual and technical skills, such as design principles, digital art creation, sound, animation, and programming, to create interactive projects in the digital environment.

These interactive projects include the opportunity to learn multiple programming languages to create effective websites, computer and web-based games, motion graphics, mobile applications, and interactive presentations. Courses including Digital Arts and Technology, Digital Game Design/Construction, Digital Multimedia, Motion Graphics, and Web Design are combined with communication and business practices to best prepare the student to enter the workplace. All faculty members are also working professionals in the field who bring their experiences to the classroom with real-life examples. Elective coursework provides students with an individual path to explore additional creative interests. The internship experience, combined with the fourth-year individualized portfolio project, prepares the student to demonstrate their ability to meet the demands of the industry.

Digital media and technology are the driving forces behind many new developments across all business segments today. The need for talented and well-trained designers with extensive programming training is in high demand. Entry-level career opportunities in this evolving field include video and audio design and production, interactive media design and production, game development, motion graphics design, and animation design and production.

## Graphic Design

Hussian's Graphic Design concentration prepares students for the diverse world of visual communications. Students learn to deliver a message creatively that informs, persuades, inspires, entertains, and motivates the viewer to react. Graphic designers are an essential component in the changing landscape of marketing and emerging technologies; they are the creative link between the product or service and the audience. Graphic Design goes beyond print design applications. Today, a graphic designer works in multiple tiers of design projects from corporate identity, packaging, and interface design to mobile and web-based interactive design and programming.

Through the use of art and computer studies, the curriculum provides students with an educational environment that replicates the atmosphere of a real-world design studio, design department, or advertising agency. Graphic designers are creative problem-solvers. The Graphic Design curriculum stresses the importance of typography, concept development, image creation, layout, teamwork, production, and disciplined business practices.

We enrich the student experience by providing one-on-one exposure to faculty members who are also working professionals in their field of expertise. Elective classes allow the student to explore their individual creative interests. The fourth year of the Graphic Design concentration includes the possibility for professional internship and portfolio development, preparing the student for employment. Design studios, corporate design departments, advertising agencies, and publishers employ Hussian graduates with a concentration in Graphic Design in entry-level positions.

## UI/UX

This concentration focuses on the interdisciplinary components that are central to User-Experience (UX) design; it incorporates design and user experience in a digital web environment or prepares students for entry level employment in the web development field. US (User-Interface) study is also a central component of this concentration. With UI, students concentrate on the look and feel, presentation and interactivity of a product.

Although the terms UI and UX are seemingly synonymous, they apply to different approaches and responsibilities during and throughout the creation phase of the web and mobile app. UX designers initially propose solutions to complex design problems. Then the responsibility for the interface usually falls to the UI designers. Yet, UX designers retain responsibility for the entire experience and product. Specifically, UI Designers create solutions that involve interactive designs, icons, colors, text, and other elements that solve problems. But those solutions are only part of the entire process. UX designers expand the work of UI designers by examining

additional elements such as marketing copy, speed, functional performance, color scheme, personality, customer support, set expectations, financial approach, analytics, and visualization.

## **Visual Communications**

Images are a powerful means of communication in today's world. Hussian's Visual Communications concentration provides students with the opportunity to develop their image-making skills to the highest level. Students are exposed to challenging projects, encouraged to work through problems using visual solutions. In addition to developing skills of interpretation, narrative, and creation, we also emphasize a solid grounding in practical life application of these learned skills by teaching professional art business principles and practices. Visual Communications goes beyond illustration. Our graduates are more than visual storytellers; they are also designers, animators, character developers, game developers and interactive artists. The Hussian Visual Communications curriculum produces a versatile artist capable of working in multiple disciplines in entry-level positions. The Visual Communications curriculum includes traditional painting and drawing courses combined with digital processes to provide the student with many possibilities for creative expression. The curriculum emphasizes color, texture, form, design and creative vision to develop the student's individual style. Courses in mixed media, storytelling, creative writing, critical thinking and observation, and business practices support the requirements of the industry. In addition, elective courses enable the student to expand their technical skills and personal point-of-view. Hussian is looking for students who want to explore new opportunities, work hard to achieve their personal best, and are enthusiastic about producing original works of art.

# Coding Boot Camp

Hussian College offers accelerated software development and design programs. Each of these non-degree programs is designed to replicate a real-world work environment. In addition to lecture and lab work, students are assigned project work to be done in pairs or groups with strict time and quality requirements. The delivery process includes regular stand-up meetings, daily progress checks and code reviews.

Our coding certificate programs offer a fast track to employment in the software development workforce for those students seeking an alternative to a 4 year computer science degree or those students with degrees in other fields seeking a career change.

## Back End Web Development

In the Back End Web Development certificate program, you will focus on developing the non-user facing side of websites. When you complete the program you will be able to:

- Understand the key principles of computer science and web development;
- Script code on servers using object-oriented programming techniques by progressing from introductory concepts to advanced syntax;
- Systematically debug servers;
- Understand relational databases, database management, and data security principles;
- Create virtual machines or use cloud computing services when appropriate;
- Deploy code to the cloud.

You will also gain professional competencies you will need for success in technical interviews and the workplace. This certificate leads to entry-level opportunities in this evolving field of web development. You will be able to:

- Plan, progress, and adapt projects using project management best practices;
- Demonstrate effective professional communication, collaborative working skills, and technical problem-solving capabilities.

## Full Stack Web Development

The Full Stack Web Development certificate program teaches what you will need to know to be prepared for your first web development job. You will:

- Understand principles of computer science and web development;
- Use front end development techniques to create interactive web pages using HTML, CSS, JavaScript, and other tools and libraries;
- Develop server-side databases for the back end of websites using Python for object-oriented programming;
- Understand principles of back end data management, including relational and non-relational databases, as well as user management and data security;
- Build virtual environments and deploy your code to the cloud.

You will also gain knowledge and skills for professional competency in technical interviews and the workplace. This certificate leads to entry level opportunities in this evolving field of web development. You will be able to:

- Plan, progress, and adapt projects using project management best practices, including paired programming, agile development techniques, and more;
- Demonstrate effective professional communication, collaborative working skills, and technical problem-solving capabilities at interviews and on the job.

## Enhanced Full Stack Web Development

The Enhanced Full Stack Web Development certificate program teaches industry current skills and techniques that will prepare you for your first development job, including:

- Understand principles of computer science and web development;
- Use front end development techniques to create interactive web pages using HTML, CSS, JavaScript, and other tools and libraries;
- Develop server-side databases for the back end of websites using Python for object-oriented programming;
- Understand principles of back end data management, including relational and non-relational databases, as well as user management and data security;
- Build virtual environments and deploy your code to the cloud.

In addition, you will develop crucial habits and practices you will need to continually improve your skills and stay current with new developments in the field. You will also gain knowledge and skills for professional competency in technical interviews and the workplace. This certificate leads to entry-level opportunities in this evolving field of web development. You will be able to:

- Plan, progress, and adapt projects using project management best practices, including paired programming, agile development techniques, and more;
- Extend your knowledge using practical techniques for teaching yourself new programming languages;
- Demonstrate effective professional communication, collaborative working skills, and technical problem-solving capabilities for employers at interviews and non the job.

## Enhanced Front End Web Development

Enhanced Front End Web Development includes a comprehensive coverage of user experience (UX) and user interface (UI) design for web development. No previous domain specific knowledge is assumed, but a general familiarity with the Internet.

Students start by learning the characteristics of good UI/UX through practical examples. They learn the development process from the inception of ideas, the iterative process of creating and sharing low fidelity mockups and the creation of interactive prototypes without the use of coding. Students learn the basics of good design including color theory, typography, the design patterns that lead to proven solutions. A continued discussion of UI/UX explaining various domain specific topics such as accessibility, touch enabled devices, developing for children and the appropriate uses of animation in web design.

Interwoven with the UI/UX discussion is a gentle, slow-paced introduction to HTML and CSS is accomplished through a series of lectures and hands-on lab work. Students also learn how to create effective online forms as well as effective social media strategies for websites. Students expand their programming language skills with additional coverage of CSS, responsive web design and an introduction to Twitter Bootstrap. Students learn more advanced topics like balancing high security and poor user experiences, video editing, as well as AB testing and considerations for working in a team.

Extensive JavaScript is covered from the very basics to advanced topics. JavaScript skills are reinforced with the introduction of algorithm like searching and sorting. More complicated programming concepts are introduced. Manipulation of web page structure is illustrated through JavaScript as well as with front end libraries and technologies. Ajax, data processing are introduced. Students learn how to minimize the effort of large CSS files, customer user experiences through cookies as well as automated testing, deploy code, improving code efficiency, and managing web site content. Additional programming tools are introduced to assist with CSS, JavaScript, and testing.

Students apply all of these skills through a series of projects along the way in a guided series of laboratory exercises.



## Allied Health Programs

### **Billing & Coding Specialist**

The Billing & Coding Specialist Diploma Program provides students with learning experiences to help develop skills and attitudes to excel in the billing and coding field. The student will be exposed to opportunities to develop skills in coding and billing for entry-level positions in physician services, and inpatient and outpatient services. Diverse medical settings have different requirements and these are addressed. In addition, this program promotes ethics and integrity in coding, billing, and handling of medical and billing information by covering fraud and abuse as it relates to billing and coding. Release, disclosure, and HIPAA requirements are also covered. Chart analysis for the required use of modifiers and for verification of correct codes are covered so that our graduates can audit for correct levels of coding. This program is designed for full-time students to complete in 12 months.

### **Medical Assisting - Clinical**

The Diploma program provides students with learning experiences to help develop those skills and attitudes necessary to excel in medical assisting. Graduates are prepared for entry-level positions in the medical assisting field. The program covers areas such as medical terminology; anatomy and physiology; medical office and exam room administration and procedures; pharmacology; phlebotomy; cardiographic monitoring and procedures; medical law and ethics; electronic health records; medical office management; and two internship courses. The Medical Assisting Diploma program is designed to prepare graduates to apply to take the Registered Medical Assistant (RMA) Exam, available through American Medical Technologists (AMT), an independent certification organization. If a student successfully earns 16 credits per quarter, this program is designed for full-time students to complete in 12 months.

Completion of Basic Cardiopulmonary Resuscitation (CPR) is required. The Medical Assisting Diploma program is designed to prepare students to apply to take three (3) national certification exams: National Certified Medical Office Assistant (NCMOA), National Certified Insurance and Coding Specialist (NCICS), and the National Certified Medical Assistant (NCMA). These exams are available through the National Center for Competency Testing (NCCT), an independent certification organization.

## General Education Curriculum

### **Objective**

The general education courses have been designed to encourage life-long learning and to develop essential academic skills, critical thinking, and problem solving. They provide interdisciplinary perspectives on how human beings think, solve problems, express ideas, and create new knowledge and encompass areas such as arts and humanities, written communication, oral communication, social sciences, natural sciences, and mathematics. The courses place emphasis on principles and theory that are not associated with a particular professional path but have been created to enable students to make vital connections between their work-related contributions and various academic disciplines.

### **Structure**

The general education program provides a scope of learning and knowledge building that provides ongoing intellectual development in the following academic areas:

- Communication
- Mathematics
- Arts and Humanities
- Natural Sciences
- Social and Behavioral Sciences

Within each subject area, students are challenged in the “soft skill” development of collaboration, critical thinking, problem solving, information literacy, and various forms of communication. Throughout the General Education curriculum students are challenged to increase their understanding of the scientific, physical and socio-political world around them. Students will be encouraged to understand the importance of self and the individual mind in valuing and empowering full participation in life through professional work, ongoing development, and engagement with their community. The College’s general education program is designed to prepare students holistically for their place in and contributions to society.

### **Outcomes and Requirements**

While each course within the program has its own description, learning outcomes, and assessment rubrics, the program as a whole has a broad set of outcomes that inform and provide a framework for every course and within which the success of the student is assessed overall. Degree program students are required to complete no less than the number of general education credits required by College accreditation and/or regulatory authorities. General education credit requirements that are specific to each program are set forth in such programs’ separate requirements found in this catalog.

## **Location and Facilities**

Hussian College is conveniently located in the Spring Garden section of Philadelphia. The campus at 1500 Spring Garden Street is within easy walking distance of The Philadelphia Museum of Art, the Barnes Foundation, the Rodin Museum, and other educational and cultural attractions along Philadelphia’s famed historic Benjamin Franklin Parkway. The campus is not limited to the school facilities. The exciting and ever-changing city is yours to use, enjoy, and build from. It’s the perfect atmosphere for the growth of talent and creativity. Buses, subways, PATCO High-Speed Line, SEPTA elevated, and New Jersey Transit buses all provide easy transportation to the school.

Hussian’s modern, custom-designed campus provides students access to classroom and exhibition spaces that mimic the professional working atmosphere of an agency or design studio. In addition to the administration and exhibition areas, there are large studio/classrooms including lecture hall, makerspace, computer labs, student lounge areas, and library covering a total of 33,000 square feet.

All studios, classrooms and labs are fully equipped with the latest modern equipment for teaching and student use. The computer labs, visualization systems, scanners and color printers are used, both in class and after class, for the production of Graphic Design, Digital Media and Illustration projects, to prepare client presentations, and produce work for individual student portfolios. Our library contains reference books, periodicals, design and illustration annuals, children’s books, films, slides, and audiovisual instructional aids. Students also have on-line access to a huge variety of e-books and periodicals.

## **Student Services**

### **Academic Advising**

Academic advising may be arranged through the Student Services Coordinator or Dean of Academic Affairs, and is available to all students for consultation regarding academic concerns, course selection, evaluation of student work and progress, and discussion of professional goals and career objectives. Academic Advising is automatically initiated by the Director of Student Services office for any student who has below a 2.0 grade point average each semester.

### **Personal Advising**

Students that may be experiencing personal difficulties too specialized to handle in school will be advised of appropriate referrals to professional agencies within the community. Students wishing for this information or to discuss such a situation should make an appointment with the Student Services Coordinator or appropriate staff person. The confidentiality of the students will be respected.

### **Financial Aid Assistance and Student Loan Management**

A student may schedule times to meet with the Director of Financial Aid to review their student aid profile, student aid report, student aid options, and seek answers

to general inquiries pertaining to financial aid.

### **Career Planning**

The College has embedded elements of career planning into its curriculum to assist students in preparing for life as a graduate. Should the student elect to participate in an internship they will also gain practical on-the-job experience. Students should contact either the Director of Academic Affairs or designee for assistance.

### **Placement Assistance/Career Services**

Employment and career planning is an important part of the curriculum at Hussian. Through the Office of Career Services, Hussian maintains active placement assistance. However, as with any other institution, the college cannot guarantee job placement. The success of placement will depend, to a great extent, on the students' initiative, interviewing skill, and abilities shown and presented in their projects and/or portfolios. Essential information relating to job interviews and appointments, with emphasis on appearance, presentation, professional attitudes, assistance on applications, resume and personal promotional materials are comprehensively covered. Job opportunities are available to students, graduates, and alumni in good standing with the College by contacting the Career and Internship Placement Coordinator. Every reasonable effort will be made to assist students with gaining employment.

### **Counseling Service**

For personal counseling, which may be too specialized for the College and other resources, the College provides students with access to an outside private counseling service ("PCS"). The PCS may be able to provide students with a variety of assistance, which may include personal counseling, housing, childcare, financial matters, legal assistance, transportation and health care. The Office of Student Services should be contacted for appropriate referrals to a qualified PCS.

### **Art Program Annual Senior Thesis**

Graduating seniors present their individually developed portfolios and thesis work in a professional setting, representing both their own talent and the educational value of the college. The annual Thesis Exhibition attracts industry professionals from advertising agencies, studios, publishing houses, and company art departments throughout the Delaware Valley. Many seniors are offered employment opportunities based on their thesis exhibitions.

### **Art Program Internship/Externships**

The College encourages students in the Art program to seek opportunities in the form of Internships and Externships. Students can receive academic credit for approved internships. The Internship Coordinator will conduct a site visit and assist in creating a training plan for the internship where credit is involved. Internships and Externships require 45 clock hours per credit per semester. Student progress will be monitored periodically, and the College reserves the right to terminate the Internship or Externship at any point upon the recommendation of the Internship Coordinator or the Dean of Academic Affairs.

### **National Honor Society**

Students in their senior year who have a cumulative grade point average of 3.5 or higher will be nominated to membership in Alpha Beta Kappa, a National Honor Society that recognizes the outstanding academic achievement in one's field of study.

### **Academic Commendations**

Students that earn between a 3.25 and 3.75 semester GPA are acknowledged as being on the Dean's list. Students that earn a 3.75 or above semester GPS are acknowledged as being on the President's list. Other student services include recognition of academic achievement with Latin honors and Alpha Beta Kappa – National Honor Society.

### **Student Centered Events**

Various events recognizing student achievement are offered annually to present graduating students with the opportunity to showcase talent to potential employers

and families and friends. Participation in these events is a privilege, not a right. Students with unsatisfactory academic progress or a history of disciplinary action may not be allowed to participate.

### **Community Service**

Student services also include the opportunity for Community Service. Inquire with the Office of Student Services for more information.

### **College Sponsored Activities**

Different student activities include class field trips to industry, museums, and gallery exhibitions. In-house guest speakers, Back-to-Basics workshops, Film Fridays, lecturers and outside project participation round out the College's student services program.

### **Policy for Social Events**

Students desiring to stage a social event on-campus must obtain approval from the Dean of Academic Affairs or Student Services Coordinator. All students must conduct themselves according to the guidelines and policies set forth in this Catalog or other policies issued by the administration governing the approved event.

### **Facilities Access**

Access to the campus for special use during non-business hours requires approval of the Dean of Academic Affairs of the College. Business hours are available through the Dean of Academic Affairs or Student Services Coordinator.

### **Security Services**

The College strives to maintain a safe and positive environment for its students, staff, and faculty. Building security is provided through the College building management.

Most incidents on campus and off campus can be avoided if one takes basic precautions, such as walking in pairs when out at night or high-risk periods and not leaving personal valuables unattended. The College encourages students to report all crimes that the student witnesses or has information about, even minor crimes, incidents and/or suspicious activity that occur within the College facilities, at College sponsored events or in the vicinity of the College.

### **Reporting a Crime**

To report a crime in progress or other emergency, members of the College community should call the Police Department at 911 or notify a member of the College personnel.

If a student believes a crime has been committed, the student should report the incident to College personnel. Personnel will intervene and notify the appropriate authorities if necessary.

## **Student Housing**

Hussian does not maintain dormitories. The school can suggest listings of off-campus housing but is unable to guarantee either the availability or quality of such accommodations. Contact the Office of Admissions for more information.

## **Library and Library Resource Network**

The College library system is open to all members of the College community. Students, faculty, staff, and alumni are eligible to create user patron accounts and borrow from the collection.

## Emergency Procedures

Emergency procedures differ for each campus. The Office of Student Services will distribute campus related procedures during orientation and will make them available on the campus website.

In the event of a federal, state, or local emergency or event that in the reasonable discretion of Hussian College presents a risk to the health, safety or general welfare of Hussian College's students, faculty or staff (in all such cases a "Hazardous Event") whether or not an emergency declaration or other governmental recognition of the Hazardous Event has been issued, Hussian College may make adjustments to affected programs in relation to the length or commencement date of any program term, course schedules, location of instructional delivery and/or delivery modality (e.g. in-person, online distance education, etc.), or other changes (collectively, "Program Changes") to the extent the program as modified continues to meet the established program objectives, applicable law, regulation, and government and accrediting agency policy and standards as modified by any agency policies or guidance specifically related or in response to the Hazardous Event. Hussian College will limit the duration of the Program Changes resulting from a Hazardous Event that materially modify the nature and scope of a program when, in Hussian College's reasonable discretion, the risk posed by the Hazardous Event has sufficiently subsided. STUDENT RECOURSE, AND HUSSIAN COLLEGE'S SOLE LIABILITY TO AFFECTED STUDENTS AND/OR ANY PERSON SEEKING A RETURN OF AMOUNTS PAID, OR CANCELLATION OF AMOUNTS OWED, TO HUSSIAN COLLEGE, RELATED TO PROGRAM CHANGES INSTITUTED IN ACCORDANCE WITH THIS PARAGRAPH SHALL BE LIMITED TO THE STUDENT'S EXPRESS RIGHTS TO REFUND OF TUITION AND/OR FEES UNDER THEIR APPLICABLE ENROLLMENT AGREEMENT AND OTHER APPLICABLE HUSSIAN COLLEGE POLICY.

## Personal Conduct

The college provides a setting and atmosphere for learning and the development of professional skills. In encouraging this purpose, students are expected to respect the rights of others and adhere to acceptable standards of personal conduct with maturity and responsibility. Students are expected to comply with the policies and procedures of the College. Conduct inconsistent with these expectations will result in disciplinary actions.

The restrictions on conduct set forth in this section shall apply to conduct that occurs on the College premises, at College sponsored activities, and to off-campus conduct that adversely affects the College community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree or certificate, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree or certificate is awarded). The restrictions on conduct set forth in this section shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending. The Dean of Academic Affairs of the College shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case-by-case basis, in his/her sole discretion.

Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary sanctions:

### **Improper Conduct**

Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on the College premises or at functions sponsored by, or participated in by, the College or members of the College community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress.

### **Use of Alcohol**

Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by College regulations), or public intoxication. Alcoholic beverages may not, in any circumstances, be used by, possessed or distributed to any person under twenty-one (21) years of age.

### **Narcotics**

Use, possession, manufacturing, or distribution of marijuana, heroin, or other controlled substances except as expressly permitted by law.

### **Firearms, Munitions, Explosives**

Possession, use, or threatened use of firearms, fireworks, ammunition, explosive, chemicals or any other objects as weapons on campus property or at College-sponsored events, except as expressly authorized by law or College regulation.

### **Facilities**

Unauthorized entry to, or use of, College facilities is prohibited. Unauthorized possession, duplication or use of keys to any College facilities or interior rooms is prohibited.

### **Property Damage**

Damage or destruction of the property of others, or of the College, including the deliberate defacement of library materials, buildings, sidewalks, furniture, walls, or trees. (NOTE: The penalty for violation of this section may include replacement or repair of property in addition to other disciplinary action.)

### **Theft**

Attempted or actual theft of property of the College or property of a member of the College community or other personal or public property, on or off campus.

### **Disruption**

Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.

