# ELYON COLLEGE

# CATALOG

# 2026-2027

**1400 West 6th Street**
**Brooklyn, NY 11204**
**Tel. (718) 259-5600**
**www.elyon.edu**

Updated 2026

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# MESSAGE FROM THE PRESIDENT

*Welcome to Elyon College. Thank you for choosing Elyon College to build your educational and professional future.*

*Elyon programs are designed for the mature student and will provide the educational key for success in the challenging and competitive world of the 21st century.*

*Elyon College affirms the belief that every human being has the potential to reach enormous heights. Dreams and aspirations can be fulfilled when personal commitment is combined with dedicated support from family, friends and mentors. Elyon College is committed to enabling personal hopes and career-related goals to be achieved in an atmosphere of trust and support.*

*I look forward to working with you for the benefit of Elyon College.*

*Sincerely,*

*Chaim A. Waldman*
*President*

# IMPORTANT INFORMATION

*The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the College Admissions Office to determine if there is any change from the information provided in the catalog.*

# 2026-2027 CALENDAR

**Fall, 2026**

| | | |
|---|---|---|
| Wed. | June 3 | Registration Opens |
| M. - W. | Aug. 24 - Sept. 9 | Orientation |
| Wed. | Sept. 9 | Classes Begin (Projected) |
| Fri. – M. | Sept. 11-14 | Rosh Hashanah, no sessions |
| Thurs. | Sept.17 | Constitution Day and Voter Registration Day |
| Sun. – M. | Sept. 20 - Oct. 5 | Yom Kippur, Succot, no sessions |
| M. – Tue | Dec. 7 - 8 | Chanuka, no sessions |
| Thurs. | Dec. 31 | Classes End (Projected) |

**Spring, 2027**

| | | |
|---|---|---|
| Tues. | Dec. 1 | Registration Opens |
| Mon.-Tues. | Dec. 21 - 29 | Orientation |
| Mon. | Jan. 4 | Classes Begin (Projected) |
| M.-W. | Mar. 22 - 24 | Purim, no sessions |
| Th.-Sun. | April 8 – May 2 | Passover, no sessions |
| Thurs. | May 6 | Classes End (Projected) |

**Summer 2027**

| | | |
|---|---|---|
| Mon. | May 3 | Registration Opens |
| M.-M. | May 3 – May 10 | Orientation |
| Mon. | May 10 | Classes Begin (Projected) |
| Th.-S. | June 10 - 13 | Shavuoth, no sessions |
| Tues. | June 15 | Classes End (Projected) |

Classes at Elyon College generally commence for the Fall Semester during September – October, for the Spring Semester during January – February, and for the Summer Semester during May - June. These time frames for the start dates may vary. Classes are planned according to demand.

Special calendar accommodations may be made for students who observe certain religious holidays. Any changes to the class schedule will be announced in advance.
The actual date of graduation may be later than the last day of classes, about 10 business days after the last day of classes.

# NON-DISCRIMINATION

Elyon College shall adhere to all applicable non-discrimination laws and regulations. The College shall admit students of any age, race, color, religion, creed, disability, national or ethnic origin, or gender or orientation to all the rights, privileges, programs and activities generally accorded or made available to its students and shall not discriminate on the basis of race in administration of its educational policies, admission policies, scholarship and loan programs and athletic or other school administered programs.

# MISSION AND PHILOSOPHY

Elyon College firmly believes that every individual was created by G-d to contribute to this world in a meaningful fashion through the maximum utilization of his/her particular abilities and talents. Therefore, our college has been designed to foster within each student a sense of self-esteem and a desire to make a positive change in society at large. We challenge our students to achieve their utmost and inculcate them with the knowledge and skills that fully actualize their potential, developing their respect for productivity and love for lifelong learning.

At our college, we believe that, in order to achieve utmost self-actualization and self-sufficiency, an individual must have the training that will lead to meaningful and constructive employment. We teach students the skills necessary to utilize their talents and become gainfully employed and successful in their ongoing educational endeavors, higher education or academic pursuits. Students from diverse backgrounds are encouraged to develop a sense of social responsibility and become active participants in our global community, thereby making a positive difference in society.

The mission of Elyon College is two-fold: to prepare individuals for employment as community or spiritual leaders or workers, in fields such as education or human services, as well as to prepare individuals for careers in the field of business. This is accomplished in an atmosphere that promotes self-development and a commitment to contributing selflessly to others. Consistent with its stated mission, Elyon College supports the following goals and objectives:

- To provide educational opportunities through a concentrated and structured program of study that prepares students for education-related or human services careers and community leadership
- To provide educational opportunities that enable students to acquire the required skills that will allow them to gain employment in the fields of accounting and business technology
- To maintain the programs that are directly related to the mission of the college, since they will prepare students for gainful employment, further their education, and achieve their career goals in a supportive and caring learning environment. Elyon College students will learn to be proud of their capabilities, responsible citizens and ready, willing and able to become meaningful contributors to their communities
- To encourage caring, commitment, service professionalism and ethical practices
- To develop and offer curricula that provide an integral sequence of courses leading to the acquisition of coherent, reliable, and current knowledge
- To incorporate learning experiences that foster the ability to think critically, to work cooperatively, and utilize effective communication skills
- To maintain on-going contact with the community through organizations and agencies
- To monitor programs on a continuous basis to assess their outcomes
- To provide the foundations that will enable Elyon College graduates to pursue higher education and instill a strong commitment to lifelong learning
- To offer students close personal attention and advisement to ensure individual success
- To provide graduates with assistance with job placement, and opportunities for continued education
- To provide appropriate student services, including financial aid, academic advising, career placement, and other relevant support
- To foster the development of a highly qualified faculty that has a strong educational background and significant practical experience
- To support the academic achievement of all students and to allow students who choose and qualify, to accelerate through the applied Baccalaureate Degree, Associate Degree and Certificate programs
- To facilitate the academic programs with appropriate facilities, up-to-date equipment and timely access to learning resources

In a supportive and caring learning environment, Elyon students will learn to be proud of their capabilities, responsible citizens, and ready, willing and able to become meaningful contributors to their communities.

# INTRODUCTION

## ELYON COLLEGE: AN EXCITING EDUCATIONAL OPPORTUNITY

### Purpose of Elyon College:

The purpose of Elyon College is to provide educational services for the community at large.
Elyon College was founded on the principle that a skilled professional has a better chance of finding meaningful employment in today's competitive marketplace.

Elyon College creates a challenging, educational atmosphere for both traditional and non-traditional students. Here instructors and staff work closely together to provide an academic and vocational training experience for students that seek to fulfill their dream of an exciting career with potential for growth.
Elyon College welcomes students from all walks of life and from all educational backgrounds. It is our goal to challenge individuals to develop their full potential as well as contribute as well-rounded individuals to the community at large.

### STATEMENT OF OWNERSHIP

Elyon College is owned and operated by Elyon College.

Elyon College is an IRS 501(c) (3) not-for-profit institution.

### New York State Authorization

Elyon College's curricula are registered by the New York State Education Department, 89 Washington Avenue, Albany, New York 12234 (Telephone: 518.474.2593).
Elyon College is authorized by the Board of Regents of the University of the State of New York to grant the following degrees:

- Bachelor of Science in Judaic Studies
- Associate in Science in Judaic Studies
- Associate in Applied Science in Accounting and Business Technology
- Certificate in Judaic Studies
- Certificate in Accounting and Business Technology

### Accreditation

Elyon College is accredited by the Middle States Commission on Higher Education (MSCHE): 1007 North Orange Street, 4th Floor, MB #166, Wilmington, DE 19801, and is a member of the Middle States Commission on Higher Education (MSCHE) **msche.org**. MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA). Complaints may be filled at **https://www.msche.org/complaints/**

### A Brief History of Elyon College

Elyon College was granted its absolute charter by the New York State Board of Regents on April 9, 2019. Elyon College began with high school seniors who took advanced courses for college credit under the auspices of Elyon College during the September 2012-June 2013 academic year.
Since then, our programs have grown, and we have graduated students in the BS Degree in Judaic Studies, the AAS Degree Program in Accounting and Business Technology and in the AS Degree Program in Judaic Studies.

## FACILITIES

Elyon College is located at: 1400 W. 6 Street., Brooklyn, N.Y. 11204

The telephone number is: (718) 259-5600

Elyon College is located in the heart of a well-preserved residential neighborhood, in close proximity to a shopping district and numerous conveniences. We are situated within short walking distance of the B4, B5 and B6 bus lines, as well as the N train, which connects directly to the D train. We are also easily reached by the Belt Parkway (Bay Parkway exit) and the Prospect Expressway.

Facilities of the College occupy the space in the building at 1400 West 6th Street. There are six comfortable class/study rooms, six administrative and faculty offices, and one computer lab housing 22 up-to-date desktop computers and 150 laptops. There is a library with four computers, one faculty lounge and one large student cafeteria/recreation multi-purpose room accommodating up to 320 persons and an assembly/lecture hall accommodating approximately 200 persons. The overall environment has been conceived with the express purpose of stimulating intellectual and personal growth.

Elyon College is open to students and staff during the hours of 8:30 a.m. to 5:00 p.m., Sunday to Friday, except during the winter months when the building will close at 2:30 p.m. on Fridays. Monday to Thursday the building is open from 6:00 pm to 10:00 pm when there are evening sessions. Please note that the hours that Elyon College is open on Fridays, Sundays, and evenings may depend upon if classes are scheduled during those times. Please check with the College's office for the precise hours of operation. Visitors to the College must check-in with the receptionist.

# COLLEGE POLICIES

## ATTENDANCE

Elyon College is a non-attendance taking institution. However, Elyon College believes that student attendance in class is critical for the successful completion of its programs. Therefore, students are encouraged to attend all class sessions and complete all coursework, as they are integral components to the learning process and student success.

Academic activities may include, but are not limited to, attending class, submitting assignments, engaging in in-class or online discussions and/or activities (not merely signing in), taking exams, and/or participating in group work. Each instructor has the right to establish their own class academic participation policy, and it is each student's responsibility to be familiar with and follow the participation policies for each course.

Elyon strongly encourage regular class attendance, with individual instructors setting specific participation policies, including expectations and requirements about participation, and any required extra classes or events. Student attendance may be taken into consideration in assigning grades, and students are so informed.

Non-attendance can lead to a "WN" grade (never attended) or "WU" grade (unofficial withdrawal/stopped attending), both of which can impact financial aid and GPA (grade point average). Students must officially withdraw from classes via contacting the school's administration, as non-attendance does not drop a course automatically.

Participation in online courses is determined by a predetermined list of academically related activities completed within Canvas, the online learning platform, including but not limited to, submitting an academic assignment, taking an exam, interactive tutorial or computer-assisted instruction, and participating in online discussion forums. Participation in online courses is recorded automatically through Canvas learning activities.

Students who are not participating in class activities for unspecified reasons will be contacted to ascertain the reason for their absence. Students who exhibit irregular participation may cause their grades to decline and their continued enrollment at the College may be in jeopardy. It is the student's

responsibility to make-up any missed course work. Poor participation in academic activities may result in failure, grade reduction, other academic sanctions or disciplinary measures. The student is responsible for supplying verification for excusable absences such as personal illness or disabling injury, birth/death in the family, personal/family crisis or late start registration.

Students who do not participate in class activities for one or more weeks may be advised and notified that she/he has reached a dangerous level of non-participation. These students are required to discuss with his/her instructor how the missing class work can be made up. All missing class work should be made up in order to bring their academic participation to a satisfactory level. Students who do not participate in class activities for two or more consecutive weeks without notifying the school of the causes of the absence may be withdrawn from Elyon College.