### **Proper Conduct**

Students are required to engage in responsible social conduct that reflects credit upon the College community and to model good citizenship in any community.

### **Acts of Dishonesty**

Acts of dishonesty, including but not limited to the following: cheating, plagiarism, or other forms of academic dishonesty; furnishing false information to any College official, faculty member, or office; and forgery, alteration, or misuse of any College document, record, or instrument of identification.

### **Violation of Law**

Violation of any federal, state or local law.

## **Sexual and other Unlawful Harassment**

The College will endeavor to maintain an educational environment that nourishes respect for the dignity of each individual. This policy is adopted in furtherance of that tradition.

It is against the policies of the College for community members to harass another person because of the person's sex, race, color, religion, national origin, age, disability, sexual orientation, marital status or other characteristic protected by law. Actions, words, jokes, or comments that are intended to or that have the effect of personally denigrating, embarrassing, annoying or harassing another member of the College community based on such characteristics will not be tolerated. This policy will not be applied to deny a person's right to free speech.

Individuals who believe they have been the subject of sexual harassment or other conduct that is violative of this policy may obtain redress through the established informal and formal procedures of the College. Complaints can be made by reporting to the school's third-party hotline through one of the following avenues:

- Website: [www.lighthouse-services.com/hussiancollege](http://www.lighthouse-services.com/hussiancollege)
- Toll free number: English speaking: 833-687-0005; Spanish speaking: 800-216-1288
- Email: [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com) (must include school name with report)

Such complaints will be responded to promptly. Reports to the hotline can be made anonymously. Confidentiality will be provided to the extent feasible in light of the College's legal obligations.

A witness or victim of an incident of sexual harassment or sexual violence who reports the incident in good faith will not be sanctioned by the College for admitting in the report to a violation of the institution's student conduct policy on the personal use of drugs or alcohol.

Any person who, or entity that, engages in conduct in violation of this policy will be subject to discipline in accordance with the policies and procedures of the College.

### **Academic Honesty Policy**

All work, whether written or oral, submitted or presented by students at the college as part of course assignments or requirements or for college sponsored extracurricular activities must be the original work of the student unless otherwise expressly permitted by the instructor. Any use of the specific thoughts, ideas, writings or phrasings of another person (whether that person be a student, an acquaintance, a relative, a journalist, a recognized scholar or any other individual) must be accompanied in each instance of use by some form of attribution to the source.

It is prohibited to provide or receive unauthorized assistance in the taking of examinations, tests, or quizzes or in the preparation of any other performance requirement of a course. Such restrictions shall include, but not be limited to, the following practices or activities: the use of any unauthorized material in the taking of an examination, test or quiz or in the preparation of course program or degree work; the solicitation or use of a proxy test taker or the taking of a test, examination or quiz or the preparation or presentation of a course, program or degree assignment or requirement on the behalf of another; obtaining or providing assistance to another person or group of persons without the instructor's express prior permission during an examination, test or quiz; the submission or presentation of a falsified excuse for an absence from a course requirement, examination, test or quiz either directly or through another source; and the presentation of false identification or credentials in order to gain admission to a course, examination, test or quiz, degree program, or School sponsored activity.

### **Discipline and Dismissal Policy (Conduct)**

In addition to unsatisfactory grades, non-payment of tuition and fees, and academic dishonesty, a student may be subjected to College imposed disciplinary action including but not limited to suspension or expulsion for violation of any College policy, rule, regulation or procedure. Improper student conduct may be referred to proper law enforcement officials and could result in civil and criminal legal judgements, penalties, fines, or other serious legal consequences.

#### **Procedure for Student Discipline**

The following disciplinary procedure is designed to preserve the mission of the College, and the health and safety of its students. This policy outlines the basic structure of the procedure for Student Discipline. The administration reserves the right both to define the severity of any violation and to choose the appropriate consequences. For serious violations, students may be suspended or even expelled. The Dean of Academic Affairs (DAA) and Student Services Coordinator shall act in their reasonable discretion to assess any violation and effect appropriate consequences. The DAA and the Student Services Coordinator may seek counsel and advice of the Vice President of Academics or their designee, at any time, who also may choose to effect any disciplinary decision directly, at his or her discretion, including immediate removal of any student in appropriate circumstances. If an urgent issue shall arise, any member of the administration shall act at their discretion and take any temporary and immediate measures necessary to remediate the urgency of the matter.

### **Notification of Student Violation**

Reports of student violations are typically, but not exclusively generated by building security (private contractor), public safety officials, and other staff and students. Reports shall be delivered to the Dean of Academic Affairs (DAA) or Student Services Coordinator. The DAA will notify a student of the violation report and provide written details of the violation and its consequences. Copies of disciplinary documents are typically provided to appropriate College administrators with a legitimate educational interest in reviewing such material.

### **Appeal Process**

Each student subject to disciplinary action may formally appeal that action by submitting a written appeal to the DAA in all cases and must present new evidence. The Dean of Academic Affairs (DAA), at his/her discretion, may require the student to submit other materials in addition to or in place of the aforementioned appeal form. Upon receipt of an appeal, the DAA will oversee a background investigation of the violation in question. The DAA will notify the student of the administrative decision on the appeal.

In instances of suspension or expulsion, the student may file an appeal with the Vice President of Academics within five business days of receiving notice of such suspension or expulsion.

### **Suspension and Expulsion**

Suspension means the student will be removed as student from the College. The length of suspension shall be determined by the Dean of Academic Affairs of the College and can depend upon the number of violations committed, severity of the violation, or other aggravating circumstances. Expulsion means the student will be removed permanently as a student from the College and his/her matriculation is terminated. The College reserves the right to deny readmission for cause to any student.

## Academic Policies and Procedures

### **Termination of Students**

In addition to unsatisfactory grades or academic dishonesty, a student may be suspended or expelled for any violation of the College's policies or regulations; discriminatory or unacceptable behavior; malicious damage or theft of school property; disorderly or disruptive conduct; an attitude that is detrimental to the classroom or college environment; excessive absences; and the use, sale, or possession of illegal drugs, weapons, narcotics, alcohol, beer or any other controlled substances or being under the influence of a controlled substance while in college.

### **Student Complaint/Grievance Procedure**

#### **Step 1. Informal Complaint**

Complainant should raise his or her concerns with the staff or faculty member who has direct responsibility and the ability to address the matter in question to try to achieve a satisfactory resolution.

If the complainant is unable or unwilling to raise his or her concern with the individual directly involved, the complaint should be made to the individual's immediate supervisor. This individual will respond to the complaint within five working days.

If the complainant does not feel that his or her concerns have been adequately addressed, then he or she should make a formal complaint to the Dean of Academic Affairs; this includes complaints that fall outside of the academic realm.

#### **Step 2. Formal Complaint**

The complainant should submit his or her complaint in writing to the Program Director or Dean of Academic Affairs. The recipient will acknowledge the complaint within five working days.



The Program Director or Dean of Academic Affairs will investigate the complaint, and provide a reply to the complainant in writing, within 15 working days. A copy of the response will be forwarded to the Executive Director of Compliance and Accreditation to be kept on file for five years.

### Step 3. Appeals Process

Should the complainant be unsatisfied with the resolution decided upon by the College, he or she may appeal the decision within 7 working days of the receipt of the resolution by sending the appeal to [regulatory@hussiancollege.edu](mailto:regulatory@hussiancollege.edu).

The Regulatory department will convene a committee of up to three members to review the appeal, participate in a hearing, and make a decision. At the hearing, all parties have the opportunity to be heard, present supporting documents and bring witnesses. The committee will notify complainant(s) of the decision regarding the appeal no later than 15 working days following the hearing. All decisions made by the committee are final.

Documentation of the complaint submitted following the published Student Grievance Policy, supporting documentation of the investigation, and the College's response, is maintained by the Executive Director of Compliance and Accreditation.

Students may contact the Dean of Academic Affairs directly through electronic mail, telephone, or by sending a written complaint to the campus address. The contact information for the Dean/Director of Education is:

Cindy Casciano, Interim Dean of Academic Affairs  
1500 Spring Garden Street, Suite 101  
Philadelphia, PA 19103  
(215) 574-9600  
[cindy.casciano@hussiancollege.edu](mailto:cindy.casciano@hussiancollege.edu)

### Unresolved Complaints

If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the college for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges (ACCSC)  
2101 Wilson Blvd., Suite 302  
Arlington, VA 22201  
(703) 247-4212

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [regulatory@hussiancollege.edu](mailto:regulatory@hussiancollege.edu) or online at [www.accsc.org](http://www.accsc.org).

### **Lost/Damaged Work or Property**

Although the college takes precautionary measures to protect student artwork and personal property, the college cannot assume responsibility or liability for damage to, or loss of same.

### **Right of Publication/Exhibition**

The college reserves the right to reproduce the best student work and to use photographs of students and faculty in classes and college activities in its literature and promotion. The college also reserves the right to select student artwork for exhibition in college and external presentations for educational purposes. Although

the college will take all precautionary measures to protect the artwork, the college cannot assume responsibility or liability for damage to, or loss of same.

### **College Use of Student Work Projects**

The College reserves the right to, and each student, by their enrollment in a College course of study, hereby authorizes and grants College a perpetual, royalty-free, irrevocable, world wide, assignable and transferable license to use, create copies, and create derivative works of student works, as well as a student's voice, image and likeness as captured in any medium of expression during the course of the student's enrollment in a College course of study, either in class or at a College sponsored or approved activity, for use in College's literature and promotional materials over any media now known or later developed.

The College also reserves the right to select student artwork for internal exhibition and external presentations for educational purposes. Although the College will take precautionary measures to protect student artwork, the College cannot assume responsibility or liability for damage to, or loss of the same. Students may request that their voice, image or likeness not be used in the manner described in the previous paragraph prior to the beginning of any term by submitting a written request of nondisclosure to the Dean of Academic Affairs or Student Services Coordinator. Such requests of nondisclosure shall only be valid for one College year and must be renewed annually.

### Hussian College Grading Chart:

<u>Letter Grade</u>	<u>Percentage</u>	<u>Quality Points</u>	<u>Meaning</u>
A	90-100	4	N/A
B	80-89	3	N/A
C	70-79	2	N/A
D	60-69	1	N/A
F	Below 60	0	N/A
I	N/A	N/A	Incomplete
W	N/A	N/A	Withdrawal
TC	N/A	N/A	Transfer Credit; Standardized Testing credit; Prior Learning Credit
Pass	N/A	N/A	Only for classes designated as Pass/Fail
Fail	NA	NA	Only for classes designated as Pass/Fail

## Definition of Course Grades

Meaning/Policy
<p><b>Incomplete (I)</b> A grade of “I” is awarded at the faculty member’s discretion when a student has a reasonable likelihood of successfully completing the course requirements during the extended time allowed. Any outstanding coursework must be completed within ten calendar days after the end of the term. If the required coursework is not complete within the ten calendar days, the “I” grade will revert to the grade earned for all coursework completed prior to the “I” grade being awarded.</p> <p>For purposes of calculating the grade point average or Cumulative Grade Point Average (CGPA), an “I” grade is counted as an “F” grade. If the “I” grade changes to a passing grade, the grade point average and Cumulative Grade Point Average (CGPA) is recalculated; Satisfactory Academic Progress (SAP) is also recalculated if the “I” grade changes to a passing grade. For purposes of calculating the completion rate percentage, an “I” grade is counted as credits attempted but not earned.</p>
<p><b>Withdrawal (W)</b> Students withdrawing from a course during the drop/add period will have the course removed from their transcript. Students withdrawing from a course after the drop/add period will receive a grade of “W” for the course. The “W” grade is not calculated in the grade point average of Cumulative Grade Point Average (CGPA); however, the “W” grade is counted as credits attempted but not earned and is therefore computed in the completion rate percentage.</p>
<p><b>Pass/Fail</b> Pass/Fail grades are only awarded to courses designated as Pass/Fail courses. Pass/Fail credits do not count as credits attempted nor as part of the completion rate percentage.</p>
<p><b>Transfer Credit (TC)</b> This is the grade awarded for transfer credit, credit awarded for prior learning, and credit awarded for standardized examinations. This grade is not computed in determining grade point average or Cumulative Grade Point Average (CGPA); however, transfer credits are computed in the completion rate percentage as credits attempted and earned.</p>

## Make Up Policy

With the exception of final examinations, make up work is at the discretion of the faculty member teaching the course.

## Course Repetitions

Students in the Art program are permitted to repeat and replace up to 15 credits. Students may only repeat courses in which they received a D or F. Students must pay for repeated courses. Course repeats are subject to availability. If a course is repeated, grades for all attempts will appear on the student’s official transcript, and all attempts will be computed in determining the student’s completion rate. The last grade in a repeated course is the grade used in the calculation of the student’s CGPA.

## Grade Appeal Procedures

Students who have a concern about a course grade are initially encouraged to consult with the faculty member who issued the grade to resolve the matter. Students wanting to pursue the matter further may appeal the grade in the following manner.

The student must file a written grade appeal to the academic department director. Students may appeal a grade or an evaluative comment only during the session following issuance of the grade or evaluative comment. The written appeal must include the grounds upon which the student believes the grade is not correct. Those grounds include the following:

- the application of nonacademic criteria in the grading process,
- the assignment of a grade to the student for reasons other than the student's academic performance in the course, or
- miscalculation of the grade according to grading criteria contained in the course syllabus or other posted or distributed course information.

The student should include any relevant written evidence, which may include the syllabus, exams, papers, and anything else that supports the student's claim.

The academic department director shall review the appeal and issue a written response.

If, after receiving a written response to the grade appeal from the Academic Program Director, the student who does not agree with the response and wishes to pursue the issue, he/she must, within 14 calendar days, request in writing further investigation from the campus Dean of Academic Affairs. The campus Dean of Academic Affairs will review the findings and issue a written response. The final authority rests with the Dean of Academic Affairs of the campus and is not subject to the grievance procedure policies described elsewhere in this catalog. After following the policies and procedures above, students who believe further recourse is needed should consult the appeals policies and procedures outlined in the Student Rights and Responsibilities section of this catalog.

If the faculty member involved is the academic department director, or in the absence of an academic department director, the written grade appeal is submitted to the campus Dean of Academic Affairs. If the faculty member involved is the campus Dean of Academic Affairs, the written grade appeal is submitted to the Dean of Student Success.

The result of the review will be summarized in writing by the campus official responsible for the final decision and placed in the student's academic file. A copy of the report will be given to the student.

## Satisfactory Academic Progress (SAP) Policy

Compliance with satisfactory academic progress is determined at the end of each term through evaluation of individual student progress reports. To be considered as achieving satisfactory academic progress (SAP), all students must meet the following three benchmarks when evaluated at the end of each term:

1. Completion Rate Percentage
2. Minimum Cumulative Grade Point Average
3. Maximum Time Frame for Completion

### 1. Completion Rate Percentage

The student must successfully complete the minimum completion rate percentage in accordance with the appropriate guidelines listed below. This is calculated by the following formula:

$$\text{Completion rate percentage} = \frac{\text{credits earned}}{\text{credits attempted}}$$

Courses where a student withdrew, failed, was awarded an "I" grade, or was awarded no credit count as attempted but not completed. Transfer credits are computed in the completion rate percentage as attempted and earned.

If a student transfers to a different program within the College, all credits attempted and earned that count towards the new program also count in the completion rate percentage, cumulative grade point average, and maximum time frame.

Students in all levels must be working toward graduation requirements.

#### **Bachelor Degree Programs – 12 week terms, quarter credit programs**

<u>Attempted Credit Hours</u>	<u>Minimum Completion Rate</u>
3-48 quarter credits	50%
49-90 quarter credits	60%
91-135 quarter credits	65%
136 up to 150% of quarter credits	66.67%

**Associate Degree Programs – 12 week terms, quarter credit programs**

<u>Attempted Credit Hours</u>	<u>Minimum Completion Rate</u>
3-24 quarter credits	50%
25-48 quarter credits	60%
49-72 quarter credits	65%
73 up to 150% quarter credits	66.67%

**Diploma Programs – 12 week terms, quarter credit programs**

<u>Attempted Credit Hours</u>	<u>Minimum Completion Rate</u>
3-24 quarter credits	50%
25-48 quarter credits	60%
49 up to 150% quarter credits	66.67%

**Massage Therapy Diploma Program – 750 Clock Hour Program**

<u>Attempted Credit Hours</u>	<u>Minimum Completion Rate</u>
0-250 clock hours	60%
251 up to 150% clock hours	66.67%

**Bachelor Degree Programs – 16 week terms, semester credit programs**

<u>Attempted Credit Hours</u>	<u>Minimum Completion Rate</u>
3-49 semester credits	50%
50-61 semester credits	60%
62-92 semester credits	65%
93 up to 150% semester credits	66.67%

**Master's Degree Programs – 16 week terms, semester credit programs**

<u>Attempted Credit Hours</u>	<u>Minimum Completion Rate</u>
3 up to 150% semester credits	67%

**Diploma & Certificate Programs – 16 week terms, semester credit programs**

<u>Attempted Credit Hours</u>	<u>Minimum Completion Rate</u>
12 up to 150% semester credits	66.67%

**2. Minimum Cumulative Grade Point Average**

The student must maintain minimum cumulative grade point average (CGPA) in accordance with the appropriate guidelines below:

**Bachelor Degree Programs – 12 week terms, quarter credit programs**

<u>Attempted Credit Hours</u>	<u>Minimum CGPA</u>
3-48 quarter credits	1.25
49-90 quarter credits	1.50
91-135 quarter credits	1.75
136 up to 150% of quarter credits	2.00

**Associate Degree Programs – 12 week terms, quarter credit programs**

<u>Attempted Credit Hours</u>	<u>Minimum CGPA</u>
3-24 quarter credits	1.25
25-48 quarter credits	1.50
49-72 quarter credits	1.75
73 up to 150% quarter credits	2.00



**Diploma Programs – 12 week terms, quarter credit programs**

<u>Attempted Credit Hours</u>	<u>Minimum CGPA</u>
3-24 quarter credits	1.25
25-48 quarter credits	1.50
49 up to 150% quarter credits	2.00

**Massage Therapy Diploma Program – 750 Clock Hour Program**

<u>Attempted Credit Hours</u>	<u>Minimum CGPA</u>
0-250 clock hours	1.50
251 up to 150% clock hours	2.00

**Bachelor Degree Programs – 16 week terms, semester credit programs**

<u>Attempted Credit Hours</u>	<u>Minimum CGPA</u>
3-49 semester credits	1.25
50-61 semester credits	1.50
62-92 semester credits	1.75
93 up to 150% semester credits	2.00

**Master's Degree Programs – 16 week terms, semester credit programs**

<u>Attempted Credit Hours</u>	<u>Minimum CGPA</u>
3 up to 150% semester credits	3.00

**Diploma & Certificate Programs – 16 week terms, semester credit programs**

<u>Attempted Credit Hours</u>	<u>Minimum CGPA</u>
12 up to 150% semester credits	2.00

**3. Maximum Time Frame for Completion**

The student must complete the program within a time frame that does not exceed 150% of the published length of the program. Length is based on the total program credits. For example, if a program is 100 credits, the student must be able to complete the program within 150 credits or less.

<b><u>Program</u></b>	<b><u>Total Program Credits or Clock Hours</u></b>	<b><u>Maximum Time Frame for Completion</u></b>
<b>Masters</b>	36 semester credits	54 semester credits
<b>Bachelor</b>	121 semester credits	181 semester credits
	122 semester credits	183 semester credits
	124 semester credits	186 semester credits
	126 semester credits	189 semester credits
	180 quarter credits	270 quarter credits
<b>Associate</b>	104 quarter credits	156 quarter credits
	96 quarter credits	144 quarter credits
	92 quarter credits	138 quarter credits
<b>Diploma</b>	53 quarter credits	79 quarter credits
	60 quarter credits	90 quarter credits
	64 quarter credits	96 quarter credits
	68 quarter credits	102 quarter credits
	72 quarter credits	108 quarter credits

<b>Certificate</b>	12 semester credits	18 semester credits
	24 semester credits	36 semester credits
	29 semester credits	43 semester credits
	34 semester credits	51 semester credits
<b>Medical Massage Therapy – 750 Clock Hours (Nashville only)</b>	750 clock hours	1125 clock hours

At the end of each term, after final grades have been posted, each student's rate of progress and CGPA will be evaluated to determine if the student is meeting the SAP requirements outlined in the tables above.

A student who does not meet the SAP requirements outlined above will be placed on Financial Aid Warning. Upon completion of the next term, the student's SAP will be evaluated and if the student meets or exceeds the minimum requirements for SAP, they will be removed from Financial Aid Warning. If the student does not meet the minimum requirements for SAP, the student will be dismissed unless they successfully appeal to maintain enrollment and eligibility for federal financial aid. A student may file an appeal, in writing, as outlined below in the section labeled "Appeal of Academic Dismissal and Reinstatement" within five (5) business days of receiving written notification that they are not meeting SAP standards. If a student's appeal is approved, the student will be placed on Financial Aid Probation for next term and will need an academic plan. Upon completion of the term in which the student is on Financial Aid Probation, SAP will be evaluated and if the student has met or exceeded the minimum requirements for SAP, they will be removed from Financial Aid Probation. If, however, the student does not meet the minimum requirements for SAP, they will be dismissed from the program.

Students who have been dismissed from their program due to SAP have the option to enroll in a different program, provided they meet SAP and Maximum Time Frame for Completion requirements after evaluation of any transfer credits for the new program.

### **Appeal of Academic Dismissal and Reinstatement**

Students have the right to appeal a SAP dismissal. Students must submit the appeal in writing. The written appeal should describe the extenuating circumstances that contributed to the dismissal. Examples of extenuating circumstances include but are not limited to the following:

- Death of an immediate family member
- Student illness requiring hospitalization
- Severe illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where that family member is the primary financial support
- Abusive relationship
- Divorce proceeding
- Natural disaster
- Financial hardship such as foreclosure or eviction
- Military deployment of the student or the student's spouse
- Military permanent change of station (PCS)

Students must provide documentation to support validation of their extenuating circumstances. The written appeal must state the reason(s) for the appeal, and provide any evidence the student may have in support of his or her position. As part of the written appeal, the student must describe what has changed that will allow the student to be academically successful and, ultimately, meet the standards for Satisfactory Academic Progress. The Director of Education will determine if a basis for an appeal has been sufficiently supported. If sufficient support for the appeal has been provided the Appeals Committee will gather and reviews relevant information in order to make its decision.