Student Attendance Exceptions

Sometimes student absences are unavoidable and are a result of a severe hardship. A student may request that a faculty member waive select absences when calculating the student's grade in light of these hardships. Such a request should be made by the student, with documentation to support the request, when appropriate. Examples of possible excused absences are:

• Hospitalization and/or miscellaneous medical circumstances
• Court appearances and/or miscellaneous legal obligations
• Death in the family/Bereavement
• Employment related obligations
• Natural or man-made disasters
• Jury duty
• Military duty

It is at the discretion of the faculty and the administration to determine which, if any, absences will be considered as "excused" and how that will affect the student's final grade.

Key Aspects of a Non-Attendance Policy:

- Attendance/Participation Verification: Instructors record and verify participation early in the semester, usually the first week of the semester.
- WN Grade (Never Attended): Students who never attend a class without official notification to the school will receive a "WN" grade.
- WU Grade (Stopped Attending): Students who stop attending after participating at least once may receive a "WU" grade. .
- WA (Administrative Withdrawal): A 2024 policy allows for administrative withdrawal after 3 weeks of non-responsive non-attendance, following attempts to contact the student.

**Make-up Classes and/or Course Work Policy** - Students who need to make up class work will be given a special form by their instructor for the class work to be made up. The make-up work will be comparable in content, time and delivery to the work missed. The make-up work will be supervised and verified on the special form by an Elyon College approved designee. The course professor/instructor has to review and confirm that the student successfully made up any course work and attendance/participation. The made-up attendance/participation and course work will be recorded in the student's file. The made-up class work and the improved participation status will then be used to reassess student's academic grade and satisfactory academic progress (SAP). Make-up work has to be completed before final grade, for that semester, is issued.

**Tardiness or Early Leave** – Coming habitually late to class or leaving early can be disruptive to all. Students are considered late if they come 10 or more minutes after class has begun, and they are considered as leaving early if they leave 10 or more minutes before class is over. Our goal is to prepare

students for the business world, a community where punctuality is a key to success. Three tardies or early leaves is equal to one absence.

**Leave of Absence** – Elyon College does not grant leaves of absence to students.

## DEPORTMENT/DEMEANOR

Personal Appearance - Personal appearance is extremely important in facilitating acceptance by other educational professionals. A professional appearance aids in establishing confidence and trust. The appearance of one individual is often generalized to the entire college.

Professional Conduct - Students are expected to conduct themselves in a manner consistent with the function of an institution of higher education and are required to abide by the standards of academic honesty, ethics, and professional conduct. Students are professional trainees and representatives of Elyon College.

Elyon College takes pride in preparing students for positions in the professional community. Therefore, it is expected that students will conduct themselves in a manner consistent with the highest educational and business standards.

Any student may be subject to suspension or expulsion for any conduct that violates the College's policy or that may be, at the College's discretion, detrimental to the College's reputation. The administration does not need to give further reason.

Inappropriate behavior of any kind, including the use of alcohol, illegal drugs, or evidence of cheating can lead to dismissal. Dismissal can be effected after only one such incident. The decision to dismiss a student will be that of the College.

The College shall not be under any liability for the expulsion; tuition of the student shall be refunded in accordance with the terms of the stated refund clause.

## DRESS CODE

At Elyon, we are very proud of our College and our students. One of our main objectives is to assist the student in becoming employable, and we prepare the student academically and professionally from the first day of classes. Therefore, we ask the students to dress in business appropriate attire. What is business attire? For the ladies, blouses and skirts are business attire. For the men, slacks and shirts are appropriate. Neatness is the key to conservative business dress.

## STUDENT RIGHTS AND RESPONSIBILITIES

Elyon College is committed to preparing students to meet the highest standards of ethical and moral responsibility.

All students are expected to observe standards of social conduct and courtesy and to wear appropriate attire.

The use of profanity, alcoholic beverages or drugs on College property is not permitted at any time.

Each student is responsible for compliance with the rules and regulations contained in this Catalog and the Student Handbook. Failure to read and comply with the College rules and regulations does not relieve the student from liability.

### SANCTIONS CAN RESULT FROM ANY OF THE FOLLOWING OFFENSES:

1. Academic cheating or plagiarism
2. Knowingly furnishing false information to the College
3. Intentionally obstructing and/or forcibly preventing others from exercising their rights
4. Failure to comply with directions of duly authorized and identified College officials acting in performance of their official duties
5. Theft or damage to College premises or property, or theft of or damage to property of any person on College premises
6. Use of language or actions likely to provoke or encourage physical violence against any person

on College premises or at a College sponsored or supervised function
7. Smoking in College buildings at any time
8. Use of and sale of unlawful drugs and/or alcoholic beverages on the grounds and/or facilities of the College – described in greater detail in the Student Handbook
9. Gambling on College premises
10. Smoking

In compliance with the New York City Clean Indoor Air Act and Elyon College's intent to provide a safe and healthful work environment, smoking is prohibited in all College facilities. This applies to private offices as well as all public areas. This policy applies equally to all students and employees and will be strictly enforced.

## PROHIBITION AGAINST CREDIT CARD MARKETING

Elyon College prohibits any advertising, marketing, or merchandising of credit cards on college campus to the students.

## Disclosure of Student Records

With a few exceptions identified in the following paragraphs, Elyon College cannot release information concerning students to prospective employers, government agencies, credit bureaus or other third parties without the written consent of the student. Students and alumni applying for jobs, credit, admission to other colleges, etc., must provide the College with signed and dated written consents to release their records, specifying the records that may be disclosed, the purpose of the disclosure and the party or class of parties to whom disclosure may be made.

Elyon College has identified the following categories of information as "directory information" which, at the College's discretion may be released without the consent of the student: the student's name, address(es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, photographs and credential awarded.

A student may request that directory information not be released without his or her written consent. Such requests must be made to the Registrar and must include the student's name, address, date and signature.

### NOTIFICATION RIGHTS UNDER FERPA WITH RESPECT TO STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) afford students 18 years of age or older certain rights with respect to their educational records.

1. Students enrolled at Elyon College shall have the right to inspect and review the contents of their education records, within a reasonable amount of time but not more than 45 days after the institution receives the request for access. Students may request to review their education records by submitting a written request identifying the record(s) the student wishes to review to the Director of Administration. The institution will arrange for access and notify the student of the time and place where the records may be inspected.
2. Parental access to a student's record will be allowed by Elyon College without prior consent if: (1) the student has violated a law or the institution's rules or policies governing alcohol or substance abuse, if the student is under 21 years old; or (2) the information is needed to protect the health or safety of the student or other individuals in an emergency.
3. A student's education records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records. A school official is

defined as a person employed or engaged by the institution in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company (including its employees) with whom the school has contracted (such as an attorney, auditor, consultant or collection agent); a trustee serving on a governing board; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility or commitment to the school.

4. Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the Director of Administration and must identify the part of the record the student wants changed and the reason for the requested change stated fully.
5. Directory information is student information that the institution may release to third parties without the consent of the student. Elyon College has defined directory information as the student's name, address(es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, photographs and credential awarded. If a student does not want his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the Director of Administration within 45 days of the student's enrollment or by such later date as the institution may specify. Under no circumstance may the student use the right to opt out to prevent the institution from disclosing that student's name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.
6. The written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, unless the disclosure is otherwise allowed under an express FERPA exception to disclosure or is required by law.
7. A student who believes that Elyon College has violated his or her rights concerning the release of or access to his or her records has the right to file a complaint with the U.S. Department of Education. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

## Drug and Alcohol Abuse Prevention/Awareness Policy

The abuse of drugs and alcohol has a detrimental effect on health, impairs decision-making ability and may result in unintended behavior and consequences. Hence, the unlawful possessions, use or distribution of illegal drugs and/or alcohol by students or Elyon College employees on College property or as part of any school related activities is strictly prohibited.

Disciplinary sanctions consistent with local, state and federal law will be imposed on students and staff who violate this policy. Students found guilty of violating the Drug Abuse Prevention Policy are subject to legal penalties and the following action:

1-The student will be dismissed fron the College.

2-The student's file will be appropriately annotated and will be retained.

3-The right to request a refund of any monies will be forfeited.

Students can be referred to outside agencies for help.

The complete Drug and Alcohol Abuse Prevention/Awareness Policy with signature page is included in the catalog as Addendum II on pages 89-96.

## Unlawful Harassment or Discrimination

Elyon College is committed to adhering to and providing an environment that is free of discrimination and unlawful harassment. Actions, jokes, words or comments based on an individual's sex, race, ethnicity, age, religion, sexual orientation, or any other legally protected characteristic will not be tolerated. Sexual harassment is a form of conduct that is demeaning to another person and is strictly prohibited. Specifically, the College prohibits:

- Unwelcome sexual advances.
- Requests for sexual favors.
- All other verbal and physical conduct of a sexual or otherwise offensive nature.

Engaging in sexual or other unlawful harassment will be subject to disciplinary action up to and including dismissal for students and termination of employment for faculty and staff.

## Reasonable Accommodation for Students with Disabilities

Elyon College is committed to the principle that every qualified individual should have an equal opportunity to enroll at the College and complete a degree. In compliance with the Americans with Disabilities Act, the Institute will make reasonable accommodations for students with disabilities.

Students with disabilities not readily discernable and who are requesting reasonable accommodation must submit a statement describing any limitations from a physician who is a specialist in the area of disability. Students with learning disabilities who are requesting reasonable accommodations must submit either a diagnostic report from a physician or clinical psychologist who is a specialist in learning disabilities.

Students are encouraged to request reasonable accommodations at the time they enroll in Elyon College.

## Campus Security Policy

Due to its limited size, Elyon College does not employ campus security personnel. Faculty and staff are to take whatever measures legally permissible to protect themselves and students in the event of a safety or security emergency.

Many parents are concerned about the safety of their sons and daughters when they are attending College. Elyon College understands the concerns of all persons attending our College. We accept the responsibility to employ and continually update security measures to ensure that our students enjoy their time at Elyon College and are as free as possible from any threats to their safety and well being.

The cooperation and involvement of students, staff and faculty is essential for any college to be safe. All persons must assume responsibility for their personal belongings by taking simple, common sense precautions. The college does not assume responsibility for any student's or employee's personal belongings.

Elyon College vigorously enforces college rules and ordinances regulating drinking, the use of controlled substances and weapons. (See sections regarding alcohol and substance abuse.)

Firearms and dangerous weapons of any kind are not permitted anywhere in the College. Intentional use, possession of sale of firearms or other dangerous weapons is strictly forbidden. Usage, sale or possession of such instruments are violations which will be treated in the same manner as the treatment and handling of those found in possession of, or selling a controlled substance.

Elyon College has a CCTV system that monitors those who enter the College. Visitors must be buzzed in by the receptionist and must check in at the administrative office, which is adjacent to the entrance. All outside doors are alarmed. Burglar alarm motion detectors are strategically located in the third-floor hallway, the computer lab and our administrative office. The College is also equipped with an

intercom system.

As required by the U.S. Department of Education, Elyon publishes all known occurrences of crimes committed on campus. These statistics are available in the Director of Administration's office, on our website www.elyon.edu, are also part of the orientation materials, and are posted on the main bulletin board on the 3rd floor.

If a crime is committed, a survivor has three options: notify law enforcement authorities; receive assistance from Elyon College in notifying law enforcement authorities; decline to notify such authorities. Students are advised to report any and all occurrences of a crime to Elyon College's personnel, but the decision to do this is their own.

## Student Grievance and Complaint Procedures

Every student deserves a positive educational experience. Sometimes a student's experience may not be what they anticipate, and the student may have a concern or a complaint. The institution should ensure that all concerns and complaints of students are addressed fairly and are resolved promptly.

The aggrieved student should bring the matter to his or her professor if it involves a classroom issue. If it is not resolved, the student should contact the Associate Dean for Academic and Student Affairs.

If the student is not satisfied at this level or if the student for some reason feels unable to bring the matter first to the attention of the teacher and/or Associate Dean, the matter should then be brought to the attention of the President. The President may be contacted in person or in writing.