### **Appeals Committee Procedures**

Students have up to 5 calendar days from the date of dismissal to file a written appeal with campus Dean of Academic Affairs/Director of Education, or in the absence of a campus Dean of Academic Affairs/Director of Education, the VP of Academics. Students should provide documentation to support the allegations in the appeal. The written appeal will be reviewed by the Dean of Academic Affairs/Director of Education to determine if the circumstances of the appeal meet one or more of the extenuating circumstances described above. If the student's appeal meets one or more of the extenuating circumstances, the student may be re-admitted if it is determined that Satisfactory Academic Progress standards can be met within one academic terms/session.

### **Failed Course Policy**

#### *Maximum Course Attempts*

A student who receives a failing grade (F) or withdrawn (W) grade for a course must repeat that course and achieve a passing grade to receive credit for the course. No course may be attempted more than three times. A student that attempts a course three times and does not successfully pass the course will be dismissed from the program. The student will not be eligible for enrollment in any program in which that course is required.

Grades for all attempts will appear on the student's official transcript, and all attempts will be computed in determining the student's completion rate. The last grade in a repeated course is the grade used in the calculation of the student's CGPA.

### **Re-Admission**

A student who has interrupted their education in good academic standing may simply contact the Office of Admissions to begin the re-admission process. A student who has been terminated for unsatisfactory progress, excessive absences or other reasons may be re-admitted after one semester. The student must re-apply in writing stating how the conditions for termination have been resolved, and if accepted, may then be reinstated on probationary status.

### **Academic Appeals Policy and Procedure**

Any student who believes a College faculty member or administrator has treated him or her unfairly with respect to an assessment of the student's academic performance in a course in which the student was enrolled may submit a formal complaint in writing regarding such alleged unfair treatment, which will be addressed through the following process:

**Step 1: Conference with Faculty Member.** The student shall set forth the circumstances giving rise to any alleged unfair treatment in a detailed written statement and the student shall deliver a copy of the statement to the faculty member in a good faith attempt to discuss and resolve the matter directly.

**Step 2: Appeal to the Dean or Program Chair.** If the complaint is not resolved to the satisfaction of the student by the faculty member, he or she shall have the right to appeal such matter to the Dean of Academic Affairs (DAA) or his or her designee, the program chair. In order to consider the appeal, the DAA must be given a copy of the original written complaint.

**Step 3: Appeal to the Vice President of Academics.** If the complaint is not satisfactorily resolved by the DAA, then the student shall have the right to appeal such matter to the Vice President of Academics or his or her designee. After review, the Vice President of Academics may resolve the matter or refer the matter to an academic appeals committee appointed by the Vice President of Academics for further review.

**Appeal to the Academic Appeals Committee.** The function of the Academic Appeals Committee is to hear student complaints of alleged unfair treatment by members of the faculty. The Committee shall receive complaints only by referral from the Vice President of Academics and shall not otherwise receive or hear complaints.

**Composition and Appointment of the Committee.** The Academic Appeals Committee is appointed by the Vice President of Academics. The Vice President of Academics shall appoint the members of the Committee on a case-by-case basis and shall consist of five members, including three faculty members and two students. The Committee shall function as a hearings panel and shall arrange a conference between the parties involved and attempt to mediate and adjudicate the matter. At least three members of the panel (two faculty members and one student) shall participate in any meeting with the parties involved. The meeting shall be informal and private and conducted for the purpose of resolving the matter to the agreement of both parties or reaching a recommended disposition.

**Appeals Committee Recommendation.** If a resolution agreeable to both parties is not reached, then the Committee shall make a recommendation concerning the disposition of the appeal to the Vice President of Academics.

## **Attendance Policy**

Time in class is comprised of many important activities including but not limited to: discussion, demonstrations, critique, slide presentations, and work in class. Since it is not possible to replicate this experience outside of class, attendance is mandatory.

Students must attend every class. Attendance has a direct bearing on the students' final grade in each course.

For students in the Billing and Coding Specialist and Medical Assisting Clinical programs, excessive absences could result in dismissal from the program. For the purposes of this policy, excessive absence is defined as missing more than 10% of the total scheduled hours within a 12-week parent term. For example, if a student is scheduled for 180 hours of class during a 12-week parent term, any absences greater than 18 hours during that term are deemed excessive. A student that exceeds the 10% absence threshold will be dismissed from the program at the conclusion of the parent term.

## **Examination Policy (Bachelor Degree Programs Only)**

It is the policy of the College to adhere to the final examination schedule as published in the Academic Calendar each semester.

The following guidelines should be followed by all instructors and administrators in order to assure fairness and the best possible educational experience for students.

Any course final examinations should be given as scheduled and not at other times even if the faculty member and all students in a course agree to such a change.

The week of classes proceeding the scheduled final examination period should be used primarily for continued instruction and may include the introduction of new material.

Individual students may be granted a variance from these policies, provided the instructor is satisfied that the exception is based on good and sufficient reasons, and that such an exception for an early or late examination will not prejudice the interests of other students in the course.

## **Disability Disclosure**

The College's policy is to provide reasonable accommodations for disabled students, including learning disabled students and those with health and physical impairments, consistent with the Americans with Disability Act of 1990 ("ADA") and Section 504 of the Rehabilitation Act of 1973 ("the Rehabilitation Act"). The College complies with the ADA and the Rehabilitation Act.

Entering students whose disabilities may require accommodations must bring their written requests for reasonable accommodations and required documentation to the attention of the Dean of Academic Affairs and/or the Dean's designee as early as possible before the beginning of the semester.

Continuing students have an affirmative duty to notify the College in writing and provide the required documentation regarding requests for reasonable accommodations to the Dean of Academic Affairs and/or the Dean's designee no later than two weeks prior to the date of mid-term exams, final exams, or due dates for writing assignments.

All students who require auxiliary services must also contact the Dean of Academic Affairs and/or the Dean's designee and provide written documentation related to their disability form a qualified medical professional, along with a written request for auxiliary series, as early as possible before the beginning of each semester.

Students who request accommodations because of a learning disability are required to provide written documentation that: 9i) is prepared by a professional qualified to diagnose a learning disability, including not limited to a licensed physician, learning disability specialist, or psychologist; (ii) includes the testing procedures followed, the instruments used to assess the disability the test results, and an interpretation of the test results; and (iii) reflects the individual's present level of achievement. The student's documentation should be as comprehensive as possible and dated no more than three years prior to the student's request for services, unless the student had documentation as an undergraduate. Documentation should adequately measure cognitive abilities (using the Wechsler Adult Intelligence Scale Revised or equivalent test) and academic achievement skills (using Woodcock Johnson Part II, Wide Range Achievement Test, Nelson Denny or equivalent test). The achievement test should sample reading, math and writing.

The documentation must include test results for at least the following characteristics: intelligence, vocabulary, reading rate, reading comprehension, spelling, mathematical comprehension, memory, and processing skills.

The College keeps all information pertaining to a student's disability confidential and discloses such information only to the extent necessary to provide accommodation for the student's disability. Where it is deemed appropriate by the Dean of Academic Affairs and/or Dean's designee, a qualified professional may be retained by the College to determine the appropriate accommodation for a disability. The Dean of Academic Affairs and/or Dean's designee is vested with the authority to develop a reasonable accommodation plan for all qualified persons with a disability at the College under the ADA or Rehabilitation Act.

Any student who identifies physical, architectural or other barrier problems should promptly bring these to the attention of the Dean and/or Dean's designee.

A student may appeal the Dean of Academic Affairs and/or Dean's designee decision regarding the existence of a disability, the denial of an accommodation, or the provisions of the accommodation plan by filing a written complaint with the Dean no later than 2 weeks following notification of the decision. The Dean's decision should be final.

### **Class Size**

Hussian seeks to maintain a nurturing community. Class size is limited to no more than 30 students in any classroom. However, most Hussian classes are actually much smaller, with around 15 students per class in order to give students extra one-on-one attention.

### **Withdrawing From a Course**

Students are strongly discouraged from withdrawing from any courses unless absolutely necessary. Students must request a withdrawal from a course in writing to the Dean of Academic Affairs or Student Services Coordinator provided the student withdraws at or before the midpoint of the term/semester. Withdrawing from courses during the prescribed period may have serious consequences for academic progress and for financial aid eligibility.

## Withdrawing From School

Students are encouraged to provide written notice of withdrawal to the Dean of Academic Affairs prior to withdrawing from the College program. Students considering withdrawal should contact the Dean of Academic Affairs for information regarding the withdrawal process. Additionally, students considering withdrawal who have been the recipient of financial aid will have continuing obligations and options available to them, and must contact the Financial Aid Office to discuss the effect of withdrawal on their financial aid portfolio and schedule an Exit Interview as applicable.

## Leave of Absence Policy

Students are expected to maintain continuous enrollment from the time they start their program until graduation. Students should consult with the Dean of Academic Affairs if a situation arises requiring them to interrupt their education to take a leave of absence. A student could interrupt their education by either withdrawing from the college or taking a Leave of Absence (LOA) for a term. If there is a reasonable expectation the student will return when the LOA expires and after the request form has been submitted along with the supporting documentation, a LOA may be granted for the following reasons:

- Medical;
- Employment Conflict;
- Military;
- Death of an immediate family member; or
- Illness of a family member (spouse, child or parent)

A student requesting a LOA needs to be aware that:

1. A leave of absence has no effect on the student's standards of progress. However, a leave of absence will have an effect on financial assistance and will extend the program completion time.
2. A student may start the process to request a LOA prior to the term the student is requesting the leave. The request for the LOA should be received and approved prior to the last day of the Drop/Add period of the term the student is requesting the leave.
3. Students who follow the college process and whose leave is approved in accordance with the policy need not apply for re-admission when they return. Re-admission may be denied based on crimes or other serious misconduct occurring during the leave that would have been grounds for suspension or expulsion had the student engaged in the conduct while enrolled.
4. Only one leave of absence may be granted to a student in a 12-month period and cannot exceed 180 days during a consecutive 12-month time frame.

Failure to return from an approved leave of absence will result in withdrawal from the school, may have an impact on aid, loan repayment and exhaustion of the loan grace period for the total days the student was on the LOA. Students in a LOA status may not receive further financial aid disbursements until returning to active status.

## Drop/Add Period

### For 16-week Semester Degree Programs

Students that wish to drop one course and/or add another can do so without financial or academic penalty within ten (10) calendar days of the start of the semester. Dropping or switching courses during the prescribed period may have serious consequences for academic progress and for financial aid eligibility. Approval from the Dean of Academic Affairs is required.

### For 16-week Semester Certificate; Programs

Students that wish to drop one course and/or add another can do so without financial or academic penalty within five (5) calendar days of the start of the semester. Dropping or switching courses during the prescribed period may have serious consequences for academic progress and for financial aid eligibility. Approval from the Dean of Academic Affairs is required.

For 12-week Quarter Term Diploma Programs

The Drop/Add Period of a term begins the first day of the term and ends after seven (7) calendar days. Continuing students not attending classes during the Drop/Add Period risk being withdrawn from the College after the Drop/Add Period. In the event the student fails to attend the first scheduled class meeting, the student may be administratively unregistered from the class(es) unless an exception is granted by the College.

**Withdrawing From a Course – Degree Programs**

Students that wish to withdraw from a course after the drop/add period can do so up until the end of the 8<sup>th</sup> week of the semester. Students will earn a grade of “W” for any courses in which they withdraw after the drop/add period. In no circumstances may a student withdraw from a course after the 8<sup>th</sup> week of the semester has concluded.

**Program Change**

Current students that wish to transfer from one program to another cannot do so once the drop/add period for the program into which the student wants to transfer has concluded. Students are not guaranteed admission into the new program and must complete the current admissions process outlined for such program and meet all admissions requirements for the new program. A change in program could require additional courses and credit hours in order to meet the minimum graduation requirements. A change of program may delay graduation and could affect financial aid eligibility.

**Degree Program Length**

Full-time four academic years (8 semesters)

2 semesters per academic year

16 weeks per semester/32 weeks per year

Average of 15 credits/semester

Total credits for 4 year program-122 credits

The maximum time frame allowed to complete the program of study shall not exceed 1.5 times the normal duration of the program.

**Non-Degree Program Length**

	Back End Web Development	Full Stack Web Development	Enhanced Full Stack Web Development	Medical Assisting - Clinical	Billing & Coding Specialist
Weeks	16	32	38	48 weeks	48 weeks
Total Credits	12 semester credits	24 semester credits	29 semester credits	64 quarter credits	60 quarter credits

**Graduation**

**Art Program**

All students who have completed the required courses with a minimum of 122 credits and have achieved a minimum cumulative grade point average of 2.0 will receive a Bachelor of Fine Arts Degree in the program area of Art.

**Coding Programs**

All students who have completed the required courses and have achieved a minimum cumulative grade point average of 2.0 will receive a Certificate in their



respective program.

### **Allied Health Programs**

All students who have completed the required courses and have achieved a minimum cumulative grade point average of 2.0 will receive a Diploma in their respective program.

### **Credential Authorization**

#### **Degree**

Hussian College is authorized by the Pennsylvania Department of Higher Education to award a Bachelor of Fine Arts (BFA) degree in Art, upon successful completion of the Art Program.

#### **Non-Degree**

Upon the successful completion of the program, Hussian College is authorized by the Pennsylvania Department of Higher Education to award a Certificate in:

- Back End Web Development
- Full-Stack Web Development
- Enhanced Full-Stack Web Development

Upon the successful completion of the program, Hussian College is authorized by the Pennsylvania Department of Higher Education to award a Diploma in:

- Billing and Coding Specialist
- Medical Assisting – Clinical

### **Transfer of Hussian Credits**

The acceptance of credits by any institution is made at the sole discretion of the receiving institution. No representation whatsoever is made concerning the transferability of any credits to any institution. Students considering continuing their education at, or transferring to, other institutions must not assume that credits earned at this school or any other school will be accepted by the receiving institution. Contact the Registrar of the receiving institution to determine what credits may be accepted.

### **Transcript**

An official academic transcript is a copy of a student's permanent record, signed by a school official and imprinted with an official seal of the college. Transcript requests must be made in writing by downloading a transcript request form online at <https://www.hussiancollege.edu/request-transcript/>, and sending the completed form to the Student Services Coordinator. Official transcripts must be mailed directly to an employer or institution. A student copy of a transcript (without seal or signature) can be issued to the student. The first official transcript is free. Additional copies are \$5.00, transcripts take about a week to process.

### **Program Advisory Committee**

Hussian College's Program Advisory Committee (PAC) is comprised of representatives from businesses within the respective program industries and higher education. The purpose of the Program Advisory Committee is to review the established curricula of the program, instructional-related program materials, equipment and facilities, and student achievement outcomes as a means to provide the college with an external review of its programs.

### **Financial Obligations**

A student's financial obligations must be satisfied before a Bachelor of Fine Arts (BFA) Degree or Certificate is granted or academic transcripts are issued.

## **Financial Aid**

Students may be eligible for financial assistance under one or more of the Federal and State programs. These programs are designed to assist students in meeting their educational expenses.

## **Admissions Policy**

All applicants are considered for admission and participation in all college-directed functions without regard to their status as a member of any legal protected group or classification. Hussian reserves the right to deny admission, continued enrollment, or re-enrollment, to any applicant or student whose personal history and background indicate that his or her presence at the college would endanger the health, safety, welfare, or property of the members of the academic community or interfere with the orderly and effective performance of the college's functions. Hussian reserves the right to deny, revoke, and alter the academic records, degrees, awards, and other credentials, change the standing, and inform professional or disciplinary agencies of such changes, of any person who while a student or applying for admission to Hussian, engages in, submits, or who has engaged in or submitted false, dishonest or inaccurate credentials, coursework, or other information or violated Hussian's policies, rules or regulations.

### **Transfer Credit from Prior Institutions**

College-level credits earned from a postsecondary institution accredited by an agency that is recognized by the US Department of Education will be considered for transfer.

College-level credits earned at postsecondary institutions outside of the United States will be considered for transfer but must first be evaluated by a NACES (National Associate of Credential Evaluation Services) member agency.

The student requesting transfer credit must provide the College with an official transcript or the required evaluation from a NACES member agency for all credits being evaluated for transfer. The College will evaluate the official transcript(s) and award appropriate credit (or clock hours for clock hour programs) toward a student's program and will notify the student. The College will consider credits and clock hours as long as:

- The request for transfer credit is made prior to the start of the term in which the student is scheduled to take the class(es) for which they are requesting transfer credit;
- The official transcript from the prior postsecondary institution or evaluation from the NACES member agency is provided to the College at least three (3) business days prior to the start of the term in which the student is scheduled to take the class(es) for which they are requesting transfer credit
- The course is equivalent in content to a course offered by the College;
- The credits or clock hours earned from the previous institution are not more than ten (10) years old;
- The number of credit or clock hours awarded meets or exceeds the number awarded for the equivalent course;
- The student earned a grade of "C" or better, and
- The student earned the credits prior to the start of the term for which transfer credit is being requested.

A minimum of 25% of the total program credits (or clock hours for clock hour programs) must be completed at the College.

### **Impact of Transfer Credit on Satisfactory Academic Progress (SAP)**

For the purposes of satisfactory academic progress (SAP), any transfer credit awarded is not computed in determining cumulative grade point average; however, transfer credit is computed in the calculation of completion rate.

## Admissions Standards and Enrollment Process

- All applicants to Hussian College's BFA must submit the required application, either on campus or online at <https://www.hussiancollege.edu/apply-now/>
  - a. Prospective students must have one of the following:
    - i. a high school diploma or equivalent
    - ii. a post-secondary degree from an institution that is accredited by an accrediting agency that is recognized by the U.S. Department of Education
  - b. We do accept all types of artwork of any medium. A student can upload artwork through our application form (<https://www.hussiancollege.edu/apply-now/>) or email it to us via [admissions@hussiancollege.edu](mailto:admissions@hussiancollege.edu). There is no minimum requirement that need be provided. Your portfolio can be used to assess curriculum placement and award a Portfolio Scholarship. It is not a requirement of our admissions standards to provide artwork.
  - c. Complete the Online Readiness Assessment.
  - d. Each student is evaluated holistically, with consideration for academic success, attendance, community service, and extra-curricular activities.
  - e. Interview Application -- You may also arrange an interview by calling the Office of Admissions (215) 574-9600.
  
- Admissions requirements for the Back End Web Development program:
  - a. Prospective students must have a high school diploma or equivalent OR a post-secondary degree from an institution that is accredited by an accrediting agency that is recognized by the U.S. Department of Education.
  - b. Prospective students must meet one of the following:
    - i. Be a graduate of Hussian College's Enhanced Front End Web Development program
    - ii. Be a graduate of Hussian College's UI/UX Design program and the College's Front End Web Development program
    - iii. Have a minimum of 2+ years of verifiable work experience in Front End Web Development
  - c. Student must complete an application at <https://www.hussiancollege.edu/apply-now/>
  - d. All prospective students must meet with an Admissions Representative for an informational interview.
  - e. Students must take a technical proficiency exam and achieve a 9 or higher.
  - f. Students must make satisfactory financial arrangements or complete the financial aid process and submit all of the required documentation.
  - g. All prospective students must complete the required admissions documents, sign the Enrollment Agreement (must be signed by a parent or guardian if the prospective student is under 18 years of age), and submit the necessary fee(s) stated in the Tuition and Fees section.
  
- Admissions requirements for the Full Stack Web Development, Enhanced Full Stack Web Development, and Enhanced Front End Web development programs:
  - a. Prospective students must have one of the following:
    - i. a high school diploma or equivalent
    - ii. a post-secondary degree from an institution that is accredited by an accrediting agency that is recognized by the U.S. Department of Education
  - b. Student must complete an application at <https://www.hussiancollege.edu/apply-now/>
  - c. All prospective students must meet with an Admissions Representative for an informational interview.
  - d. Students must take a technical proficiency exam and achieve a 9 or higher.
  - e. Students must make satisfactory financial arrangements or complete the financial aid process and submit all of the required documentation.
  - f. All prospective students must complete the required admissions documents, sign the Enrollment Agreement (must be signed by a parent or guardian if the prospective student is under 18 years of age), and submit the necessary fee(s) stated in the Tuition and Fees section.

Admissions requirements for the Billing & Coding Specialist and Medical Assisting - Clinical programs:

- a. Complete the required admissions documents and sign the Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).

- b. Provide proof of high school diploma or General Education Development diploma (GED)
- c. Attend a Career Planning Session.
- d. Complete the Online Readiness Assessment
- e. Complete the programmatic requirements as indicated below
  - a. Medical Assisting Clinical – before an applicant is accepted into the program, a national criminal background check must be received by the College. In the event the national criminal background check contains any evidence of a felony conviction or certain misdemeanors, the applicant may not be admitted into the program.

The College reserves the right to deny admission, continued enrollment, or re-enrollment, to any applicant or student whose personal history and background indicate that his or her presence at the College would endanger the health, safety, welfare, or property of the members of the academic community or interfere with the orderly and effective performance of the College's functions. The College reserves the right to deny, revoke, and alter the academic records, degrees, awards, and other credentials, change the standing, and inform professional or disciplinary agencies of such changes, of any person who while a student or applying for admission to the College, engages in, submits, or who has engaged in or submitted false, dishonest or inaccurate credentials, coursework, or other information or violated the College's policies, rules or regulations.

### **Part-time/Full-time Designation**

Students with an enrollment status of less than 12 credits are considered part-time. Students with an enrollment status of 12 or more credits are considered full-time.

### **Credit Explanation**

#### For Semester Programs:

The ratio of clock hours to credit hours for lecture classes is one credit hour for each fifteen clock hours of scheduled classroom or other supervised activities, which contemplates thirty hours of outside preparation; and for lab/studio classes, one credit hour for each thirty clock hours of laboratory/studio work plus necessary outside preparation. Courses may be both a combination of lecture and laboratory/studio depending on the content of the course. For Internships/Externships one credit is equivalent to 45 clock hours.

#### For Quarter Term Programs:

A quarter credit hour is defined as a minimum of ten (10) classroom lecture periods of not less than 50 minutes each and which assumes outside reading and/or preparation; twenty (20) laboratory clock hours where classroom theory is applied and explored, or manipulative skills are enhanced; thirty (30) hours of external discipline-related work experience with indirect instructor supervision or employer assessment; or an appropriate combination of all three (3).

### **Curriculum Sequence**

The curriculum sequence for each program is set by the College and will vary with each program with the exception of some electives. The Student Services Coordinator and the Dean of Academic Affairs must approve all deviations from the set curriculum sequence and semester credit overloads.

### **Non-Discrimination Policy/Equal Education Policy**

The College provides equal opportunity for admission, and in education and employment for all qualified persons, regardless of race, color, religion, national origin, sex, sexual orientation, gender identify, age, disability, or veteran status.

## **Discrimination Complaint Procedure**

Students who believe they have been subjected to discrimination or harassment in violation of the Non-Discrimination Policy should follow the procedure outlined below. This complaint procedure is intended to provide a fair, prompt and reliable determination about whether the Hussian College Non-Discrimination Policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so with the Dean of Academic Affairs. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant.
2. Within 48 hours, the Dean of Academic Affairs will initiate an investigation of the allegations. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding which will be convened by the Dean of Academic Affairs after providing at least ten (10) days notice to both parties. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only Hussian College's final determination with respect to the alleged violation and any sanction that is imposed against the accused. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the Dean of Academic Affairs and inspect the documents offered as proof during the proceeding. Either party may offer any witnesses in support of their position to the Dean of Academic Affairs during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. Imposed restrictions on the ability of observers to speak or otherwise participate in the proceedings apply equally to all parties. The Dean of Academic Affairs may prohibit disruptive individuals from attending or remove any person who disrupts the investigation in the investigator's sole discretion.
3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The written decision will include an evaluation of the facts and will be based on the evidence provided during the proceeding. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with institutional policies protecting individuals' privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.
4. The decision of the Dean of Academic Affairs may be appealed by petitioning the Vice President of Academics. The written appeal must be made within 20 calendar days of receipt of the determination letter from the Dean of Academic Affairs. The Vice President of Academics or his/her designee, will render a written decision on the appeal within 30 calendar days from the receipt of the appeal. The Vice President of Academic's decision shall be final.
5. For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education or visit the Web site at <http://www.ed.gov/ocr>.

Documentation on the complaint submitted following the published complaint procedure, supporting documentation of the investigation, and Hussian's response is maintain by the Executive Director of Accreditation and Compliance. All complaints are documented on a Hussian College Complaint Log.

# Tuition Schedule

## Art and Coding Programs

TUITION FEES EFFECTIVE FOR TERMS BEGINNING APRIL 1, 2021 OR AFTER

Tuition assistance is available through Financial Aid, for qualified applicants.

Program Name	Credential	Total Program Credits	Tuition Per Semester*	Total Annual Tuition	Total Program Tuition	Student Tuition Recovery Fee (for CA students only)
Art - Full Time	BFA	122	\$ 11,092.00	\$ 22,184.00	\$ 88,736.00	\$ 45.00
Art - 3/4 Time (9-11 credits)	BFA	122	\$ 9,500.00	\$ 19,000.00	\$ 132,000.00	\$ 66.00
Art - 1/2 Time (6-8 credits)	BFA	122	\$ 8,500.00	\$ 17,000.00	\$ 170,000.00	\$ 85.00
Back End Web Development	Certificate	12	\$ 7,663.00	\$ 7,663.00	\$ 7,663.00	\$4.00
Full Stack Web Development	Certificate	24	\$ 7,663.00	\$ 15,326.00	\$ 15,326.00	\$8.00
Enhanced Full Stack Web Development	Certificate	29	\$ 9,413.00	\$ 18,826.00	\$ 18,826.00	\$10.00
Enhanced Front End Web Development	Certificate	24	\$ 7,663.00	\$ 15,326.00	\$ 15,326.00	\$8.00

\*payable each semester/quarter before classes begin

The total cost of books and supplies, excluding transportation, throughout the school year is estimated at \$900.00 for full-time students enrolled in the Art program.

The total cost of books and supplies, excluding transportation, throughout the school year is estimated at \$1,645 for students enrolled in a Coding program.

## Allied Health Programs

TUITION FEES EFFECTIVE FOR TERMS BEGINNING APRIL 1, 2021 OR AFTER

Tuition assistance is available through Financial Aid, for qualified applicants.

Program Name	Credential	Total Program Credits	Tuition Per 6-Week Term	Total Program Tuition	Student Tuition Recovery Fee (for CA students only)
Billing & Coding Specialist	Diploma	60	\$2,793.50	\$22,348.00	\$11.00
Medical Assisting – Clinical	Diploma	64	\$2,793.50	\$22,348.00	\$11.00

## Tuition Policy

Students who have been approved for financial aid through the Financial Aid Office or separately through a government agency, scholarship, or employer will have that portion of their tuition and fees due for any semester deferred for a reasonable time as determined by the College to allow for receipt of such aid. It is the student's responsibility to apply for and submit all forms required by the Financial Aid Office and to be aware of deadlines for submission. Students for whom all or a portion of tuition is paid by third parties (e.g., private scholarship, government agency employer, or private employer) are responsible for compiling all documentation required by the Business Office to qualify for a deferral of the amount of the tuition and fees intended to be covered by such funds or the student may incur late payment fees. Ultimately students are responsible for all tuition and fee charges regardless of a third-party payment arrangement or deferral.

Tuition payments or payment arrangements for all amounts of tuition and fees not deferred pursuant to the above paragraph ("Self-Pay Obligation"), shall be due prior to the start of the applicable semester, on the date indicated in the student's tuition statement ("Payable Date"). Payments are accepted by mail or in person. The College accepts cash, checks, money orders, and credit cards. Make all checks or money orders payable to The College.

Students that fail to deliver the Self-Pay Obligation on or before the Payment Date will begin to accrue a late payment penalty equal to 1.0% of the amount of any unpaid Self-Pay Obligation, which will be applied on the outstanding balance of any Self-Pay Obligation as of the first day of every month following the Payment Date.

Students with outstanding Self-Pay Obligations may inquire with the Business Office regarding entering into a College approved payment arrangement. Although available, the College is not required to enter into a payment arrangement with a student that is delinquent in any Self-Pay Obligation.

The College reserves the following rights pertaining to any student and the full amount of their outstanding Self-Pay Obligation, when a delinquency in payment occurs as a result of a failure to pay by the Payment Date, or a failure to timely make any payment under a College approved payment arrangement:

- With regard to a College approved payment arrangement, accelerate the full amount of any outstanding Self-Pay Obligation and demand full and immediate payment of the same;
- Submit collection to a third-party collections service (be advised that additional fees and charges may be applied by the collection service);
- Issue a report to a nationally recognized credit reporting bureau;
- Refuse registration;
- Refuse requests for transcripts;
- Withhold diploma;
- Administrative termination (which may result in the issuance of incompletes for all courses in progress); and
- All other lawful action.

## Unofficial Withdrawal

The College may unofficially withdraw a student after twenty-five (25) days of consecutive absences. The date of determination becomes the 25<sup>th</sup> from a student's last date of attendance, and the College will complete a Return to Title IV calculation for the United States Department of Education if Title IV funds were used by the withdrawn student. All days in the term are included in the review of consecutive calendar days.

Additionally, a student who specifically requests not to be unofficially withdrawn due to extenuating circumstances may exceed the twenty-five days. A student's request to remain enrolled must be in writing and approved by the Dean of Academic Affairs at the campus.

## Cancellation and Refund Policy – Semester Programs

### STUDENT RIGHT TO CANCEL

The applicant/student may cancel their application or enrollment without penalty or financial obligation under any of the following circumstances:

1. Within three (3) days of signing the enrollment agreement.
2. Within three (3) business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.
3. Prior to the commencement of classes.
4. By the end of the drop/add period.

### Refund Schedule for Semester Programs

Students whose last day of attendance falls after the drop/add period but within the first 25% of the semester will receive refunds of 55% of the tuition.

For students whose last day of attendance is after 25% but within 50% of the semester, the tuition charges refunded by the college will be 30% of the tuition.

For students whose last date of attendance falls after 50% of the semester, the student is entitled to no refund.

**IMPORTANT NOTE:** All monies to be refunded in accordance with any provisions of this Refund and Cancellation policy will be refunded within thirty (30) days from the date that Hussian College determines a student's last date of attendance, the date Hussian receives notice of cancellation, or the date that a student fails to return from an approved leave of absence. The Refund and Cancellation policy will apply equally to students that are administratively terminated from a Hussian program. All refunds shall be paid to the student unless payment to a lender or other entity is required by the terms of a student financial aid program in which Hussian participates.

### RETURN OF FEDERAL STUDENT AID

The amount of Federal assistance that a student receives and is ultimately retained to cover institutional charges is dictated by Federal Regulations. After the student has attended for sixty (60%) percent of the semester, all Federal student aid received by or on behalf of the student may be retained to cover institutional charges. If a student withdraws from a semester prior to completing sixty (60%) percent of the semester, a pro-rata share of the Federal student aid received must be returned to the aid source within forty-five (45) days of Hussian's determination of withdrawal, or formal written withdrawal by the student. To determine the amount of Federal aid to be retained to cover institutional charges, Hussian must divide the number of days of the semester up to and including the student's last day of attendance, by the total days in the semester. The resulting percentage will be used to determine the pro rata amount of Federal aid to be retained.

Federal student aid refunds must be made in the following priority order.

1. Unsubsidized Federal Direct Stafford Loan
2. Subsidized Federal Direct Stafford Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. FSEOG
6. Other Federal student aid programs



7. Other Federal sources of aid
8. Other state, private, or institutional aid
9. The student

Students are strongly encouraged to check with school officials prior to officially or unofficially withdrawing.

The US Department of Education has established a policy regarding the return of Title IV Funds in the event a student receiving these funds withdraws from school before completing the program.

- Funds are disbursed based on “payment periods.” Payment periods are typically based on the time it takes a student to earn or complete 12 financial aid credit hours.
- A financial aid credit hour represents a minimum of 30 clock hours of instruction. A full-time day student taking three courses per session would normally complete 12 financial aid credit hours in 15-16 weeks. An evening student taking 3 courses would normally complete 12 financial aid credit hours in 30-32 weeks.
- The Title IV funds that are disbursed are “earned” according to the percentage of time the student was enrolled during the payment period. The “unearned” portion must be returned by the College.
- The percentage is calculated up to the point a student reaches 60% of the payment period. After 60% the student is considered to have earned all, or 100% of the Title IV disbursement for the period, and none of the disbursed funds are required to be returned.
- Example #1: A student receives \$4264 of Title IV funds from Pell grants and student loans. The student withdraws after attending college for 3<sup>1</sup>/<sub>2</sub> weeks, or 21.8%, of the 16-week payment period. The student is entitled to 21.8%, or \$930, of the \$4264 Award. The remaining \$3334, must be returned.
- Example #2: A student receives \$4264 of Title IV funds from Pell grants and student loans. The student withdraws after attending college for 10 weeks, or 62.5%, of the 16-week payment period. The student is entitled to 100%, or \$4264, of the \$4264 Award. No funds have to be returned.

In the event a student withdraws prior to the disbursement of Title IV funds, loan eligibility earned but not yet disbursed will be offered to the withdrawn student within 30 days. Once the withdrawn student is notified, they will have 14 days to respond to either accept or decline the funds. Grants must be disbursed within 45 days.

Once a Return of Title IV calculation has been completed for a withdrawn student, the calculation may display either a credit balance owed to the student (or parent, if Federal PLUS loan) or a balance owed by the student. In the event where the withdrawn student has a credit balance on their account, the College will disburse the funds to the withdrawn student (or a parent, if a Federal PLUS loan) within 14 days after the Return of Title IV calculation is completed. If the Return of Title IV calculation results in an amount to be returned that exceeds the school’s portion, the student must repay the balance of those funds.

### **FOR VETERAN EDUCATION STUDENTS**

Students enrolling under Veterans Administration Benefits will be governed by the latest policies pertaining to Veterans Administration regulations.

Refund Policy for Veterans

See Return of Federal Student Aid.

Students may be eligible for financial assistance under one or more of the following Federal and State programs. These programs are designed to assist students in meeting their educational expense. The financial aid officer is available for additional information and assistance.

- Federal Pell Program – A federally funded grant program. Eligibility for the grant and the amount of the award is based on the student’s and family’s financial status.
- PHEAA Grant – Pennsylvania Higher Education Assistance Agency Grants are for Pennsylvania residents who are enrolled full-time (12 or more credit hours per semester). Please note that this grant is not available for Hussian’s non-degree programs.
- Federal SEOG – Supplemental Educational Opportunity Grant – A federally funded grant program administered by the College. Students must receive the Pell Grant and show an exceptional need in order to be eligible for the SEOG. These grants are available on a first-come, first-served basis.
- Federal Direct Stafford Loan – A long-term, low interest loan. No payments are due until six months after the student ceases to be enrolled at least halftime.
- Federal Direct PLUS Loans – A long-term variable interest rate loan to parents of dependent students. PLUS loans are not based on financial need, but are based on credit history. Repayment of interest and principal begins within 60 days after the loan is disbursed. The borrower must pay all of the interest on the loan after it is disbursed. However, principal can be deferred while the student remains in college full-time.
- Unsubsidized Direct Stafford Loan – This program is similar to the Stafford Loan program except students may have to pay interest on their loan while attending school. Students

may use the new Common Loan Application to request this loan. This loan is not need based, but the amount a student receives is influenced by their regular Stafford Loan eligibility.

Hussian College is approved to participate in programs sponsored by the following agencies:

- Pennsylvania Office of Vocational Rehabilitation (BFA program only)
- New Jersey Bureau of Vocational Rehabilitation (BFA program only)
- Veterans Administration Benefits

## Cancellation and Refund Policy – Quarter Term Programs

### STUDENT RIGHT TO CANCEL

The applicant/student may cancel their application or enrollment without penalty or financial obligation under any of the following circumstances:

1. Within three (3) days of signing the enrollment agreement.
2. Within three (3) business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.
3. Prior to the commencement of classes.
4. By the end of the drop/add period.

### Refund Schedule for Billing and Coding Specialist and Medical Assisting Clinical Students

<b>Percentage of Tuition Owed by a Withdrawing Student – 6 Week Terms</b>	
First Week	17%
Second Week	33%
Third Week	50%
Fourth Week and thereafter	67%
Fifth Week through end of term	100%

### **Refund Policy**

Institutional and State Grant refunds are determined by the schedules below. No refund will be given upon withdrawal from individual courses after Drop/Add Period. If a student withdraws from a course, they do not receive a refund for that course as long as they continue their enrollment. Under the pro-rata term tuition refund schedule, Hussian retains a pro- rata percentage of tuition up through 60% of the term (based on the number of weeks the Student has been in attendance that term) and refunds the remainder. The refund computation is based on the students date of determination. If the student withdraws from Hussian and therefore withdraws from all courses, then a Return to Title IV funds calculation is performed to determine the correct refund based on the date of withdrawal. All refunds will be made within forty-five (45) days from the time Hussian determines the student has withdrawn.

## **Return of Title IV Aid**

All institutions participating in the United States Department of Education Student Financial Aid Programs (SFA) are required to use a statutory schedule to determine the amount of SFA Program funds a student has earned when he/she ceases attendance based on the period the student was in attendance. The Higher Education Act of 1998, as amended, in general, requires that if a recipient of SFA Program assistance withdraws from Hussian during a payment period or period of enrollment in which the recipient began attendance, Hussian must calculate the amount of SFA Program assistance the student did not earn and those funds must be returned.

Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal from Hussian. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA Program funds. The percentage of the payment period or period of enrollment completed is determined by the total number of calendar days in the payment period or period of enrollment (denominator) for which assistance is awarded, divided into the number of calendar days completed in that period as of the day the student withdrew (numerator). Scheduled breaks of at least five (5) consecutive days are excluded for the total number of calendar days in a payment period or period of enrollment and the number of calendar days completed in that period. Hussian must return the lesser of the amount of SFA Program funds that the student does not earn, or the amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned. The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate, any SFA funds in accordance with the terms of the loan as well as the remaining unearned SFA Program grant (not to exceed 50% of the grant) as an overpayment of the grant.

Please note that the student may have an outstanding balance due to the school that is greater than that which was owed prior to withdrawal and refund calculations. Individual calculations are available upon request in the financial aid office.

## **Student Aid Programs**

### **State Grants**

The College participates in state grants when possible. Contact the Director of Financial Aid for more information.

### **Federal Programs**

The College participates in the following federal student aid programs:

The Federal Pell Grant Program – A federally funded grant program. Eligibility for the grant and the amount of the award is based on the student's and family's financial status.

Federal Direct Stafford Loan – A long-term, low interest loan. No payments are due until six months after the student ceases to be enrolled at least halftime.

Federal Direct PLUS Loans – A long-term variable interest rate loan to parents of dependent students. PLUS loans are not based on financial need, but are based on credit history. Repayment of interest and principal begins within 60 days after the loan is disbursed. The borrower must pay all of the interest on the loan after it is disbursed. However, principal can be deferred while the student remains in college full-time.

Unsubsidized Direct Stafford Loan – This program is similar to the Stafford Loan program except students may have to pay interest on their loan while attending school. Students may use the new Common Loan Application to request this loan. This loan is not need based, but the amount a student receives is influenced by their regular Stafford Loan eligibility.

Federal Supplemental Educational Opportunity Grant (FSEOG) – A federally funded grant program administered by the College. Students must receive the Pell Grant and show an exceptional need in order to be eligible for the SEOG. These grants are available on a first-come, first-served basis.

Federal Work Study Program – Provides part-time employment for students who have a financial need. The program provides and opportunity for students to earn money to assist with paying for their educational expenses.

For a summary of Federal Student Aid programs, including information students should know when financing their education, students should access the following Federal student aid information website available online at:

<http://studentaid.ed.gov/>

### **Student Employment (Non-Work Study)**

Any candidate for a College degree who is registered full-time at the College may be hired as a student employee. Students who have graduated may not be hired or may not continue, as student employees. Individuals who are not admitted as degree-seeking students at the College, and spouses of students may not be hired as student employees. It is a student's responsibility to report to work on time for every scheduled shift. If a student cannot work because of an illness or an emergency or will be late for work, s/he must notify his or her supervisor as soon as possible before the shift begins.

Student employee work shifts and work assignments are determined at the discretion of the College. Students should assume that employment in a Non-Federal Work-Study position shall coincide with the same working hours and recognized holiday schedule as other employees unless otherwise informed by the Business Office. All student employees shall be AT-Will, meaning, students employed in these positions are not employed for any defined period of time and may terminate or be terminated at any time, without notice, for any reason or no reason at all.

### **Government Benefits**

#### **Veteran's Benefits and Other Military Programs**

The U.S. Department of Veteran's Affairs (VA) determines eligibility of each student and program of study. Application forms are available at [www.benefits.va.gov/gjbill/](http://www.benefits.va.gov/gjbill/).

Once eligibility has been determined by VA (Certificate of Eligibility issued), please contact the College Financial Services Office for additional information.

The College participates in VA Chapters:

- Chapter 30 (Active Duty GI Bill®)
- Chapter 1606 (Reserve GI Bill®)
- Chapter 1607 (REAP Reserve Educational Assistance Program)
- Chapter 31 (VA Vocational Rehabilitation)
- Chapter 35 (Dependents Educational Assistance DEA)
- Chapter 33 (Post 9/11 GI Bill®)

It is required that any student utilizing VA Education Benefits provide Hussian College with all college transcripts within their first two terms for evaluation. Failure to do so may result in the inability to use those benefits.

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

#### **Vocational Rehabilitation**

The Division of Vocational Rehabilitation provides services and financial assistance to students with certain disabilities. Further eligibility information can be obtained by contacting your local Division of Vocational Rehabilitation.

## Institutional Scholarship Information

All scholarship awards are subject to the following conditions. Any student accepting a scholarship must accept the following conditions:

### General Conditions

All requirements associated with receipt of a scholarship are to be made available to potential recipients. The College website is the primary resource for this information.

The College reserves the right to review or cancel awards due to changes in financial standing, academic or program status, if such criteria are specified as a requirement for receipt of a scholarship. All scholarship students must be in good standing with the Office of Student Services.

All awards are tentative subject to final verification of academic records and acceptance to the College.

The timing of scholarship disbursements for each term is at the discretion of the College.

All recipients of scholarship are required to be enrolled full-time (minimum 12 hours per semester).

Scholarship recipients in the Art and Coding programs must maintain the required minimum cumulative grade point average. Grades are subject to review on a term-by-term basis. Unless specified otherwise by the terms of the scholarship, any scholarship recipient who earns a semester grade point average lower than 3.0 will automatically be placed on probation. Two semesters below a cumulative GPA lower than a 3.0 results in forfeiture of the scholarship.

Students receiving scholarship awards who withdraw from the College must notify the Office of Student Services. Withdrawals count as a semester of eligibility.

If the scholarship is renewable, renewal will be automatic contingent upon all conditions of the award being met. A student may receive a scholarship for up to four years (eight semesters total).

Unless otherwise noted, scholarship awards are disbursed in one half amounts and applied towards tuition and fees during each payment period (fall and spring, unless specifically indicated for this purpose, awards are not available for summer terms). Award amounts in excess of a student's direct cost (combination of tuition and fees) will be made available to students via direct deposit or check disbursement from the finance office.

Institutional scholarships cannot exceed a student's direct cost. Further, the combination of scholarships, federal aid, and outside assistance cannot exceed the direct cost figure (with the exception of the Genius Award Scholarship). If a combination of all sources of aid exceeds the student's direct cost, the College will reduce the scholarship amount to keep the student within their direct cost. Scholarships have no impact on Pell Grant eligibility or amounts, and all students are provided an estimate of their direct cost.

For recipients of the Genius Award Scholarship, the College will first apply federal and state grants prior to applying the scholarship amount. If the combination of state grants, federal grants, and scholarships exceeds the direct cost figure, the College will reduce the scholarship amount to keep the student within their direct cost.

Free Application for Federal Student Aid (FAFSA) Students who wish to be considered for a College Scholarship, and who qualify for federal aid, are to complete a FAFSA. The FAFSA is required for all need based scholarship programs, and unless specified differently by the terms of the scholarship. "Need" is determined by

the Expected Family Contribution (EFC). The FAFSA is not required for those students who do not qualify for federal aid (such as International Students).