It is hoped that anyone with a complaint about the school, faculty or staff will seek to resolve this complaint with the administration. If the complaint cannot be resolved with the administration, the student may appeal to Elyon College Board of Trustees, 1400 West 6th Street, Brooklyn, N.Y. 11204, 718-259-5600. However, if complaint still goes unresolved, it may be filed with the New York State Education Department, State Education Building, 89 Washington Avenue, Albany, New York 12234, or filing a complaint about a college or university at https://www.nysed.gov/college-university-evaluation/complaints.

Students and other interested parties may also put a comment or file a complaint with the Middle States Commission on Higher Education (MSCHE) msche.org. Complaints may be filed at or filing a https://www.msche.org/complaints/

An out of New York State student taking distance learning courses at New York State institution must follow the Complaint Process under the provisions of SARA (State Authorization Reciprocity Agreement). Since Elyon College is located in New York State and participates in NC-SARA, please file a complaint about Elyon College at: https://www.nysed.gov/college-university-evaluation/sara-student-complaint-process

SARA is an agreement among member states, districts and territories that establishes comparable national standards for the approval of interstate postsecondary distance education courses and programs. New York State joined SARA on December 9, 2016.

New York State institutions participating in SARA are authorized to conduct distance education activity in other SARA member states under the terms and provisions of SARA.

**SARA – Student Complaint Process**

SARA Complaints are those that pertain to distance (online) education provided by New York State SARA participating institutions to students residing in another SARA participating state.

SARA consumer protection provisions require the institution's home state, through its SARA State

Portal Entity, to investigate and resolve allegations of dishonest or fraudulent activity by the state's SARA-participating institutions, including the provision of false or misleading information.

The time limit for filing a SARA complaint is two years from the incident in question. Complaints about grades and student conduct cannot be heard under SARA policies.

If you are located in New York and studying via distance education at a New York institution, your complaint does not fall under SARA; please see the "Filing a Complaint about a College or University" webpage: **https://www.nysed.gov/college-university-evaluation/complaints**

SARA consumer protection provisions require the institution's home state, through its SARA State Portal Entity, to investigate and resolve allegations of dishonest or fraudulent activity by the state's SARA-participating institutions, including the provision of false or misleading information.

**Examples of Consumer Protection Issues**

Examples of issues that may arise in regard to alleged fraudulent activity, violations of SARA policies or more general complaints about improper activities include, but are not limited to:

1. Veracity of recruitment and marketing materials;
2. Accuracy of job placement data;
3. Accuracy of information about tuition, fees and financial aid;
4. Complete and accurate admission requirements for courses and programs;
5. Accuracy of information about the institution's accreditation and/or any programmatic/specialized accreditation held by the institution's programs;
6. Accuracy of information about whether course work meets any relevant Professional Licensing requirements or the requirements of specialized Accrediting Agencies;
7. Accuracy of information about whether the institution's course work will transfer to other institutions; and
8. Operation of distance education programs consistent with practices expected by institutional accreditors (and, if applicable, programmatic/specialized accreditors) and/or the C-RAC Guidelines for Distance Education.

NOTE: OCUE must provide aggregate data on complaints to the National Council for State Authorization Reciprocity Agreements (NC-SARA). The public may view the NC-SARA Complaint Reports by State.

*For more information on the NC-SARA Complaint policies, please visit the Section 4 of the SARA Policy Manual using the following link https://nc-sara.org/sara-policy-manual/*

For general information regarding the NC-SARA complaint process, please use the following link: https://www.nc-sara.org/sara-student-complaints-0

# ACADEMIC POLICIES

Every effort is made by the College to monitor a student's academic performance throughout the term. Students are given verbal notice at mid-semester of their academic progress and at the end of each semester, a notice is issued to every student indicating whether the student's academic status in each course is satisfactory.

At the end of the term, students are issued a final report which denotes the grade point average (G.P.A.) they earned during the term.

In order to graduate from our College, students must attain a cumulative grade point average of 2.0 (C) or greater.

| Letter Grade | Percentage Equivalency | Grade Point Equivalency |
|---|---|---|
| A+ | 96-100 | 4.0 |
| A | 92.5-95.9 | 4.0 |
| A- | 90-92.4 | 3.7 |
| B+ | 85-89.9 | 3.4 |
| B | 82.5-84.9 | 3.0 |
| B- | 80-82.4 | 2.9 |
| C+ | 76-79.9 | 2.5 |
| C | 70-75.9 | 2.0 |
| D | 65.0-69.9 | 1.0 |
| F | 64.9 or below | 0.0 |
| W | Withdraw | NA |
| WA | Administrative Withdrawal | NA |
| WF | Withdraw/Fail | 0.0 |
| WN | Never Attended | NA |
| WU | Stopped Attending | 0.0 |
| I | Incomplete | NA |

## SATISFACTORY ACADEMIC PROGRESS (SAP)

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

SAP standards are established by the faculty in consultation with the Associate Dean for Academic and Student Affairs. Students must maintain SAP according to the set standards in order to continue enrollment. SAP is measured at the end of each payment period and will be checked prior to disbursement of aid.

The SAP policy for Title IV, HEA students is consistently applied and identical to the school's actual measurement used to monitor qualitative and quantitative standards, as well as maximum time frame for students enrolled in the same educational programs who are not receiving Title IV aid.

The Financial Aid Administrator reviews the Title IV SAP policy to ensure it meets all federal requirements. The Associate Dean for Academic and Student Affairs notifies the Financial Aid Office if the school changes academic policies.

**EVALUATION PERIODS:** At each formal SAP evaluation point at the end of each semester, or payment period the school checks:

- Qualitative Measure (grade based)
  Remedial coursework may be part of or separate from regular qualitative measures
- Quantitative Measure (Pace)
- Maximum time frame

Increments for Evaluation:

Financial Aid Purposes:

For programs participating in federal Title IV financial aid programs, evaluation periods or increments for determining student financial aid eligibility must be aligned with payment periods. These evaluation periods or increments may not be longer than 50% of the program or 50% of an academic year, whichever is less.

Academic Purposes:

To ensure that students are informed of their progress on a regular and timely basis, evaluation periods or increments for academic purposes may be no longer than 25% of the program or 25% of the academic year, whichever is less. A progress report is made available to students at the specified appropriate increments for evaluation, so that all students are aware of their academic progress.

**ACADEMIC YEAR DEFINITION:** Fall and Spring semesters must be at least 15 weeks. A minimum of 12 credits per semester is considered full-time enrollment status. The Summer semester may be a shorter term consisting of approximately 7-8 weeks with 6-9 credits.

**QUALITATIVE MEASURE:** The qualitative measure, used to determine SAP, is based on grades. Elyon College uses a graduated standard, as shown in the chart below. Consistent with the minimum standards of many of New York's higher education institutions, Elyon College will require that a student has earned a cumulative grade point average (G.P.A) of 2.0 or higher to graduate. Elyon staff checks each semester to be sure the student can graduate on time.

Elyon College only enrolls full-time students to its daytime degree programs, with the exception of Elyon's summer semester which may enroll part-time students in its daytime degree programs. Elyon College may also allow for some exceptions under special circumstances such as illness or financial difficulties. A full-time student is a student who takes a minimum of 12 credits per semester and may take up to a maximum of 18 credits in a semester at no additional cost.

## ACADEMIC PROGRESS STANDARDS FOR PROGRAMS

| Certificate Program | | | |
|---|---|---|---|
| **End of Semester** | **Minimum Cumulative GPA** | **Minimum Cumulative Credits Earned** | **Minimum Cumulative Credits Attempted** |
| **1** | **1.5** | **9** | **12** |
| **2** | **2.00** | **18** | **24** |
| **3** | **2.00** | **24** | **36** |
| **4** | **2.00** | **32** | **48** |
| **5** | **2.00** | **36** | **54** |

| Associate Degree Program | | | |
|---|---|---|---|
| **End of Semester** | **Minimum Cumulative GPA** | **Minimum Cumulative Credits Earned** | **Minimum Cumulative Credits Attempted** |
| **1** | **1.25** | **10** | **15** |
| **2** | **1.50** | **20** | **30** |
| **3** | **1.75** | **30** | **45** |
| **4** | **1.85** | **40** | **60** |
| **5** | **1.90** | **50** | **75** |
| **6** | **2.00** | **60** | **90** |

| Bachelor's Degree Program | | | |
|---|---|---|---|
| **End of Semester** | **Minimum Cumulative GPA** | **Minimum Cumulative Credits Earned** | **Minimum Cumulative Credits Attempted** |
| **1** | **1.25** | **10** | **15** |
| **2** | **1.50** | **20** | **30** |
| **3** | **1.75** | **30** | **45** |
| **4** | **1.85** | **40** | **60** |
| **5** | **1.90** | **50** | **75** |
| **6** | **2.00** | **60** | **90** |
| **7** | **2.00** | **70** | **105** |
| **8** | **2.00** | **80** | **120** |
| **9** | **2.00** | **90** | **135** |
| **10** | **2.00** | **100** | **150** |
| **11** | **2.00** | **110** | **165** |
| **12** | **2.00** | **120** | **180** |

**Quantitative Measure:** The SAP policy contains a Pace measure. Students must progress through the program at a sufficient pace to ensure completion within the maximum time frame of 150% of the published length of the program. Certificate Programs are designed to enable full-time students to complete all Certificate Program requirements for graduation in 3 semesters, a semester consisting of 15 weeks of study. The majority of the College students should complete the Certificate Program in one and one-half years. Associate Programs are designed to enable full-time students to complete all Associate Degree requirements for graduation in four semesters, a semester consisting of 15 weeks of study. The majority of the College students should complete the Associate degree program in two years. Bachelor's Degree Programs are designed to enable full-time students to complete all bachelor's degree requirements for graduation in eight semesters, a semester consisting of 15 weeks of study. The majority of the College students should complete the Bachelor of Science program in four years.

The maximum time for a student to complete the Certificate program:

| Normal | Normal Time frame | Maximum credits | Maximum time frame |
|---|---|---|---|
| 36 Credits | 45 weeks | 54 credits | 67.5 weeks |

The maximum time for a student to complete the Associate Degree program:

| Normal | Normal Time frame | Maximum credits | Maximum time frame |
|---|---|---|---|
| 60 Credits | 60 weeks | 90 credits | 90 weeks |

The maximum time for a student to complete the Bachelor's Degree program:

| Normal | Normal Time frame | Maximum credits | Maximum time frame |
|---|---|---|---|
| 120 Credits | 120 weeks | 180 credits | 180 weeks |

**Checking SAP:** At the time of review, any student who is not in compliance with SAP standards is no longer eligible to receive any Title IV assistance. This is true whether the student has not achieved the required qualitative assessment or is not successfully completing the program at the required pace of completion and will not complete within the maximum time frame.
Each student will be notified by mail of the results of their evaluation and how it impacts his/her Title IV eligibility.

## PURSUIT OF PROGRAM

To be eligible to receive NYS TAP grant, a student must follow a Standard Pursuit of Program. During the first year, a student must pass or fail 50% of his/her registered courses. During the second year, a student must pass or fail 75% of his/her registered courses. During all subsequent years, a student must pass or fail 100% of his/her registered courses. Transfer students will be put into the proper position for pursuit of program purposes.

## FINANCIAL AID WARNING:

The school evaluates SAP at the end of each payment period. Students who do not meet SAP measures described above will automatically be put on Financial Aid Warning for one payment period. This status may only be given to a student who was in compliance with the institution's SAP standards at the previous evaluation. Students who are put on a Financial Aid Warning continue to receive Title IV aid for the next payment periods after they receive the warning status. The student's academic progress will be evaluated at the end of the Financial Aid Warning period. Financial Aid Warning may not be assigned for consecutive payment periods.
The Financial Aid Warning status is applied only to students with a reasonable expectation of improvement in one payment period.

If a student is making SAP at the end of the Financial Aid Warning period, they shall be returned to normal SAP status with no loss of Title IV eligibility.