### **Eligibility for Renewable Scholarships**

Students receiving renewable scholarships are evaluated at the end of each semester or term to determine if they are eligible for continuation of the scholarship into the next academic year. The Dean/Director of Student Services will check to see if students met minimum criteria while receiving the award during the academic year. Students will need to review the award message attached to the scholarship award and must be familiar with the renewal criteria of their scholarship.

### **Deferring Scholarships – Art Program and Coding Programs**

In some circumstances, the College will defer a student's scholarship(s) if a student's attendance is interrupted for medical reasons, military deployment, church service, or other selected reasons, provided that a student meets certain criteria. For a student's scholarship(s) to be deferred, the student must attend at least one full-time semester prior to his or her departure and meet the minimum criteria for renewal of his or her scholarship(s) during the semester(s) he or she attends prior to leaving.

Enrollment at another college or university during the deferment period will result in an automatic cancellation of the scholarship. To request a deferral, a student should submit a letter, prior to leaving the College, requesting the scholarship be held for a specified period of time. The letter must include when the student is leaving when he or she plans to return, and the reason for the deferment request. Our general policy is that scholarships can be held for up to two academic years if approved.

### **Complete Withdraw Effect on Scholarships**

If a student completely withdraws from the College prior to the close of the add/drop period, the College scholarships will be canceled from the students account.

### **Outside Scholarships**

If a student is named the recipient of a scholarship from a donor or source other than the College, the scholarship must still be processed through the Financial Aid Office. Students and staff must direct donors to send the scholarship to the Dean/Director of Student Services along with the check, the donor should provide instructions related to rules and regulations required of the recipient in order to receive the scholarship. The Dean of Academic Affairs or Student Services Coordinator will send communication to the Financial Aid Office about these transactions. Once the check is received it will be processed and put on the student's account in a timely manner. Students should allow 2 weeks to see the funds disburse to the student account.

### **Hussian Merit-Based Scholarships**

Hussian merit-based scholarships are applicable only to the Art program.

#### **School Spirit Scholarship**

*Disbursal: \$5000 annually*

*Maximum of 7 scholarships per academic year*

Open to eligible full-time bachelor's degree seeking students who demonstrate superior levels of academic achievement in high school or previous college enrollment with unweighted GPA of a 3.3 to 3.59.

#### **Visionary Scholarship**

*Disbursal: \$6500 annually*

*Maximum of 5 scholarships per academic year*

Open to eligible full-time bachelor's degree seeking students who demonstrate superior levels of academic achievement in high school or previous college enrollment with unweighted GPA of a 3.6 to 3.89.

## **Excellence Scholarship**

*Disbursal: \$8000 annually.*

*Maximum of 3 scholarships per academic year*

Open to eligible full-time time bachelor's degree seeking students who demonstrate superior levels of academic achievement in high school or previous college enrollment with unweighted GPA of 3.9 and above.

### Merit-Based Scholarship Requirements/Guidelines:

- Official transcripts must be submitted from high school or previous college enrollment. Transcripts must not be older than three years at time of enrollment at Hussian.
- If college transcripts are submitted, they must show a minimum of two consecutive full-time terms of enrollment.
- Students earning Merit-based scholarships are not eligible to receive other types of Hussian Institutional funding.
- Student is eligible to receive the scholarship for eight (8) consecutive semesters. In the event of a withdrawal or less than full-time enrollment, the student will become ineligible for the award.
- Student must maintain a cumulative GPA of 3.0 or higher. Should GPA fall below this threshold, student can submit a one-time appeal letter to the scholarship committee, and if approved will have one additional semester to raise cumulative GPA above the 3.0 requirement.
- Scholarship is non-refundable. If a student elects to receive federal student aid, including grants and loans in excess of tuition and fees, then the Hussian Merit-Based Scholarship will be reduced or revoked.
- The priority deadline to apply for merit-based scholarship consideration is June 1<sup>st</sup>. After that deadline, scholarship committee will review all applications on the basis of merit and application strength and make award recommendations. Applications received after the June 1<sup>st</sup> deadline will be reviewed on a first come, first serve basis should funding remain.

## **Hussian Genius Scholarship**

Hussian Genius Scholarship is applicable only to the Art program.

*Disbursal: \$22034 annually*

*One scholarship will be awarded per academic year*

Open to eligible 1<sup>st</sup> year full-time new freshman students pursuing their bachelor's degree and who demonstrate exceptional creativity in high school and enter with a minimum unweighted GPA of 3.0 from high school.

### Genius Scholarship Requirements/Guidelines:

- Student must submit a Free Application for Federal Student Aid (FAFSA) and complete financial aid process.
- Student must submit creative works that demonstrate abilities. A maximum of five pieces may be submitted.
- Student must submit a 500 word essay in Word/Google Doc format to address the following question: How does your love of art and future career correlate to your prior personal experiences?
- Applicants must be either a current high school senior or home school senior graduating from an accredited high school.
- Official transcripts must be submitted from high school. Transcripts must not be older than one year at time of enrollment at Hussian.
- Recipient must maintain a cumulative GPA of 3.0 or higher. Should GPA fall below this threshold, student can submit a one-time appeal letter to the scholarship committee, and if approved will have one additional semester to raise cumulative GPA above the 3.0 requirement.
- Recipient must maintain involvement in Student Committee and must be involved in a minimum of two service-learning events per academic year.
- Recipient must be and remain a student above reproach, in academics, behavior, and service to the community.

- Recipient is eligible to receive the scholarship for eight (8) consecutive semesters. In the event of a withdrawal or less than full-time enrollment, the student will become ineligible for the award.
- Scholarship is non-refundable. If a student elects to receive federal student aid, including grants and loans in excess of tuition and fees, then the Hussian Genius Award Scholarship will be reduced or revoked.
- Deadline for submitting entries is June 1<sup>st</sup>. Genius award winner will be selected by scholarship committee on June 12<sup>th</sup>.

## **Hussian Transfer Scholarship**

Hussian merit-based scholarships are applicable only to the Art program.

*Disbursal: \$3000 annually*

Open to all incoming transfer students admitted to Hussian for fall or spring enrollment.

### Transfer Scholarship Requirements/Guidelines:

- For purposes of the Transfer Scholarship, a transfer student is defined as an individual who has completed at least one academic year as a full-time student (24 credit hours minimum) at another accredited college or university and whose credits will be accepted by Hussian being applied towards the student's enrollment in a bachelors level degree program.
- Transcripts submitted must not be older than three years at time of enrollment at Hussian.
- Student must maintain Satisfactory Academic Progress as defined by Hussian.
- Scholarship is non-refundable. If a student elects to receive federal student aid, including grants and loans in excess of tuition and fees, then the Transfer Scholarship will be reduced or revoked.
- Students receiving Transfer Scholarships are not eligible to receive other types of Hussian Institutional funding.
- Award amount is based upon full time enrollment. If a student is enrolled at least half time but less than full time, amount will be reduced by 50%. Students below half time are not eligible for award.

## **Hussian Alumni Scholarship**

Hussian merit-based scholarships are applicable only to the Art program.

*Disbursal: \$3000 annually*

Open to all alumni applicants or children of alumni applicants. Supporting documentation for the scholarship must be filed with the Director of Admissions upon enrollment to the College.

### Alumni Scholarship Requirements/Guidelines:

- Graduates who re-enroll in a Hussian College higher credential program after fulfilling graduation requirements for a different program or children of a graduate are eligible.
- Must be a graduate of Hussian college in either a certificate program, an associates level program, or a bachelors level program with a GPA of a 3.0 or higher (children of alumni are exempt from GPA requirement).
- Meet admissions requirements and be enrolled as a full-time student.
- Student must maintain Satisfactory Academic Progress as defined by Hussian.
- Alumni Scholarships are non-refundable. If a student elects to receive federal student aid, including grants and loans in excess of tuition and fees, then the Need-Based Grant will be reduced or revoked.
- Students receiving Alumni Scholarships are not eligible to receive other types of Hussian Institutional funding.



## **Hussian Poster Contest Scholarship**

*Disbursal: \$1000 One-Time Award*

Open to the winner of the annual Hussian College Poster Contest as determined by the Poster Contest Selection Committee. Winner must be currently enrolled in an approved US based high school.

*Poster Contest Scholarship Requirements/Guidelines:*

- Poster contest winner will receive a one-time award to be disbursed in equal installments over first academic year of enrollment at Hussian College.
- Poster contest scholarships are non-refundable. If a student elects to receive federal student aid, including grants and loans in excess of tuition and fees, then the scholarship will be reduced or revoked.
- Deadline for submitting entries is April 30<sup>th</sup>. Poster contest winner will be selected by May 15<sup>th</sup>.

## **Promise Scholarship**

This scholarship is available to any student who enrolls in the Medical Assisting Clinical or Billing & Coding Specialist program. The maximum award is \$6,148 per student.

## **Need-Based Institutional Grants**

Hussian need-based institutional grants are not applicable to the Allied Health programs.

## **College Bound Grant**

*Disbursal: \$1000 to \$6000 annually (see chart below for exact figures)*

Open to eligible applicants who demonstrate financial need with an EFC (Expected Family Contribution) of 12,000 or less on the FAFSA. This award is subject to change and will be verified annually.

*Award Determination:*

PA Resident - Dependent	EFC		
GRADE	0 - 2999	3000 - 5999	6000 - 12000
<b>Freshman</b>	5000	4500	4000
<b>Sophomore</b>	4000	3500	3000
<b>Junior</b>	3000	2500	2000
<b>Senior</b>	3000	2500	2000

PA Resident - Independent	EFC		
GRADE	0 - 2999	3000 - 5999	6000 - 12000
<b>Freshman</b>	3500	3000	2500
<b>Sophomore</b>	3000	2500	2000
<b>Junior</b>	2500	2000	1500
<b>Senior</b>	2000	1500	1000

Non-PA Resident - Dependent	EFC		
GRADE	0 - 2999	3000 - 5999	6000 - 12000
Freshman	6000	5500	5000
Sophomore	5000	4500	4000
Junior	4000	3500	3000
Senior	4000	3500	3000

Non-PA Resident - Independent	EFC		
GRADE	0 - 2999	3000 - 5999	6000 - 12000
Freshman	4500	4000	3500
Sophomore	4000	3500	3000
Junior	3500	3000	2500
Senior	3000	3000	2500

*(Award amounts based on full time enrollment. If student enrolls as a half time student, then award amounts will be reduced by 50%.)*

Need-Based Grant Requirements/Guidelines:

- *Student must submit a Free Application for Federal Student Aid (FAFSA) and complete the application process for Title IV assistance.*
- *Student must be enrolled in a bachelor's degree seeking program.*
- *Student must maintain Satisfactory Academic Progress as defined by Hussian.*
- *Grants will be applied to students accounts after the payment of federal, state, military and agency funding.*
- *Need- Based Grants are non-refundable. If a student elects to receive federal student aid, including grants and loans in excess of tuition and fees, then the Need-Based Grant will be reduced or revoked.*
- *The maximum timeframe of the Grant is 150% of the published length of the program.*

# Course Delivery Methods

Courses are delivered in various combinations of the following methods, depending upon the specific program:

**Face-to-Face:** The course instruction is delivered in a classroom, laboratory, or clinical setting, whereby the student and faculty member are both physically present at the location where the learning experience is being facilitated.

**Blended:** The course instruction is delivered using a combination of face-to-face and online instructional methods. Students meet weekly for face-to-face instruction, and also then complete additional course requirements via the online classroom platform (e.g. Canvas).

**Online:** The course instruction is delivered entirely in an online classroom, which may include a combination of asynchronous (non-live) and synchronous (live) activities in an e-learning environment. Neither students nor faculty will be in the same physical location.

## Distance Education

### Verification of Student Identity for Online Programs:

When enrolling in credit bearing online courses and programs all students will be assigned an individual secure login and password. Additionally, each student is assigned a student information system identification number (sis\_id) which is used to match each student's identity between the Hussian College student information system and the Hussian College learning management system.

All users of the Hussian College learning management system are responsible for maintaining the security of usernames, passwords, and other access credentials. An account is given to an individual for the exclusive use by that individual. Attempts to gain unauthorized access to any student or employee account is strictly prohibited. No user of any Hussian College information system is allowed to give out his/her access password or to allow anyone but himself/herself to utilize his/her account.

Any student who fails to comply with this policy will be subject to discipline through the Hussian College Code of Conduct outlined in this catalog. Failure to comply with this policy may also be a violation of civil/criminal law and may cause the violator to be subject to prosecution.

### Online Classroom

Hussian College utilizes the learning management system called Canvas for the online classroom. Access to Canvas is obtained through clicking on the 'Login Here' button on the campus website. The 'Student Help' link opens a window to allow access to the Canvas Guides to learn about the technology and equipment requirements needed to participate with Canvas. The current requirements are:

### **Screen Size**

Canvas is best viewed at a minimum of 800x600, which is the average size of a notebook computer. If you want to view Canvas on a device with a smaller screen, we recommend using the Canvas [mobile app](#).

### **Operating Systems**

- Windows 7 and newer (users on Windows 10 need to download the [Windows 10 Anniversary Update](#) to submit Canvas assignments)
- Mac OSX 10.6 and newer
- Linux - chromeOS

**Mobile Operating System Native App Support**

- iOS 7 and newer (versions vary by device)
- Android 4.2 and newer

**Computer Speed and Processor**

- Use a computer 5 years old or newer when possible
- 1GB of RAM
- 2GHz processor

**Internet Speed**

- Along with compatibility and web standards, Canvas has been carefully crafted to accommodate low bandwidth environments.
- Minimum of 512kbps

The supported browsers as of February 2017 are:

Canvas supports the current and first previous major releases of the following browsers:

- Internet Explorer 11 and Edge (Windows only—please make sure your operating system is also current as noted in the computer specifications lesson; you may need to download the Windows 10 Anniversary Update to submit Canvas assignments)
- Safari 9 and 10 (Macintosh only)
- Chrome 55 and 56
- Firefox 50 and 51 (Extended Releases are not supported)
- Flash 23 and 24 (used for recording or viewing audio/video and uploading files)
- Respondus Lockdown Browser (supporting the latest system requirements)

# Curriculum

## Art Program, BFA Degree – Focus in Digital Media, Graphic Design, UI/UX, and Visual Communications

This program is 122 semester credits and is designed to be completed in 32 months, assuming students complete a minimum of 15 credits per semester for seven semesters and 17 credits in one semester.

### Credit Explanation

The ratio of contact hours to credit hours for Lecture Classes is one credit hour for each fifteen hours of classroom contact plus thirty hours of outside preparation and for Lab/Studio Classes, one credit hour for each thirty hours of laboratory work plus necessary outside preparation. Courses may be both a combination of lecture and studio depending on the content of the course.

### Art Program Course Requirements

Course Code	Title	Semester Credits
<b>General Education Courses</b>		<b>44 credits</b>
GED 100	The Hussian Experience	2
GED 101	English 101: Composition	3
GED 104	College Math	3
GED 105	Introduction to Computer Science	3
GED 110	History of Graphic Design	3
GED 111	Sustainability & the Environment	3
GED 112	Introduction to Chemistry	3
GED 201	Critical Thinking	3
GED 202	Social Media & World Culture	3
GED 203	Race, Identify & Experience	3
GED 204	Creative Writing	3
GED 205	Oral Communications	3
GED 206	Art History: Art of the Western World I	3
GED 201	Art History: Art of the Western World II	3
GED 301	Professional Writing	3
<b>Technical Courses</b>		<b>36 credits</b>
FAD 101	Fundamentals of Drawing I	3
FAD 102	Fundamentals of 2-D Design: Design Elements	3
FAD 104	Fundamentals of 2-D Design: Color Theory	3
FAD 105	Fundamentals of Design: 3-D	3
FAD 106	Fundamentals of Typography	3
FAD 202	Fundamentals of Life Drawing	3

FAD 201	Fundamentals of Painting	3
DMD 202	Web Programming I: Advanced Styling with CSS	3
GDD 202	Graphic Design I	3
VCD 101	Introduction to Illustration I	3
CAP 401	Senior Portfolio I	
CAP 403	Senior Portfolio II	
<b>Elective Courses</b>		<b>18 credits</b>
FAD 203	Painting I	3
FAD 303	Painting II	3
FAD 404	Painting III	3
FAD 306	Figure Construction	3
FAD 307	Advanced Figure Drawing I	3
FAD 407	Advanced Figure Drawing II	3
DMD 402	Advanced Content Management	3
DMD 410	Internship Experience (Senior Level Only)	3
ELE 301	Sequential Art	3
ELE 302	Printmaking	3
ENT 300	Arts Entrepreneurship	3
VCD 301	Perspective	3
VCD 403	Editorial Illustration	3
VCD 430	Career Development for Illustrators II	3
<b>Concentration Courses</b>		<b>24 credits</b>
<b><i>UI/UX Concentration</i></b>		
UIX 101	UX Design Fundamentals	3
UIX 102	Design Foundation I	3
UIX 103	Organizational Behavior of Web and Mobile Apps	3
UIX 104	UX Design Tools	3
UIX 206	Human Factors and Usability Testing	3
UIX 211	Prototyping and Wireframing	3
	Elective Course	3
	Elective Course	3
<b><i>Visual Design Concentration</i></b>		
VCD 101	Introduction to Illustration II	3
VCD 201	Intermediate Illustration I	3
VCD 202	Anatomy for Illustrators	3
VCD 203	Editorial Illustration	3
VCD 250	Intermediate Illustration II	3
VCD 401	Illustration Concentration I	3
VCD 410	Career Development for Illustrators I	3
VCD 450	Illustration Concentration II	3

<b>Digital Media Concentration</b>		
DMD 201	CSS Technology (Cascading Style Sheets)	3
DMD 301	Device/Technology Specific Design	3
DMD 302	Motion Graphics I	3
DMD 303	Dynamic Web Development (PHP/MySQL)	3
DMD 304	Motion Graphics I	3
DMD 401	Advanced Web Project I	3
DMD 404	Device/Technology Specific Programming	3
DMD 405	Advanced Web Project II	3
<b>Graphic Design Concentration</b>		
GDD 201	Visual Imaging Tools	
GDD 250	Graphic Design II	
GDD 301	Brand Marketing	
GDD 302	Prepress Production	
GDD 303	Advertising Communications	
GDD 402	Introduction to Animation	
GDD 403	Publication & Packaging	
GDD 405	Advanced Advertising	
<b>Total Semester Credits Required</b>		<b>122</b>

# Curriculum

## Certificate Programs – Full Stack Web Development, Back End Web Development, Enhanced Full Stack Web Development, and Enhanced Front End Web Development

### Credit Explanation

The ratio of contact hours to credit hours for Lecture Classes is one credit hour for each fifteen hours of classroom contact plus thirty hours of outside preparation and for Lab/Studio Classes, one credit hour for each thirty hours of laboratory work plus necessary outside preparation. Courses may be both a combination of lecture and lab/studio depending on the content of the course.

### Full Stack Web Development Program Course Requirements

Course Code	Title	Semester Credits
HFS 102	Basic Front End Development	6
HFS 202	Advanced Front End Development	6
HBE 102	Basic Back End Development	6
HBE 202	Advanced Back End Development	6
<b>Total Semester Credits Required</b>		<b>24</b>

### Back End Web Development Program Course Requirements

Course Code	Title	Semester Credits
HBE 102	Basic Back End Development	6
HBE 202	Advanced Back End Development	6
<b>Total Semester Credits Required</b>		<b>12</b>

### Enhanced Full Stack Web Development Program Course Requirements

Course Code	Title	Semester Credits
HFS 402	Basic Front End Development	6
HFS 401	Advanced Front End Development	6
HBE 402	Basic Back End Development	6
HBE 401	Advanced Back End Development	6
HPR 402	Programming Languages	5
<b>Total Semester Credits Required</b>		<b>29</b>



**Enhanced Front End Web Development Program Course Requirements**

<b>Course Code</b>	<b>Title</b>	<b>Semester Credits</b>
HFS 102	Basic Front End Development	6
HFS 202	Advanced Front End Development	6
HUX 102	UI/UX Basic	6
HUX 201	UI/UX Advanced	6
	<b>Total Semester Credits Required</b>	<b>24</b>

# Curriculum

## Diploma Program – Billing & Coding Specialist

### Billing & Coding Program Course Requirements

Course		Quarter Credit Hours
SFS140	Strategies for Success	4
BCS100	Reimbursement and Coding	4
BCS111	Anatomy & Physiology for Reimbursement	4
BCS115	Technology in the Medical Office	4
BCS161	ICD	4
BCS162	Procedural Coding	4
BCS163	Modifiers and Intermediate Coding	4
BCS165	Coding Clinic	4
BCS232	Surgical Procedure Coding	4
BCS233	Medical Office Management	4
BCS261	Reimbursement Methodology	4
BCS262	Claims Production	4
BCS265	Comprehensive Coding	4
MED103	Medical Terminology	4
CIS106	Computer Applications	4
<b>Total Quarter Credit Hours Required</b>		<b>60</b>

# Curriculum

## Diploma Program – Medical Assisting - Clinical

### Medical Assisting – Clinical Program Course Requirements

Course	Quarter Credit Hours
SFS140 Strategies for Success	3
SFS130 Professional Seminar	1
MED103 Medical Terminology	4
MED153 Anatomy and Physiology I	4
MED154 Anatomy and Physiology II	4
MED188 Medical Office Procedures/Emergencies	4
MED227 Electronic Medical Records and Reimbursement	4
MED250 Exam Room Procedures	4
MED255 Pathophysiology	4
MED266 Pharmacology	4
MED288 Medical Office Administration	4
MED292 Laboratory Procedures	4
MED294 Cardiac Monitoring Procedures	4
MED295 Medical Law and Ethics/Exam Review Prep	4
ENG101 General English	4
INT122 Professional Seminar and Internship	4
INT145 Internship II	4
<b>Total Quarter Credit Hours Required</b>	<b>64</b>

# Course Descriptions

## COURSES FOR ART DEGREE PROGRAM

### **CAP 401 Senior Portfolio I**

#### **3 credits**

This course will provide students with the skills and the opportunity to create meaningful, thesis-relevant bodies of work. Students receive a survey of information that clearly presents what it takes to design with excellence. Topics for discussion, such as: function, inspiration, intuition, organization design analysis, typography, and structure will provide students with a more thorough understanding of the objectives of their work. Pragmatic topics, such as project descriptions and client input as well as technical information will give students a better understanding of what makes a strong portfolio piece.