A student, who has not improved his standing and still fails to comply with the satisfactory academic progress policy, at the end of the Warning Period, will be ineligible for future aid disbursements. It is advisable for any student on warning status to meet with both a financial aid counselor and an academic advisor to ensure future satisfactory progress and aid eligibility.
The student may continue on a cash-pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days after notification of loss of SAP.

## APPEAL PROCESS

The Financial Aid Appeal process allows students who are not meeting SAP standards to petition Elyon for reinstatement of Title IV aid eligibility.
Students may have the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation. Students have five (5) business days after being notified to institute an appeal. The appeal must be in writing and given to the Associate Dean for Academic and Student Affairs, who will meet with the Financial Aid Director to make a decision on the appeal.

The basis on which a student may file an appeal are: injury or illness; death of a relative; or other special circumstances. Students must provide supporting documents and describe in writing any unusual circumstances that warrant special consideration. Students must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.
The Associate Dean for Academic and Student Affairs will provide a decision in writing within ten (10) business days.

## FINANCIAL AID PROBATION

If Elyon College approves the appeal, the student may be placed on probation after the institution evaluates the student's progress and determines that the student did not make Satisfactory Academic Progress during the warning or previous evaluation period. Probation will only be for one additional payment period during which the student remains eligible for federal aid.

The student will be placed on an academic plan to regain satisfactory academic progress status. To continue to be eligible for federal aid beyond the initial probationary period, the student must either be meeting the cumulative attendance/participation and grade standards as published by the school or be in compliance with any customized written academic plan.
The academic plan may be as complicated as a course-by-course plan toward completion, or as simple as a mathematical formula that specifies the percentage of coursework that the student must now complete. An academic plan may continue for multiple payment plans. The student is now on Financial Aid Probation. At the completion of the plan the student will either be in compliance with SAP or have completed the program. If the student fails to meet the standards established in the plan, the student will no longer be eligible for Title IV aid.
In the academic plan, the school determines the minimum grade point average the student must achieve and the number of credits that the student may take.
An academic plan can be changed, if the student files another appeal. The reasons for changing the academic plan are related to unusual circumstances that presented the student from meeting the requirements of the original academic plan. These reasons may include:

- Two required courses are only available in the same time slot.
- The school is unable to offer a required course during the term outlined in the plan.
- Personal situation or emergency.

All documents concerning a written appeal of a SAP evaluation must be kept in the student file, including the school's written determination of such appeal and details of any academic plan that may be developed.

## REINSTATEMENT OF TITLE IV, HEA AID

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV, HEA funding.
A former student requesting to be reinstated as an active student should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The student shall be notified of the Reinstatement Review within five (5) business days following the decision of the Financial Aid Academic Appeals Committee.
Students who regain SAP at the end of the next payment period will have regained full eligibility for Title IV, HEA funding.

Students who encounter academic difficulties and/or have a pattern of unexcused absences are required to meet with the Associate Dean for Academic and Student Affairs. They will discuss ways to improve the situation and agree on a specific academic plan of action, which the student will follow in order to attain or return to good academic standing.

## ACADEMIC PROBATION

Failure to achieve a cumulative grade point average of "C" (2.0) or better results in the student being placed on academic probation for the following semester. Students will be notified in writing that they are on academic probation. A conference is held between the Associate Dean for Academic and Student Affairs and the student, at which the student is informed of what is required to pass the course.

Academic probation lasts one semester. At the end of the probation semester, the student's academic performance is again reviewed and the student will be notified in writing of his/her status. If the student has not raised her/his cumulative grade point average to a "C" (2.0) or better, she/he will be dismissed unless the student can justly prove that mitigating circumstances caused her/his failure to achieve the "C" average, in which case the average must be subsequently rectified in the following semester. A determination of whether mitigating circumstances warrant continuation for the student shall be that of the College. During the term of probation, the student is still eligible to receive financial aid.

Indication of academic probation is designated on the student's official transcript.

## LATE REGISTRATION

Late registration may be accepted up to five schedule days after the start of the semester. Changes to a program or course may be accepted during the first two weeks of the semester. A student who registered late for a course or program or changed a course or program will not be penalized for missed classes resulting from such late entry into the class or program provided that he/she has successfully completed all missed assignments and demonstrates mastery of subject matter by mid-semester.

## COURSE ADDITION OR DELETION

Students must receive administrative permission to add or drop a course. A course may be dropped from the student's schedule only during the first two weeks of a semester. At that point, the student receives a "W" grade (no penalty). Students who add a course will be responsible to complete any missed classwork or assignments.

In all cases of adding and dropping a course, a Drop/Add form must be completed by the student and approved by the Dean/Associate Dean for Academic and Student Affairs at his/her discretion.

## WITHDRAWAL FROM A COURSE

A student may withdraw from a course during the first two weeks of a semester. The student will receive a "W" on her/his transcript. This grade bears no grade point equivalent, and is not added into the end-of-term average for a student. However, if the student withdraws beyond the first weeks, she/he receives a "WF" for the course. A "WF" carries the grade point equivalent of "0" and is calculated in the final grade point average of the student. A student who withdraws at any point but does not file an Add-Drop form will receive a failing grade of "WF".

## INCOMPLETES FOR INDIVIDUAL COURSES

A grade of incomplete is given when a student, who has been making satisfactory progress in a course, experiences an unexpected hardship or illness making it impossible for her/him to complete the course requirements.

If a student received an "I" in a given course at the end of the term, she/he is required to remove this condition to the satisfaction of her/his instructor by the end of the first month of the following term. Failure to do so will result in a failing grade for the course.

## REPEATING COURSES

**If a student receives a failing grade in a required course, she/he must retake the course.**

If the course is a part of a sequential series, the student will not be allowed to move to the next part of the sequence until a passing grade is obtained in that course.

If the student repeats the failed course and improves her/his grade, the "F" grade will be supplanted by the improved grade. The improved grade will be the grade used in determining the cumulative grade point average of the student.

**If the student receives a failing grade in a non-required course, she/he has two choices:**

1. If she/he repeats the elective, an improved grade will supplant the failed grade and will be used in determining the cumulative grade point average.
2. If she/he does not choose to repeat the elective, the "F" grade will remain on the transcript and will be used in the determination of the cumulative grade point average.