### **CAP 403 Senior Portfolio II**

#### **3 credits**

This course will continue to focus on thesis preparation and provide students with professional evaluations of work to determine individual directions, marketable strengths, various career objectives, potential markets, and stable employment. Students gain insight and strategies that will enable them to make positive career decisions and prepare strong portfolios. Pre-Requisite: Senior Portfolio I.

### **DMD 201 CSS Technology (Cascading Style Sheets)**

#### **3 credits**

This course will provide the student with the opportunity to gain knowledge and skill in using Cascading Style Sheets (CSS) to style websites. Designers use CSS to design most modern web sites. Older web sites are converting to CSS designs. This course focuses on using CSS and CSS editors to define many design features of web sites. CSS techniques to create margins, text styling and other text basics, page positioning and layout as well, plus image styling, create complete links and navigation bar styling.

### **DMD 202 Web Programming I: Advanced Styling with CSS**

#### **3 credits**

This course will explore in-depth aspects of layout and design with HTML and CSS. Students will explore the tools used to develop CSS effects and CSS techniques. The class will focus on developing state-of-the-art web sites, both web compliant and validated, exploring redesigning and repurposing existing sites, maximizing flexibility of content, and facilitating future use of the content. Instructors will cover template design and usage.

### **DMD 301 Device/Technology Specific Design**

#### **3 credits**

This course will introduce tools and methods used to develop responsive design for specific devices and technologies such as mobile devices, printers, browsers, and kiosk user interface design. Students will learn how to create targeted styling that considers form factors such as variations in screen size, finger-based interaction, and how to incorporate CSS and HTML capabilities, such as geolocation, local storage, and media queries. Students will install tools, set up a local web server, install and use device emulators, build a mobile web page, develop mobile pages with desktop browsers, and explore useful mobile web development resources.

### **DMD 302 Motion Graphics I**

#### **3 credits**

This course will explore the foundations of motion graphics. Instructors cover design for effective use of graphical elements, sound, video, and motion with simple animations, logo and shape motion, character development, and visual effects. Although technical proficiency is expected, the primary emphasis of the course is the creation of imagery, sound, video, and animation for use in motion graphic projects. Through the application of traditional motion techniques, the course aims to develop technical, verbal, and conceptual design skills that effectively develop motion graphics projects.

# Course Descriptions

## COURSES FOR ART DEGREE PROGRAM

### **DMD 304 Motion Graphics II**

#### **3 credits**

This course will further develop techniques and practices of motion graphics and the integration of design, photo imaging, sound, video, and animation into video presentations. The course will explore experimental and new technological approaches to creating original visual imagery for use in design, fine arts, animation, interactive media, and the Internet. In addition to receiving an introduction to compositing in a postproduction suite, students will learn some basic nonlinear editing. Projects will deal with visual organization and communication, creative brainstorming skills, and experimentation with techniques and a variety of media. Students will examine current motion graphics projects and their development from concept to storyboard to flow chart to stand-alone digital video movie. The course will cover advanced animated special effects and output to different formats. Members of the class will work individually and in teams depending upon the complexity of the project. Pre-Requisite: Motion Graphics I.

### **DMD 303 Dynamic Web Development**

#### **3 credits**

This course familiarizes students with application scripting, database management, object-oriented programming and full-lifecycle software development. It outlines the fundamental skills required to develop and maintain a dynamic data-driven website. Students will develop a complete website to create and manipulate relational data, learn basic PHP to store and retrieve data and control the rules of interaction, and write HTML to format data and control display with CSS.

### **DMD 401 Advanced Web Project I**

#### **3 credits**

In this course, the students will develop a completely functional website, utilizing the latest technologies for a “client” or “company”. The projects are designed so all aspects of the web experience will need to be addressed, from wireframe, client approval, design, implementation of all pages and scripts and functions. Search Engine optimization and tracking, Social networking to promote, corporate imaging to style across all platforms and devices consistently. Students will learn to track user experience.

### **DMD 402 Advanced Content Management**

#### **3 credits**

Content Management Systems (CMS) are the collection of procedures used to manage workflow in a collaborative environment. In a CMS, data is anything: documents, movies, pictures, scientific data, and so forth. Serving as a central repository, the CMS increases the version level of new updates to an already existing file. Students will explore best practices, in a php/MySQL open source environment and compare the functionality of some of the most popular content management systems on the web today, through hands-on exercises, as well as developing a basic, functioning CMS, utilizing php/MySQL.

### **DMD 404 Device/Technology Specific Programming**

#### **3 credits**

This course will cover methods to program for specific devices and technologies and give an overview of specific languages, tools, and techniques used to create web sites and applications for Mobile Web Design & Development. The core principles and techniques essential to building web sites for various devices or other authored applications will be covered, as well as styling requirements via targeted styling, interface design techniques that enhance existing sites for mobile viewing. The course shows how to approach designing for mobile form factors such as smaller screens and finger-based interaction.

### **DMD 405 Advanced Web Project II**

#### **3 credits**

In this course, the students will investigate all the elements needed to complete a fully functional e-commerce website, utilizing the latest technologies for a “client” or “company”. We will investigate all aspects of creating an e-commerce environment including the Front-end, or the user experience as well as the back-end administrator functions. The course will cover reports and financial questions, collecting taxes, payments, and security. Students use payment portals, such as PayPal and Authorize.net to complete a fully functioning, usable ecommerce store.

### **DMD 410 Internship**

#### **3 credits**

Students may pursue supervised internships in areas related to relevant fields of study. Reports and analyses of work performed at the organization will be required. Administrative approval is required. May be repeated once for a maximum of 6 internship credits (3 credits per semester last year of study). 45 hours of contact required for each credit.

# Course Descriptions

## COURSES FOR ART DEGREE PROGRAM

### **ELE 301 Sequential Art**

#### **3 credits**

We're living in a comics renaissance — from blockbuster movies based on comic book heroes to tens of thousands of creators self-publishing unique works of comics art on the Web. It's never been a better time to be a cartoonist. This class will be an intense tutorial of all of the many aspects of this American art form.

### **ELE 302 Printmaking**

#### **3 credits**

This class will investigate the printmaking processes of relief, collagraph, monoprint, drypoint, and silkscreen. Students will continue to craft their skills in these processes and will be encouraged to experiment by pushing the print medium beyond the expected. An emphasis will be placed on the concept for each project and how the print process and technique best supports students' ideas. The class will also be used to introduce students to printmaking in history and in contemporary art.

### **ENT 300 Arts Entrepreneurship**

#### **3 credits**

Being an artist in today's economic climate means becoming a savvy businessperson as well. This course will prepare you to run your own small business, navigate the world of freelancing and set up your headquarters on the Web.

### **FAD 101 Fundamentals of Drawing I**

#### **3 credits**

In this first-year introductory class, students are provided with instruction in black-and-white drawing and the fundamentals of the visual vocabulary of drawing in response to creative problems. Instructors teach various techniques and use assorted materials to depict volume, form, proportion, and spatial relationships. Coursework will cover still-life to human form with emphasis on value, line, and composition, among other topics. Students will be taught a range of creative, yet methodical, approaches to drawing.

### **FAD 103 Fundamentals of 2-D Design: Design Elements**

#### **3 credits**

This foundational course for first-year students provides the scaffolding of design instruction for all courses in the BFA program. This first semester of 2D will give students access to new materials and methods including wet and dry media, relief printing, and the use of text as a visual element. Students will receive an introduction to book arts, paying particular attention to craft and construction. This course establishes the basic understanding of the theory and the core elements of design.

### **FAD 104 Fundamentals of 2-D Design: Color Theory**

#### **3 credits**

This first-year foundation course builds upon the theories of Fundamentals of 2-D Design: Design Elements, providing an introduction to the theories and application of color, which is relevant to all courses in the BFA program. The mixing of paint using Wilcox's color bias wheel to understand value, contrast, harmony, and color relationships will be explored in a variety of projects to combine both color and design. Instructors stress craft and construction as an important visual component while students have more freedom within project parameters for personal exploration. Pre-Requisite: Fundamentals of 2-D: Design Elements.

### **FAD 105 Fundamentals of Design:3-D**

#### **3 credits**

This is an elective course that gives students training and access to various materials and methods that create 3-D models. This is a hybrid course that helps students relate the importance of a fine art background, to a career in graphic design, digital arts, and illustration. Students learn both technical ability and individual creativity in the course, and the course will culminate in a short stop-motion animated film originating with 3-D clay figures. Part of the instruction includes sound elements.

**FAD 106 Fundamentals of Typography****3 credits**

This course will provide the student with the opportunity to gain knowledge and skill in using type as a primary design element. Typography will provide the student a survey of the foundations of type and an historical perspective of letterforms and functionality of typography. Students examine the aesthetic uses of type to convey messages. This course will allow the student to develop an understanding of the relationship between typography and pictorial imagery to create an effective message. Students learn the professional terminology associated with the placement of type in relationship to other type elements and images as a practical application for clarity. The course will emphasize proper type use, selection of type, and arrangement.

**FAD 201 Fundamentals of Painting****3 credits**

In this required course, students explore various visual and creative solutions in acrylic paint, building on the skills developed in Fundamentals of 2-D Design. Instructors emphasize the development of painting concepts, composition, and handling paint and color while developing a cohesive body of work.

**FAD 202 Fundamentals of Life Drawing II****3 credits**

This drawing course builds upon the principles introduced in Fundamentals of Drawing I. Students will continue to explore 2-D form and rendering in black and white, but color will be introduced as well. Fundamentals of Drawing II will work in conjunction with Fundamentals in 2-D: Color Theory as it explores the color-bias wheel and its applications to drawing as a media. A variety of wet and dry media is used. Still-life and the model will be among the subjects covered in this course. Students will also be encouraged to begin to build a visual sensibility of personal expression. Pre-requisite: Fundamentals of Drawing I.

**FAD 203 Painting I****3 credits**

This elective painting workshop is designed to intensify the properties of painting skills gained in Fundamentals in Design and Painting and to explore various visual and creative solutions in either acrylic or oil paint. Instructors place emphasis on the development of painting concepts, composition, and handling paint and color while developing a cohesive body of work.

**FAD 303 Painting II****3 credits**

This Elective painting workshop continues to intensify the properties of painting skills gained in Fundamentals in Design and Painting and to explore various visual and creative solutions in either acrylic or oil paint. Instructors place emphasis on the development of painting concepts, composition, and handling paint and color while developing a cohesive body of work.

**FAD 306 Figure Construction****3 credits**

This course reduces the complexity of the human figure into a variety of basic shapes to analyze anatomy, form, and proportion. Students will develop a logical sequence connecting those basic shapes to understand their relationship in the construction of realistic figures in various positions and activities.

**FAD 307 Advanced Figure Drawing I****3 credits**

This elective course will act as a workshop for advanced students to self-evaluate their direction and determine more innovative and personal style of drawing while working directly from the human form. Students will be encouraged to work in a variety of technique and media. Students learn specific skills in figure drawing for commercial and fine art application.

**FAD 404 Painting III****3 credits**

This elective painting workshop furthers the properties of painting skills gained in Fundamentals in Design and Painting and to explore various visual and creative solutions in either acrylic or oil paint. Instructors place emphasis on the development of painting concepts, composition, and handling paint and color while developing a cohesive body of work.

**FAD 407 Advanced Figure Drawing II****3 credits**

This elective course for advanced students will continue the lessons and skills taught in Advanced Figure Drawing I. Students will be encouraged to work in a variety of technique and media. Students learn

specific skills in figure drawing for commercial and fine art application.

### **GDD 201 Visual Imaging Tools**

#### **3 credits**

This course will provide students with the opportunity to gain knowledge and skills in relationship to the latest Adobe Creative Cloud Suite. Students receive information related to the professional use of paths, masks, selections, and layer adjustments. The understanding provided in the use of the aforementioned features will allow students to expand their image editing abilities. With the enhanced tool usage presented during this class students will have the ability to better control image processing and further expand their skills in printing and prepress management.

### **GDD 202 Graphic Design I**

#### **3 credits**

This course will serve as an introduction to advertising design and the vocabularies of print design. The course examines the principles of design, design procedures, the handling of graphic tools, and the use of design related equipment. Students learn how to create interesting and complex forms based on simple forms. Students create designs from thumbnails and roughs in Mac based computer systems.

### **GDD 250 Graphic Design II**

#### **3 credits**

This course will provide students with the opportunity to further develop design concepts in creating art for magazine advertisements, media advertising, and other forms of communication. Group projects will simulate studio procedures and in turn will reinforce student confidence in a working environment. A variety of projects in Graphic Design II will increase students' working knowledge while solving client-advertising directives. Students use Adobe Creative Cloud Suite programs to produce comprehensive layouts for clients. This course will allow students to develop several finished, complex layouts, which in turn will be printed and presented as portfolio quality works. **Pre-Requisite: Graphic Design I.**

### **GDD 301 Brand Marketing**

#### **3 credits**

Students in this class will learn how to further develop their existing creative ideas into brand marketing strategies. This course will provide students with the understanding that as markets become more competitive, because of infinite choices, companies seek emotional contact with their customer base. Students develop brand-based creative to show their understanding of the link between brand messages and the emotional link of the customer base. In-class instruction will direct students in their efforts to link intelligence and insight with imagination and computer skills to produce unique portfolio pieces.

### **GDD 302 Prepress Production**

#### **3 credits**

Prepress production is the final step in print production. This course will supply students with an understanding of the offset printing process, paper stocks, inks, and special printing processes such as die lines, spot finishes, foils, and embossing. The design of this course will provide students with a survey of different files such as tiff, eps, pdf, pdf, png, and others, as well as the knowledge of when best to use a specific format. Instructors express the importance of client involvement in decision-making and the direct contact with the printer. In-class training will enable students to communicate with small and large printing vendors.

### **GDD 303 Advertising Communications**

#### **3 credits**

This course for students focusing in Graphic Design provides students with the opportunity to further develop their understanding of design concepts in creating advertising art. Students will learn how to research and design for a target audience and market. They will work in groups that simulate a studio and professional environment. This course allows students to develop several finished complex layouts that will be printed and presented as portfolio quality works.

### **GDD 402 Introduction to Animation**

#### **3 credits**

This course is an introduction to the principles of animation and related support programs, their use, and their application to create corporate communication presentations. Students will develop skills to create effective multimedia pieces for business and industry presentations. Customizing presentations using animation, multimedia, and audio will allow students to refine the skills necessary to handle motion graphics at a professional level.

### **GDD 403 Publication & Packaging**

#### **3 credits**

This course provides thorough study of Adobe InDesign as a tool to create packaging, brochures, pamphlets, newsletters, booklets, and catalogues. InDesign will interface with the Adobe Creative Suit as a



platform for package design. Critical thinking based on strong, grid-based typographic treatments will be the main tool to enable students to acquire an understanding of the design principles of the industry. A sequence of files and images will form the professional work strategies that produce portfolio worthy and industry ready pieces.

### **GDD 405 Advanced Advertising**

#### **3 credits**

This course for students focusing in Graphic Design provides students with the opportunity to explore their cumulative understanding of design concepts in creating advertising art, this course allows students to develop several finished complex layouts that will be printed and presented as portfolio quality works. The course presents current examples that highlight successful advertisements and promotional techniques as class topics for conversation and instruction.

### **GED 100 The Hussian Experience**

#### **2 credits**

First year students will be introduced to the theory and practical application of the science of creativity and how it affects their perceived success in educational pursuits. Everything Hussian students do can be viewed and experienced through the lens of being a creative person. This foundational introduction to philosophical, scientific, and critical analysis of creativity will serve as a connecting thread through students' education, allowing them to analyze and perfect their learning style. Through this context, students will be given practical information and in-class activities on how to navigate their educational and professional journeys. Coursework will include readings, written assignments, class discussions, and group projects.

### **GED 101 English 101: Composition**

#### **3 credits**

Students practice developing essays with variable emphases on purpose, subject, and audience. Lessons emphasize the construction of college level sentences and paragraphs, the revision process, research, and documentation.

### **GED 104 College Mathematics**

#### **3 credits**

In this course, students are invited to share the excitement and enjoyment of contemporary mathematical thinking. The course answers the question, "What do mathematicians do, practice, and believe in?" The use of mathematics in areas of business and industry, politics, networking, and telecommunication will be studied with the intent to develop reasoning ability, logical thinking, critical reading, and written and oral communication.

### **GED 105 Intro to Computer Science**

#### **3 credits**

This course is an introduction to computers and computer programming. Topics include the use of data types and variables, programming control constructs supported by modern languages, input/output, basic concepts of object-oriented programming (such as classes, objects, encapsulation, information hiding, and code reuse), and graphical user interfaces.

### **GED 110 History of Graphic Design**

#### **3 credits**

The course introduces a critical and analytical study of the significant events, personalities, and technological advances that have contributed to the global history of graphic design.

### **GED 111 Sustainability & The Environment**

#### **3 credits**

This is an introductory course that presents the ecological basis for the concern about sustainability. Students will also gain an understanding of the economic and social sustainability issues facing humanity that are the result of the ecological sustainability issues. An introduction to possible solutions to these issues is also presented.

### **GED 112 Intro to Chemistry**

#### **3 credits**

The course covers the following topics: matter and measurement, molecules and molecular compounds, ions and ionic compounds, chemical reaction types, stoichiometry, atomic and molecular weights, the mole, simple quantitative calculations with chemical reactions, the periodic table, nomenclature, electronic structure of atoms, simple periodic properties of the elements, chemical bonding, molecular geometry, and properties of various states of matter, acids and bases, and the basics of chemical equilibrium.

**GED 201 Critical Thinking****3 credits**

Critical thinking, which is an introduction to philosophical analysis, especially as it may be applied in context other than professional philosophy, but also including normative issues such as ethics and aesthetics.

**GED 202 Social Media and World Culture****3 credits**

Students will survey the influence social media has in shaping culture, and how, in turn, culture shapes the use of social media. This course will break down how we can communicate using digital media and the cultural ramifications of this interaction.

**GED 203 Race, Identity, and Experience in Art****3 credits**

This class explores race and ethnic relations in a global perspective. Students will discuss social, economic, and political issues associated with perception, existence, and accommodation of racial and ethnic groups within the wider society.

**GED 204 Creative Writing****3 credits**

This course will offer students the background and skills needed to write their own creative texts. Students will not only gain basic writing skills and learn fundamental rules of English grammar and syntax, but will also explore how to express verbally the stories and concepts

**GED 205 Oral Communication [CM]****3 credits**

Through instruction, examples, and class participation, students have the opportunity to develop their ability and to build confidence in public speaking, interviewing, telephone conversations, conferencing, and professional presentations. The primary purpose is to develop and to enhance communication skills to assure the students' successful dealings beyond the classroom.

**GED 206 Art History: Art of the Western World I****3 credits**

Students survey the major developments in the history of art from cave paintings to medieval art and gain an understanding and appreciation of historical periods, styles, techniques, subjects, and symbolism. Students develop an awareness of appropriate vocabulary and the terminology that describe these characteristics, and to consider how art of every period relates to relevant culture.

**GED 207 Art History: Art of the Western World II****3 credits**

Through lectures and discussion, students survey the major developments in the history of art, from the Renaissance to the Post-Modern period, to gain an understanding and appreciation of historical periods, styles, techniques, subjects, and symbolism. Students develop an awareness of appropriate vocabulary and terminology that describe these characteristics, and to consider how art of every period relates to the relevant culture

**GED 301 Professional Writing****3 credits**

The course provides intensive practice in writing and analyzing expository forms such as essay, article, proposal, and technical or scientific reports with emphasis on research related to students' major field.

**UIX 101 UX Design Fundamentals****3 credits**

This course is a survey overview of the field of UX Design. It introduces the main themes of UX beginning in an historical context. Since UX is an interdisciplinary study, our work reflects concerns from computer science, art, design, cognitive science, sociology, anthropology, philosophy, business management, entrepreneur studies and digital media. UX design requires a holistic understanding of both usability and technology, which means it is a quickly changing field. Practicing UX Design requires an understanding of how older approaches remain relevant to newer approaches. This course demonstrates that UX Design is definitely not a siloed area of study.

### **UIX 102 Design Foundation I**

#### **3 credits**

This course addresses the areas of information design, user interface design and human-centered design as they relate to aesthetics and visual design. Through the exploration of key principles, students develop an understanding of the organizational methods used in two-dimensional work. They utilize the elements and principles of design while working in black and white and color media. This course will focus on the integration of type, imagery and spatial relationships in design. Problem solving processes and research are integrated into the development, refinement and evaluation of the student projects. The work of professionals in a variety of interactive design fields is analyzed to understand the application of two-dimensional design. The importance of presentation and craftsmanship is emphasized

### **UIX 103 Organizational Behavior of Web and Mobile Apps**

#### **3 credits**

This course introduces students to the field of organizational behavior and explores the connections between organizational behavior and web/mobile apps (information technology). Organizational behavior is the study of the individual, group and organizational influences on behavior in work settings. Topics include personality, motivation, creating and maintaining strong work teams, managing organizational change, and understanding how to structure organizations. In the IT field, this topic adds to the understanding of technology design, implementation and adoption. It provides theory to better understand organizations (in general) and tech organizations (specifically). UX designers implementing web and mobile need to understand how these systems impact organizational behavior. These connections and others are explored in this course.

### **UIX 104 UX Design Tools**

#### **3 credits**

This course focuses on design software used in web and mobile app, specifically the Adobe CC suite of products: Photoshop, Illustrator, and InDesign. Topics include image manipulation, vector graphics, typography for print and screen, hand-held devices, augmented reality, and more.

### **UIX 206 Human Factors and Usability Testing**

#### **3 credits**

In this course, various methodologies will be used for evaluating the effectiveness, ease of use and success of web and mobile apps. Why is usability important? Just because nobody complains doesn't mean all parachutes are perfect. Usability testing in its most simple form is just running a design past one or more people to see if it works, if it is understandable, easy to interact with and navigate, and easy to find information on. Among the typical methods, we will use the (obvious) hallway test, to eye-tracking systems (which monitor what part of a screen people's eyes are focusing on), heat map tracking (which shows where people have clicked on a screenshot or design), and even algorithms to automatically calculate the usability level of your site (since robots will surely evaluate your web and mobile app). In this course, you learn about the strengths and weaknesses of usability testing, including what the research literature says, and how to plan, conduct and interpret the results of a usability test. You also participate in live usability test sessions and watch videotapes of interactions between participants and test administrators. Special topics such as remote testing, building usability labs, and competitive testing will be discussed based on participant interest.

### **UIX 211 Prototyping and Wireframing**

#### **3 credits**

As UX Design has matured, so has the importance of creating prototypes for web and mobile apps using both paper prototyping techniques and software tools. Prototyping and wireframing are key strategies in the UX design process. A prototype can be used to sell ideas, create a shared vision, test and refine an interface, and provide the development team with exact specifications. In this course, you'll learn what types of prototypes work best at different stages in the design process and will identify the appropriate level of fidelity required in your prototype. Also covered will be practical aspects of scheduling and ownership of prototyping. Software used for this course include: Balsamiq's Mockups and InVision's Prototyping.

### **VCD 202 Anatomy for Illustrators**

#### **3 credits**

This is a required course for Illustrators. In this class, students will examine the physical form of human anatomy in two main ways. First, they will observe large structures of the body in a general way and draw them from a live model. This will require an accurate transcription of proportions and internal relationships to the drawing paper. Second, students examine in detail specific physical structures, showing relationships of bone and muscle, using the skeleton. The goal is to produce drawings of visual integrity with high levels of descriptive material that reveal the mass and movement of muscle and bone within the figure. The course will also be a forum for the study of changing concepts of "ideal physical bodies" throughout history. This combined study of the "ideal human form" and "normal human form" will provide the student with a firm basis for advanced work with the figure.

**VCD 403 Editorial Illustration****3 credits**

This class will explore imagery that supports the written word. The field of editorial art brings the illustrator into a close partnership with writer and editor. In this relationship, the illustrator's role is to attract the reader, clarify concepts, give visual shape to abstract ideas, and emphasize opinion. Students complete several editorial assignments in the same manner as professionals typically receive them. After receiving instruction, art direction, and reading text, they respond with appropriate concept drawings. These drawings develop into the final piece. Editorial assignments cover a broad spectrum of contemporary issues featured in current magazines and newspapers. The goal is for students to create provocative illustrations that capture the attention of the reader.

**VCD 410 Career Development for Illustrators I****3 credits**

Through a variety of assignments, demonstrations, and discussions, students will explore the career options of the professional illustration market. Critical thinking will be encouraged to transform complex ideas into simple, visual presentations. The forms of concept development will be explored from intensive preliminary stages to finished comprehensives. The importance of typography, collaboration, and communication will be emphasized.

**VCD 101 Introduction to Illustration I****3 credits**

This course introduces topics in the development of narrative imagery, the illusion of objects in space, typography, and their combined potential for communication. Illustration procedures focus on developing visual awareness, generating ideas, and personal approaches to the solution of visual problems. Starting with the simplest black and white silhouette forms, the course builds in graduated steps toward more complex image creation in full color. The course stresses strong drawing and design principles. Students learn through lectures, in-class tutorials and coursework, in a variety of visual and procedural approaches for meeting assignment goals. At the end of this course, students will have created a group of images that solve specific visual problems.

**VCD 102 Introduction to Illustration II****3 credits**

This course concentrates on the development of narrative imagery, the illusion of objects in spaces, typography, and their combined potential for communication. Illustration procedures focus on developing visual awareness, generating ideas, and personal approaches to design solutions. Starting with the simplest B/W silhouette forms, the course builds in graduated steps toward more complex image creation in full color. This course stresses strong drawing and design principles. Students learn through lectures, in-class tutorials, and coursework, in a variety of visual and procedural approaches for meeting assignment goals. At the end of this course, students will have created a group of images that solve specific visual problems.

**VCD 201 Intermediate Illustration I****3 credits**

This course focuses on development of narrative imagery. Exploration of additional design elements and techniques will enlarge students' visual vocabulary. Emphasis will be placed on individual research, composition, mood, character development, manuscript interpretation, and visual impact. Additional focus will be on developing skills to work with team members such as art directors, producing finished art, and generating professional output.

**VCD 250 Intermediate Illustration II****3 credits**

This course concentrates on further development of narrative imagery initiated in previous Illustration coursework. Advanced design elements and techniques are explored to enlarge students' visual vocabulary. Emphasis will be placed on individual research, composition, mood, character development, manuscript interpretation, and visual impact. The focus will be on encouraging the development of team skills while cultivating a personal approach to finished art and generating professional output. Pre-Requisite: Intermediate Illustration I.

**VCD 301 Perspective****3 credits**

This elective course is highly recommended for those students that are interested in an Illustration concentration. The class concentrates on traditional perspective drawing and the management of "measured space" on a flat surface. Understanding perspective is a key skill that enables an illustrator to design an image that successfully creates the illusion of reality. Students learn the management of complex images with a single horizon line. They will coordinate objects within the same frame of reference to produce a realistic image with unified visual impact. An understanding of perspective is critical for game design and animation as well as other forms of illustration. Throughout the term, students will create a group of drawings that depict a variety of objects in different perspectives.

**VCD 401 Illustration Concentration I****3 credits**

Students who have chosen Illustration as their academic concentration design a project related to their personal career objectives and portfolio. The student's choice of style or approach to visual form should be well suited to his or her chosen subject. This course also encourages the use of computer programs for the development of pure digital illustration, or a hybrid of traditional and digital imagery for use in individual portfolio and career objectives.

**VCD 450 Illustration Concentration II****3 credits**

Students continue to develop thesis work started in Illustration Concentration I. This course also encourages the use of digital tools for the development of pure digital illustration, or a hybrid of traditional and digital illustration. Each student will continue work on a consistent body of work of his or her chosen thesis subject. At the conclusion of the term, work of professional caliber is expected and will be displayed in a public venue.

# Course Descriptions

## COURSES FOR CODING PROGRAMS

### **HBE 102 Basic Back End Development**

#### **6 credits**

Front end developers are limited in their impact. By scripting code on a server, web pages can interact with data sources and services both contained on the server and externally. The development environment is expanded to include coding in object oriented programming languages and server debugging techniques. Instruction assumes no prior object oriented programming language knowledge and covers introductory concepts and syntax. More advanced topics including extensive object oriented programming and data communication.

### **HBE 202 Advanced Back End Development**

#### **6 credits**

As environments become more complex, so does managing their deployment. Various strategies are explored including creating virtual machines and using cloud services. Additional cloud technologies are explored. In addition, project lifecycle issues are discussed. To complete the training, an alternative development environment is introduced. Finally, students review topics that could be brought up in a technical interview.

### **HBE 401 Advanced Back End Development**

#### **6 credits**

As environments become more complex, so does managing their deployment. Various strategies are explored including creating virtual machines and using cloud services. Additional cloud technologies are explored. In addition, project lifecycle issues are discussed. To complete the training, an alternative development environment is introduced. Finally, students review topics that could be brought up in a technical interview.

### **HBE 402 Basic Back End Development HBE**

#### **6 credits**

Front end developers are limited in their impact. By scripting code on a server, web pages can interact with data sources and services both contained on the server and externally. The development environment is expanded to include coding in object oriented programming languages and server debugging techniques. Instruction assumes no prior object oriented programming language knowledge and covers introductory concepts and syntax. More advanced topics including extensive object oriented programming and data communication.

### **HFS 102 Basic Front End Development**

#### **6 credits**

Acquire the skills to become a front-end web developer by starting with static content creation including basic HTML tags, beginner and advanced Cascading Style Sheets (CSS). As well as responsive design utilizing multiple front end libraries. An Integrated Development Environment (IDE) is introduced to improve development efficiency. Debugging skills are discussed as well as the ability to handle various photo and video formats. Finally, wire framing concepts and tools are covered to automate the creation of prototypes.

### **HFS 202 Advanced Front End Development**

#### **6 credits**

With an understanding of static tags and basic interactivity, more complicated programming concepts are introduced. Manipulation of web page structure is illustrated through JavaScript as well as with front end libraries and technologies. Learn how to minimize the effort of large CSS files, customizing user experiences through cookies as well as testing, code deployment, code efficiency, and managing web site content. Processing video and photo files from post-capture to web delivery is explained.

### **HFS 401 Advanced Front End Development HFS 401**

#### **6 credits**

With an understanding of static tags and basic interactivity, more complicated programming concepts are introduced. Manipulation of web page structure is illustrated through JavaScript as well as with front end libraries and technologies. Learn how to minimize the effort of large CSS files, customizing user experiences through cookies as well as testing, code deployment, code efficiency, and managing web site content. Processing video and photo files from post-capture to web delivery is explained.

**HFS 402 Basic Front End Development****6 credits**

Acquire the skills to become a front-end web developer by starting with static content creation including basic HTML tags, beginner and advanced Cascading Style Sheets (CSS). As well as responsive design utilizing multiple front end libraries. An Integrated Development Environment (IDE) is introduced to improve development efficiency. Debugging skills are discussed as well as the ability to handle various photo and video formats. Finally, wire framing concepts and tools are covered to automate the creation of prototypes.

**HPR 402 Programming Languages****5 credits**

This three week extension course reinforces programming paradigms taught during the 15-week Full Stack Web Development Certificate program, extending the educational constructs through teaching an additional coding language. Each individual coding languages' strong data types and scoping rules require an additional level of discipline by the developer. Learning the additional language also simulates real world situations where developers are required to adapt their skills to new technologies. The course extension is heavily hands-on with many short lectures followed with practical programming exercises where the students code solutions to reinforce what they learned during the lecture. Instructors review solutions and demonstrate one or more approaches to solving the exercise.

**HUX 201 UI/UX Advanced****6 credits**

This advanced UI/UX course provides comprehensive coverage of user experience (UX) and user interface (UI) design focused, but not limited to, web development. Some coverage of mobile UI/UX development is covered. Students continue to learn the characteristics of good UI/UX through practical examples. They learn various testing techniques including A/B testing, UI testing, and usability testing. Students learn specific issues for specialized domains such as children, seniors, and people with disabilities. Students also study various case studies across multiple domains to see the concepts of both the beginner and advanced classes in the real world. Students finish the class working on an extensive capstone project, putting the concepts learned in class into action.

**HUX 102 UI/UX Basic****6 credits**

This beginner UI/UX course provides comprehensive coverage of user experience (UX) and user interface (UI) design focused, but not limited to, web development. Some coverage of mobile UI/UX development is covered. No previous domain specific knowledge is assumed, but a general familiarity with the Internet is a must. Students learn the characteristics of good UI/UX through practical examples. They learn the development process from the inception of ideas, the iterative process of creating and sharing low fidelity mockups and the creation of interactive prototypes without the use of coding. Students also learn the building blocks of user interfaces and in which situations to apply them.

# Course Descriptions

## COURSES FOR ALLIED HEALTH PROGRAMS

### **BCS100 Reimbursement and Coding**

#### **4 Quarter Credits**

This course is designed for students who plan to seek employment in the medical reimbursement and coding field. Students are introduced to responsibilities for a reimbursement specialist including third-party payers, coding, coding software and collections. Prerequisite: None.

### **BCS111 Anatomy & Physiology for Reimbursement**

#### **4 Quarter Credits**

This course introduces the student to medical terminology as well as anatomical structures and their functions. This course presents the student with prefixes, suffixes and acquaints the students with word building. The course introduces body systems, root words, and medical terms. The course provides the students with the basic knowledge of body systems. The course assists in their understanding of the structure and function of the systems and how they relate to the disease process. Prerequisite: Medical Terminology, MED103

### **BCS115 Technology in the Medical Office**

#### **4 Quarter Credits**

This course is designed to prepare the student for entry-level work in the medical setting utilizing medical office management software. The student will be introduced to the patient billing cycle, patient check-in and check-out, patient data entry, insurance verification, charge posting, payment posting, appointment scheduling, paper and electronic claims submission, electronic health record usage and HIPAA compliance. Students will participate in competency-based skill-building electronic activities associated with the medical field. Prerequisite: None.

### **BCS161 ICD**

#### **4 Quarter Credits**

ICD introduces the student to medical coding utilizing the International Classification of Diseases and the ICD- 10-PCS. This course develops basic ICD coding skills and encompasses inpatient and outpatient official coding guidelines, coding convention usage, beginning level case coding, sequencing and inpatient procedure code development. Prerequisite: Medical Terminology, MED103.

### **BCS162 Procedural Coding**

#### **4 Quarter Credits**

This course categorizes the different sections of the CPT Coding Manual, examines the official coding guidelines for each chapter, and introduces the students to coding for professional services in the ambulatory and outpatient settings. This course provides for extensive coding practice and covers ethical reimbursement issues. Prerequisite: ICD, BCS161.

### **BCS163 Modifiers and Intermediate Coding**

#### **4 Quarter Credits**

This course provides an in-depth examination of the use of HCPCS modifiers and provides the student with intermediate level coding practice. The extensive practice requires the student to study intermediate level cases, abstract necessary information, and code utilizing ICD and HCPCS code sets. Prerequisite: Procedural Coding, BCS162.

### **BCS165 Coding Clinic**

#### **4 Quarter Credits**

This course provided the student with a virtual medical office simulation. The student has to apply classroom theory to on-the-job scenarios. The simulation provides for appointment setting, claims submission, patient billing and case coding. Prerequisites: ICD, BCS161 and Procedural Coding, BCS162



**BCS232 Surgical Procedure Coding****4 Quarter Credits**

This course provides an in-depth examination of the use of HCPCS modifiers and provides the student with intermediate level coding practice. The extensive practice requires the student to study intermediate level cases, abstract necessary information, and code utilizing ICD and HCPCS code sets. Prerequisites: ICD, BCS161 and Procedural Coding, BCS162, which may be taken concurrently.

**BCS233 Medical Office Management****4 Quarter Credits**

This course provides the student with the necessary skills to assume a management position in a medical office, or billing and coding department. The course covers personnel management, documentation management, marketing and financial management, and OSHA requirements. Prerequisite: None.

**BCS261 Reimbursement Methodology****4 Quarter Credits**

This course covers the billing cycle and introduces the student to the different payers. As well, the course covers HIPAA/HITECH, Privacy, Security and Electronic Health Care Transactions/Code Sets/Breach Notification rules. The course provides extensive practice in payment calculation, processing payments and EOB interpretation. Prerequisite: Reimbursement and Coding, BCS100.

**BCS262 Claims Production****4 Quarter Credits**

This course is designed to provide students with a foundation of understanding in the hospital billing and coding process. The billing process covers the UB-04 (CMS 1450, 837I) and the individual form locators. In addition, the coding process covers inpatient procedural coding utilizing the ICD-10-PCS.

**BCS265 Comprehensive Coding****4 Quarter Credits**

This course requires the student to analyze, interpret, and abstract medical information necessary to assign the correct codes for highly advanced ICD and HCPCS cases. The advanced case coding is necessary for certification preparation. This course provides a mock examination to evaluate the level of expertise. Prerequisite: Modifiers and Intermediate Coding, BCS163.

**CIS106 Computer Applications****4 Quarter Credits**

This is an introductory course designed to acquaint the successful student with the world of microcomputer applications in business, industry, education, and home use. During this course, the successful student will be introduced to Microsoft Office Products such as Word, Excel, Access, and PowerPoint. Prerequisite: None.

**ENG101 General English****4 Quarter Credits**

This introductory course in effective college-level composition introduces a variety of writing situations and effective ways of composing, developing, outlining, revising, editing, and using research skills. Prerequisite: None.

**INT122 Professional Seminar and Internship****4 Quarter Credits**

This course is designed to help students gain additional practical work experience, further enhance their job skills, and promote valuable networking contacts through an additional internship with a local business, agency, or community organization. This course reviews additional business protocol, professional communication, work ethics and problem-solving skills through an additional professional seminar. Prerequisite: Student must be in the next to last quarter of study.

**INT143 Professional Seminar and Internship****4 Quarter Credits**

This course is designed to help students gain practical experience, enhance their job skills, and discover valuable networking contacts with a local business, agency, or community organization. This course reviews business protocol, professional communication, work ethics, and problem-solving skills through a professional seminar. Prerequisite: Student must be in the last quarter or next-to-the last quarter of study.

**INT145 Internship II****4 Quarter Credits**

This course is designed to help students gain practical experience, enhance their job skills, and discover valuable networking contacts with a local business, agency, or community organization. This course reviews business protocol, professional communication, work ethics, and problem-solving skills through a professional seminar. Prerequisite: Student must be in the last quarter or next-to-the last quarter of study.

**MED103 Medical Terminology****4 Quarter Credits**

Medical Terminology presents students with prefixes, suffixes, and acquaints the students with medical word building. The course introduces body systems, word roots, medical terms, and teaches students to recognize widely used terms, their meanings and spellings. Prerequisite: None.

**MED153 Anatomy & Physiology I****4 Quarter Credits**

This course is designed to provide the student with the basic knowledge of the anatomy of the body to assist in their understanding of how the structure of the body has an impact on the body as a whole and to assist the student in understanding of the structure of the body as related to the disease process. Prerequisite: Medical Terminology, MED103.

**MED154 Anatomy & Physiology II****4 Quarter Credits**

This course consists of anatomy and physiology of the cardiovascular, immune, digestive, respiratory, urinary, and reproductive systems functions during health and disease. Prerequisite: Anatomy & Physiology I, MED153.

**MED188 Medical Office Procedures/Emergencies****4 Quarter Credits**

This course will prepare the student with skills to work in a medical office. This includes such clinical procedure skills as: vital signs (temperature, pulse, respiration, and blood pressure), and patient examination room preparation such as patient positioning and patient draping. Students will learn professional cardiopulmonary resuscitation and receive their certification. In addition, students begin acquiring administrative medical office skills such as scheduling, filing, office communication, and patient records. Prerequisite or Concurrent: Medical Terminology, MED103.

**MED227 Electronic Medical Records and Reimbursement****4 Quarter Credits**

This course is designed to introduce the student to Electronic Health Records and medical insurance. Students will learn to create and maintain a patient chart with practice entering patient data as well. Application of HIPAA privacy policy in the medical office is reviewed. An introduction to the basic concepts of medical coding and reimbursement, including ICD and CPT codes and claim preparation, are also included. Several types of insurances such as Blue Cross/Blue Shield, Medicare, TRICARE, and Workers Compensation are introduced. Prerequisite: None.

**MED250 Exam Room Procedures****4 Quarter Credits**

This course is designed to provide students with the basic procedures of preparation of a patient in the examining room and assisting the physician with the general and specific examinations. This course reviews how to take vital signs and other vital measurements. Return demonstrations are required. Prerequisite: None.

**MED255 Pathophysiology****4 Quarter Credits**

Pathophysiology is a study of the basic pathophysiologic process of the human body with emphasis on the anatomic systems and disease entities. Prerequisites: Anatomy & Physiology II, MED154.

**MED266 Pharmacology****4 Quarter Credits**

This course teaches routes of drug delivery, drug indications, actions, and contradictions. Included are common medications such as analgesics, antihypertensives, antianginal, calcium blockers, and antibiotics. Prerequisite: None.

**MED288 Medical Office Administration****4 Quarter Credits**

This course offers students extensive practice and training as a medical receptionist, in preparing appointment records, compiling patient records, billing, simple accounting, and banking responsibilities. Prerequisite: Electronic Medical Records and Reimbursement, MED227.

**MED292 Laboratory Procedures****4 Quarter Credits**

This course will prepare the student to perform routine specimen collections in the clinical laboratory. This will include venipuncture, skin puncture, and urine drug screen collections. In addition, the student will be given the necessary instruction for an understanding of the most common laboratory tests ordered, including laboratory department, specimen requirements, proper handling and complications/consequences of improper collection. Prerequisite: Medical Terminology, MED103

**MED294 Cardiac Monitoring and Procedures****4 Quarter Credits**

This course is an introduction to the anatomy/physiology of the cardiac cycle, the electrical system of the heart. The student will be introduced to the normal sinus rhythm, atrial arrhythmia, junctional rhythm, ventricle rhythm. The student will be introduced to 12 lead EKG lead attachment. Prerequisite: None.

**MED295 Medical Law and Ethics/Exam Room Prep****4 Quarter Credits**

This course is designed to provide a review for the graduating student and prepare the student for a comprehensive certification examination. This course will review Anatomy and Physiology, with the understanding of the human body structures, systems, and functions. This course will review Pathophysiology with the understanding of the disease processes, treatments, and contraindications. Review of emergency preparedness such as first-aid techniques, shock, myocardial infarction, and environmental emergencies will be provided. This course covers review of federal and state laws regarding malpractice, negligence, HIPAA, and the Good Samaritan Law. This course will review medical office interpersonal communications, completing and submitting various insurance forms, and office management exercises. This course will include an overview of Pharmacology. Prerequisite: This course should be taken in the student's last term.

**SFS130 Professional Seminar****1 Quarter Credit**

In this course students will identify, acquire, and apply skills that are required in order to be successful in attaining gainful employment. This course is designed to identify the values and skill sets students currently possess, analyze and improve these skills, and align these skills with a chosen career field. Throughout this course, there will be the development of professional documents necessary to gain employment in the chosen career field, as well as enhance communication and interviewing skills. This course has the objective of the development of numerous skills in order to prepare students to be prepared to successfully gain employment post-graduation.

**SFS141 Strategies for Success****3 Quarter Credits**

This course is designed to help students build the academic, technological, and personal skills necessary for success during their time as Daymar College students and beyond. An introduction to important processes associated with the Daymar student experience are central as well. Essential skills developed in this course include, but are not limited to, effective use of digital resources (including the College's Learning Management System), library databases and the Learning Resource Center, and distance learning strategies. Academic proficiencies include reading and memory skills, note making methods, test taking strategies, and developing information competency, all in keeping with our digital age. Students will be exposed to productivity essentials, self-awareness and self-management, problem solving, and developing a professional orientation, each crucial to personal growth and success.

## Student Bill of Rights

This document outlines your rights according to the Sexual Violence Education at Institutions of Higher Education Act, should you become a victim of sexual violence.

The College understands the trauma connected with being a victim of sexual violence and promises complete confidentiality of any information you provide to a school administrator. We also promise that we will assist you in notifying any outside individuals or agencies if you so choose.

**You** have the right to notify the following individuals or agencies if you are a victim of sexual violence.

School administrator responsible for dealing with sexual violence:

- Please contact the Dean of Academic Affairs at the campus.
- Building Security can be reached at the front desk or by phone.
- Contact Police: 911

**You** have the right to request assistance from the College to make these notifications.

**You** have the right to obtain an order of protection, no contact order, restraining order, or similar lawful orders issued by a criminal or civil court, or enforce an order already in existence.

**You** have the right to request that prompt disciplinary proceeding be initiated against the accused.

**You** have the right to be notified of the outcome of any disciplinary actions against the accused.

**You** have the right to be notified of any options of changing your academic or campus living situation.

**You** have the right to have others present during disciplinary proceeding or other related meetings.

# Annual FERPA Notice

## **FERPA Policy**

The Family Educational Rights and Privacy Act of 1974, as amended (the “Act”), is a federal law which requires that Hussian College (a) establish a written institutional policy setting forth the rights granted by the Act, and (b) make available a statement of procedures covering such rights. The College shall maintain the confidentiality of Education Records in accordance with the provisions of the Act and shall accord all the rights under the Act to eligible students who are or have been in attendance at the College.

## **PERSONS PROTECTED**

The rights of privacy provided herein are accorded to all students who are or have been in attendance at the College. The rights do not extend to persons who have never been admitted to the College. A student who has been in attendance at one component of the College does not acquire rights with respect to another component of the College to which the student has not been admitted. A “component” is an organizational unit which has separately administered admissions and matriculation policies and separately maintains and administers Education Records.

## **RIGHTS OF INSPECTION**

The Act provides students with the right to inspect and review information contained in their Education Records, to challenge the contents of those Records which students consider to be inaccurate, misleading, or otherwise in violation of their privacy or other rights, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their Education Records if the decision of a hearing officer or panel is unacceptable. The Registrar of Hussian College has been assigned the responsibility to coordinate the inspection and review procedures for Education Records.

## **EDUCATION RECORDS: DEFINITION**

The term “Education Records” encompasses all recorded information, regardless of medium, which is directly related to a student and which is maintained by the College. Education Records include, but are not limited to, admissions, personal, academic, certain personnel, financial aid, cooperative education, and placement records, and may also include appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the College community. The term “Education Records” does not include the following:

- a. Records of instructional, supervisory, and administrative personnel, and ancillary educational personnel that are in the sole possession of the maker and are not accessible or revealed to any other individual except a substitute who may temporarily perform the duties of the maker;
- b. Records of a law enforcement unit of the College which are maintained separate from Education Records, are maintained solely for law enforcement purposes, and are not disclosed to individuals other than law enforcement officers of the same jurisdiction, provided that Education Records of the College may not be disclosed to the law enforcement unit;
- c. Records relating to individuals who are employed by the College that are made and maintained in the normal course of business, relate exclusively to individuals in their capacity as employees and are not available for another purpose.  
*Note:* Employment records of persons who are employed solely as a consequence of College attendance, e.g., teaching/graduate assistants, work study students, student interns, are Education Records.
- d. Records created and maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, acting or assisting in a professional capacity, such as student health records, to be used solely in connection with the provision of treatment to the student and not disclosed to anyone other than for treatment purposes, provided that records may be disclosed to a physician or professional of the students’ choice.  
*Note:* Treatment in this context does not include remedial education activities or other activities which are part of the program of instruction at the School.
- e. Records of an institution which contain only information relating to a person after that person is no longer a student at the institution; e.g., accomplishments of alumni.

## **REQUEST FOR REVIEW**

Students who desire to review their Education Records must present a written request to the Registrar's Office, listing the item or items to be reviewed. Only those Education Records subject to inspection under this policy will be available for review. The items requested which are subject to review shall be made available for review no later than 45 calendar days following receipt of a written request. Students have the right to a copy of an Education Record which is subject to review when failure to provide a copy of the Record would effectively prevent the student from inspecting and reviewing the Education Record, as determined in the reasonable discretion of the College. A copy of an Education Record otherwise subject to review may be refused if a "hold" for non-payment of financial obligations exists. Copies shall be made at the student's expense. The fee for making copies of an Education Record is \$1 per page and must be paid at the time copies are requested.

## **LIMITATIONS ON STUDENT RIGHTS**

There are some limitations on the rights to inspect Education Records. Students shall have no right of inspection or review of:

1. Financial information submitted by their parents;
2. Education Records containing information about more than one student. In such a case the College will permit access only to that part of the Education Record pertaining to the inquiring student.

## **WAIVER OF STUDENT RIGHTS**

A student may waive any or all of his/her rights under this Policy. The College does not require waivers and no institutional service or benefit shall be denied a student who fails to supply a waiver. All waivers must be in writing and signed by the student. A student may waive his/her rights to inspect and review either individual documents (e.g., a letter of recommendation) or classes of documents (e.g., an admissions file). The items or documents to which a student has waived his/her right of access shall be used only for the purpose for which they were collected. If used for other purposes, the waiver shall be void and the documents may be inspected by the student. A student may revoke a waiver in writing, but by revoking it, the student does not retain the right to inspect and review documents collected while the waiver was validly in force.

## **CONSENT PROVISIONS**

No person outside of the College shall have access to, nor shall the College disclose any personally identifiable information from a student's Education Records without the written consent of the student. The consent must specify the Education Records to be disclosed, the purpose of the disclosure, the party or class of parties to whom disclosure may be made, and must be signed and dated by the student. A copy of the Education Record disclosed or to be disclosed shall be provided to the student upon request.

There are exceptions to this consent requirement. The College reserves the right, as permitted by law, to disclose Education Records or components thereof without written consent to:

- a. "school officials" who have a "legitimate educational interest." "school officials" shall mean any person employed or engaged by the College in an administrative, supervisory, academic, or support staff position; officer of the College or a member of the Board of Directors; or, person or entity employed by or under contract with the College to perform a special task (e.g., attorney, auditor, or collection agent). "Legitimate educational interest" shall mean any authorized interest, or activity undertaken in the name of the College for which access to an Education Record is necessary or appropriate to the proper performance of the undertaking, and shall include, without limitation: performing a task that is specified in or inherent to any school official's position description or contract; performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid; and maintaining the safety and security of the Hussian campus and facilities.
- b. Officials of other educational agencies or institutions in which a student seeks to enroll.
- c. Officials of other educational agencies or institutions in which the student is currently enrolled.
- d. Persons or organizations providing student financial aid in order to determine the amount, eligibility, conditions of award, and to enforce the terms of the award.
- e. Accrediting organizations carrying out their accrediting functions.
- f. Authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, and state or local educational authorities, only if the information is necessary for audit and evaluation of federal, state, or locally supported programs and only if such agencies or authorities have a policy for protecting information received from re-disclosure and for destroying such information when it is no longer needed for such purposes (unless access is authorized by federal law or student consent).

- g. State or local officials to whom disclosure is required by state statute adopted prior to November 19, 1974.
- h. Organizations conducting studies for or on behalf of educational agencies or institutions to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction, so long as there is no further external disclosure of personally identifiable information and the information is destroyed when no longer necessary for the projects.
- i. Persons in order to comply with a judicial order or a lawfully issued subpoena, provided a reasonable effort is made to notify the student in advance of compliance.
- j. Appropriate persons in a health or safety emergency if the information is necessary to protect the health or safety of the student or other individuals.
- k. An alleged victim of any crime of violence (as that term is defined in section 16 of title 18, United States Code), but only the results of any disciplinary proceeding conducted by the College against the alleged perpetrator of such crime with respect to such crime.
- l. With respect to appropriate information concerning disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the College community, to teachers and school officials within the agency or institution who the agency or institution has determined have legitimate educational interests in the behavior of the student or to teachers and school officials in other colleges who have been determined to have legitimate educational interests in the behavior of the student.
- m. To the Attorney General of the United States or his designee in response to an ex parte order, based on "specific and articulable facts" that the education records sought are relevant, in connection with the investigation or prosecution of terrorist crimes.

With respect to items b. and c., above, the student shall be entitled to receive a copy of any disclosed Education Record upon request.

#### **INSTITUTIONAL RECORD OF DISCLOSURE**

The College shall keep a written record of all Education Record disclosures and the student shall have the right to inspect such record. The record shall include the names of parties or agencies to whom disclosure is made, the legitimate reason for the disclosure, and the date of the disclosure. No record of disclosure shall be required for those disclosures made to a student for his/her own use, disclosures made with the written consent of a student, disclosures made to a "school official" with a "legitimate educational interest," disclosures of "Director Information," for disclosures to persons or parties identified in the section entitled "Consent Provisions," item 6, for purposes of auditing the College's recordkeeping practices, or disclosures made to federal law enforcement officials in connection with a terrorist investigation.

Records of disclosure prepared pursuant to this section or the following section shall be subject to review only by the student, the custodian and his/her/its staff, "school officials" as defined in the section titled "Consent Provisions," item 1, and federal, state, or local government officials conducting audits of compliance by the College with the Act.

#### **RE-DISCLOSURE OF STUDENT RECORDS**

Any disclosure of Education Records authorized under this Policy (whether with or without student consent) shall be made on the conditions that the recipient shall not re-disclose the Education Records without consent or authorization as required herein, and shall not permit or condone any unauthorized use.

Authorization for re-disclosure, without consent, for purposes and to persons and parties permitted by law, may be given to a person or party designated in the section titled "Consent Provisions," above, provided such authorization must include a record of:

1. The name of the person or party to whom re-disclosure can be made; and
2. The legitimate interests which the additional person or party has for receiving the information and the purposes for which it may be used.

Such re-disclosures must be on the conditions set forth in the first paragraph of this section.

## **DISCLOSURE OF DISCIPLINARY PROCEEDINGS TO ALLEGED VICTIMS OF CRIMES OF VIOLENCE AND NON-FORCIBLE SEX OFFENSES**

The College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## **DIRECTORY INFORMATION**

In its discretion, the College may disclose, publish, or provide Directory Information concerning a student without consent or a record of disclosure. Directory Information shall include: a student's name, address, telephone number, email address, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and College level. An individual student currently enrolled may request that such Directory Information not be disclosed by completing a nondisclosure form available in and deliverable to the Student Services Office. Prior to receipt by the Registrar's Office of a nondisclosure form, a student's directory information may be disclosed. Alumni may request non-disclosure of Directory Information concerning them at any time. Such request will be honored continuously.

## **CHALLENGE OF CONTENTS OF EDUCATION RECORDS**

Any student who believes that his/her Education Records contain information that is inaccurate or misleading or is otherwise in violation of his/her privacy or other rights may discuss his/her concerns informally with the Registrar's Office. If the decision of the Registrar's Office is in agreement with the student's request, the appropriate Education Records shall be amended and the student shall be notified in writing of the amendment. If the decision is not in agreement, the student shall be notified within thirty (30) calendar days that the Education Records will not be amended and the student shall be notified by the officer or official of the student's right to a hearing.

Student requests for a formal hearing must be made in writing within forty-five (45) calendar days after receipt of the notice from the Registrar's Office. Within fifteen (15) calendar days after receipt of the written request the Registrar's Office shall notify the student of the date, time, and place of the hearing which shall not be held sooner than fifteen (15) calendar days after issuance of said notice.

The student shall be afforded a full and fair opportunity to present evidence relevant to the issue(s) raised. If the student desires, he/she may be assisted or represented at the hearing by one or more persons of his/her choice, including an attorney, at the student's expense.

The hearing shall be conducted by a person (or persons) designated by the Registrar's Office who does not have direct interest in the outcome of the hearing. The decision of the hearing officer or panel shall be final, shall be based solely on the evidence presented at the hearing, and shall be in writing, summarizing the evidence and stating the findings of fact and conclusions which support the decision. The written report shall be mailed to the student and any concerned party no later than thirty (30) calendar days after the date of the hearing.

If the hearing officer or panel determines that the Education Records at issue are inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the Education Records shall be amended in accordance with the decision and the student shall be so informed in writing.

If the hearing officer or panel determines that the Education Records at issue are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the student may place in the Education Records a statement commenting on the information in the Education Records, or a statement setting forth any reasons for disagreeing with the decision of the hearing officer or panel. The statement shall be placed in the Education Records and shall be maintained as part of the Education Records so long as the Education Records are maintained and shall be disclosed whenever the Education Records in question are disclosed.

Note: Rights of challenge cannot be used to question substantive educational judgments which are correctly recorded (e.g., course grades with which the student disagrees).

A student who believes that the determination made concerning his/her challenge was unfair or not in keeping with the provisions of this Policy or the Act may request, in writing, assistance from the Dean of Academic Affairs of the College to aid him/her in filing a complaint with the Family Policy and Regulations Office, U.S. Department of Education, 400 Maryland Avenue, Washington, D.C. 20202-46045.



**DESTRUCTION OF RECORDS**

Once a student has requested access to his/her Education Records, such Records shall not be destroyed until inspection and review have been provided or, if denied, until all complaint proceedings have been completed. Subject to the foregoing condition, the obligation to maintain student statements of clarification exists only so long as the underlying Education Records are maintained. Subject to other applicable laws, polices, or regulations, the College reserves the right to dispose of Education Records when it deems appropriate.

# School Calendar 2022 - 2023 – Undergraduate Degree Programs

## First Semester

New Student Orientation	Friday, August 19, 2022
Returning Student Orientation	Friday, August 19, 2022
Classes begin	Monday, August 22, 2022
Labor Day Holiday (no classes)	Monday, September 5, 2022
Veterans Day Holiday (no classes)	Friday, November 11, 2022
Thanksgiving Break (no classes)	Thursday, November 24, 2022 through Sunday, November 27, 2022
Finals	Monday, December 12, 2022 through Friday, December 16, 2022
Winter Break	Saturday, December 17, 2022 through Wednesday, January 4, 2023

## Second Semester

New Student Orientation	Wednesday, January 4, 2023
Classes begin	Thursday, January 5, 2023
Martin Luther King Holiday (no classes)	Monday, January 16, 2023
Spring Break (no classes)	Saturday, March 4, 2023 through Sunday, March 12, 2023
Finals	Friday, April 28, 2023 through Thursday, May 4, 2023

## School Calendar – Diploma Allied Health Programs Billing & Coding Specialist Medical Assisting - Clinical 2021-2022

Term Dates	Breaks & Holidays
<b>Start:</b> May 4, 2022 <b>End:</b> June 15, 2022	5/30/22; 6/16/22
<b>Start:</b> June 17, 2022 <b>End:</b> July 29, 2022	7/4/22; 7/30/22 through 7/31/22
<b>Start:</b> August 1, 2022 <b>End:</b> September 12, 2022	9/5/22; 9/13/22
<b>Start:</b> September 14, 2022 <b>End:</b> October 25, 2022	None
<b>Start:</b> October 26, 2022 <b>End:</b> December 9, 2022	11/11/22; 11/24/22 through 11/27/22; 12/10/22 through 12/11/22
<b>Start:</b> December 12, 2022 <b>End:</b> January 31, 2023	12/24/22 through 1/2/23; 1/16/2023

## 2021 Hussian College Graduation and Employment Outcomes

Campus	Program & Credential	Based on Students Who Started the Program:	# of Students Starting	Graduation Rate	Employment Rate
Philadelphia	Back End Web Development (Certificate)	10/2018-9/2019	N/A	*no students started	*no students started
Philadelphia	Enhanced Front End Web Development (Certificate)	4/2019-3/2020	25	52%	23%
Philadelphia	Enhanced Full Stack Web Development (Certificate)	3/2019-2/2020	N/A	*no students started	*no students started
Philadelphia	Full Stack Web Development (Certificate)	4/2019-3/2020	N/A	*no students started	*no students started
Philadelphia	Billing & Coding Specialist (Diploma)	10/2018-9/2019	N/A	*no students started	*no students started
Philadelphia	Dental Assisting (Diploma)	10/2018-9/2019	N/A	*no students started	*no students started
Philadelphia	Medical Assisting – Clinical (Diploma)	10/2018-9/2019	N/A	*no students started	*no students started
Philadelphia	Art (Bachelors)	4/2016-3/2017	16	31%	75%
Distance Education	Enhanced Front End Web Development (Certificate)	4/2019-3/2020	N/A	*no students started	*no students started
Distance Education	Art (Bachelors)	4/2016-3/2017	N/A		

				*no students started	*no students started
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Employment Rate Methodology

Hussian College, Inc. calculates an Employment Rate for each program using a formula specified by its institutional accreditor, the Accrediting Commission for Career Schools and Colleges (ACCSC). The employment rate formula uses a cohort of students who began school during a 12-month reporting period specified by ACCSC, as the denominator. The reporting period is dependent upon the length of the program. Graduates are considered “unavailable for employment” and excluded from the cohort for the following reasons: further education at an accredited institution of higher education (postsecondary) on at least a half-time basis, death, incarceration, active military service deployment, the onset of a medical condition that prevents employment, or international students who have returned to their country of origin. The numerator is comprised of graduates in the cohort who obtained employment in their field of training, or a related field, which was verified by the school. The rate is calculated for the cohort based on program length in months and allow for student to complete the program within 1.5 times of the program length plus 3 months to obtain employment.

## Governing Board Members

Paul Barrett

Peter Bemske

Eric Darr

David Figuli

Joshua Figuli

Jacob Kaufman-Osborn

Ricardo Phillips

Steven Steele

Eugene Wade

## Administrators

### **President**

Dr. Jeremiah Staropoli – Ed.D., Educational Leadership and Management, Drexel University; M.S., Higher Education, Drexel University; B.A., International Relations, University of Delaware

### **Chief Operating Officer**

Adrienne Scott – M.S., Higher Education, Drexel University; M.Ed., Training & Development, The Pennsylvania State University; B.A., English Literature, The Pennsylvania State University

### **Chief Financial Officer**

Steve Wojslaw – M.B.A., Corporate Finance Specialization, University of Miami; Bachelor of Business Administration, Marketing and Business Law, University of Miami

### **Chief Enrollment Management Officer**

Eric Heller – B.A., Speech Communication with a minor in Public Relations, Kutztown University

### **Chief Information Officer**

Ron Kelley – B.S., Organizational Management, Wilmington University

### **Executive Vice President of Operations**

Mike Seaman – M.B.A., Business Administration, DeVry University; B.S., Telecommunications, Ohio University

### **Vice President of Admissions Operations**

Stephanie Jackson – MBA, Business Administration, Johns Hopkins University; B.S., Business Management, Washington Adventist University

### **Executive Director of Financial Services**

Dorothy Caruso – Non-degree, Business Management, Middle Tennessee State University

### **Executive Director of Curriculum**

Leslie Cox - M.A., English, University of Akron; B.A., English, University of Akron

### **Executive Director of Accreditation and Compliance**

Jen Petri – B.A., English Language and Literature, Millersville University

**Executive Director of Career Services**

Deanne Shreve – M.B.A., Business Administration, Temple University; B.B.A., Business Administration, University of Phoenix

**Dean of Student Success**

Cindy Casciano – B.A., English and Secondary Education, Franklin Pierce University

**Senior Registrar**

Stacey Ahmed – M.Ed., Leadership of Educational Organizations, American InterContinental University; B.B.A., Healthcare Management, American InterContinental University; A.B.A., Healthcare Administration, American InterContinental University



# Faculty

## **Interim Dean of Academic Affairs**

Cindy Casciano – B.A., English and Secondary Education, Franklin Pierce University

## **Art Faculty**

Paul Arendt – MA, English, Villanova; BA, Communication, Seton Hall

Glenn Calhoun – BA, Thomas Edison State University

Christine Conley – MS, Information Technology, Concentration in Human Computer Interaction, Drexel University; BA, Business Communications, Rosemont College

Michael Eck – MS, Computer Science, City University of New York, Lehman College; BA, Computer Science, City University of New York, Lehman College

William Harvey – BFA, Graphic Design, University of the Arts

Molly Metz - MFA, Fine Arts, Tyler School of Art; BFA, Fine Arts, Kutztown University

Alan Pegler – BA, Graphic Design, Gwent College

Perry Santulli – BFA, Major: Illustration, Minor: Animation, University of the Arts

Denise Scott – MA, Educational Leadership, Neumann University; BA, Information Systems, Widener University

Jamie Zucker - BA, Graphic and Visual Communication, Millersville University

## **General Education Faculty**

David Patselas – MLS, Library and Information Sciences, Drexel University; BA, Religious Studies, Dickinson University

Paul Arendt – MA, English, Villanova University; BA, Communication, Seton Hall University

Jacqueline Beck –MA, English, Arcadia University; B.S. Liberal Studies, Neumann University

Christopher Brown – M.Ed., Educational Leadership and Policy Studies, University of Texas at Arlington; B.S., Secondary English/Language Arts/Reading Education, Baylor University

Glenn Goldberg – MA, Linguistics, Temple University; BA, Linguistics, Temple University

Zartasha Samson – Ph.D., English, Binghamton University; MA, The College of Saint Rose; BA, English, The College of Saint Rose

Chanelle Smith-Russell – MSN-MS, Health Administration and Health Education, Saint Joseph University; BS, Nursing, Widener University

Staci Williams – MBA, Finance and Accounting, LaSalle University; BA, Sociology and Criminal Justice, LaSalle University

### **Allied Health Faculty**

Laura Kingery – MA, Education, Austin Peay

Donna Mark – BS, Liberal Science, Neumann University; AA, Medical Technology with Medical Assistant and Phlebotomy, CHI Institute

Annie Shultz – AA, Photography, Art Institute; RMA, Medical Assistant, Lincoln Institute

Colby West – BSN-LPN, Indiana University of Pennsylvania; Certificate, Health Science, Prism Career Institute

### **Coding Faculty**

Bruce Canino – BS, Mathematics, Richard Stockton College

Christine Conley – MS, Information Technology, Concentration in Human Computer Interaction, Drexel University; BA, Business Communications, Rosemont College

Isaac Gatling – BS, Business Management, The University of Scranton



## Intense About Starting Your Career? Get Inspired at Hussian.

If you're ready to embark on an amazing educational journey that leads to a flourishing career, then consider what Hussian has to offer.

We welcome prospective students to visit, sit in on a class, talk to our faculty and students, and tour the area. See for yourself how a Hussian education can give you the confidence and competence you need to launch your career.

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(215) 574-9600

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[www.hussiancollege.edu/curriculum/occupational-information/](http://www.hussiancollege.edu/curriculum/occupational-information/)