## TRANSFER CREDIT

### Transfer of credits to Elyon College from other institutions of higher education

Elyon College will accept transfer credits applicable to the academic program to be pursued at Elyon College from colleges and universities that are accredited by a nationally or regionally recognized accrediting agency. Requests for transfer credits should be made by students to the Dean/Associate Dean for Academic and Student Affairs. Students will need to either request the previous college to send an official transcript directly to Elyon College or will present an official transcript in a sealed envelope, plus a catalog course description from the institution at which the course(s) was taken. Only transfer credits with a grade of "C" or better are accepted, unless the credits are from one of the institutions with which Elyon College has articulation/partnership agreements. Then a passing grade is acceptable.

Elyon College has articulation/partnership agreements with Brooklyn College-CUNY, Mercy College, Touro College, New York Institute of Technology, Excelsior College and Genesis University. Any passing grade from any of the above institutions will be accepted at Elyon College provided that the student has maintained an overall GPA of 2.0 ("C") or better at the intitution they are transfering from or at Elyon College, and as long as the courses are comparable to Elyon College courses and are similar to Elyon College's course content and objectives. Grades of any courses transferred to Elyon College will be indicated on the student's transcript but will not be considered when computing the student's GPA.

## Transfer of applicable credits to Elyon College obtained via competency exams/alternate approved sources

Students admitted to Elyon College may demonstrate proficiency in required Elyon College courses by taking and passing competency exams or courses approved by agencies such as the American Council on Education (ACE) or the National College Credit Recommendation Service of the State University of New York (NCCRS-SUNY). Credits may be obtained through the College Level Examination Program (CLEP) where a minimum score of 50 is required in order for the credits to be considered. Students achieving scores of 4 or 5 Advanced Placement (AP) tests may also qualify for credits towards their degree or certificate at Elyon College.

**Please note**: 1- A student may transfer in a more advanced comparable course or exam to substitute for a lower level course or exam in the same discipline, but not vice versa.
**2 -** A maximum of 50% of the required credits toward any Elyon College certificate or associate degree program may be obtained from any of the above sources. A maximum of 75% of the required credits toward an Elyon College bachelor degree program may be obtained from any of the above sources. Transfer of credit into Elyon College does not reduce the per-semester tuition cost for a student unless he/she becomes a part-time student.

In order to be considered a full-time student a student must take a minimum of 12 credits per semester: any student taking less than 12 credits per semester is considered to be a part-time student. Transfering credts into Elyon College will lessen the number of courses and/or semesters needed to complete the degree or certificate program, thereby, possibly reducing the student's total tuition cost. Please be aware that any adjustment in tuition and course load may alter finanial aid eligibility. Elyon College does not charge a fee for accepting transfer credits, but exernal organizations may charge a fee for sending an official transcript.

To appeal transfer of credit decisions, students may follow the Elyon College student grievance policy as delineated in the Elyon College Catalog. To request that credits be transferred from Elyon College to another institution, an Elyon College student/graduate needs to submit a request to the Dean/Associate Dean for Academic and Student Affairs. Graduates of Elyon College are entitled to two free transcripts; after that a processing fee of $10 per transcript is charged.

A more detailed transfer of credit policy is available in the office of the Dean for Academic and Student Affairs.

## Transfer of credits from Elyon College to other institutions of higher education

Course credits from Elyon College are accepted at any of the aforementioned colleges with which Elyon College has articulation/partnership agreements, as long as they are comparable to their required courses. These articulation/partnership agreements enable Elyon College graduates to seamlessly transfer to these institutions and allow course credits from Elyon College to be articulated and accepted at these colleges as long as they align to a perspective student's chosen baccalaureate degree requirements and the student meets all the particular admission requirements of the relevant college.

Articulation agreements may change; institutions may be added or deleted. Students are advised to check with the Dean/Associate Dean for Academic and Student Affairs and the institution they wish to transfer to as to the status of the articulation/partnership agreement with any particular college.

Elyon College's associate degrees and courses have been reviewed by the higher education institutions with which we have articulation/partnership agreements and found to be comparable to their courses. They may therefore be used to fulfill a student's course requirements in order to achieve a baccalaureate degree. Transfer of credits from Elyon College to any college is dependent upon the discretion of the college and its unique admission policy. Elyon College cannot guarantee any student's admission or transfer of credit to any college.

## REQUIREMENTS FOR GRADUATION

In order to graduate from Elyon College, a student must attain a cumulative grade point average of 2.0 "C" or greater and have demonstrated satisfactory academic participation and progress. In order to graduate from a degree program each student is required to complete a supervised 30 hour (non credit bearing) community service/activity. Upon successful completion of the required courses/credits for the specified degree or certificate program, 120 credits for a bachelor degree, 60 credits for an associate degree and 36 credits for a certificate, students are awarded a BS Degree in Judaic Studies, an AAS Degree in Accounting and Business Technology, an AS Degree in Judaic Studies, a Certificate in Accounting and Business Technology, or a Certificate in Judaic Studies, respectively.

## ACADEMIC YEAR

The academic year at Elyon College consists of up to three terms for daytime and evening programs. Fall and Spring semesters are 15 weeks of scheduled classes in length. The Summer semester may be a shorter term consisting of approximately 6 weeks. Students are urged to check with the college office for the precise date when classes start for the Fall, Spring, and Summer terms.

## SCHEDULE CHANGES

The College reserves the right to cancel, change or reschedule classes, at its discretion, as needed, for proper college administration. College closing due to inclement weather will be posted on the WOR Radio Website, www.wor710.com, or students may call the WOR College Closing Hotline at (877) 871-9208 and follow the prompts to get to Elyon College. In general, if the New York City public high schools located in Brooklyn will be closed due to inclement weather or other unusual circumstances, then Elyon College will also be closed.

# ADMISSIONS

## REQUIREMENTS FOR ADMISSION

In order for students to qualify for admission to Elyon College, applicants must provide evidence of high school graduation or its equivalent (G.E.D.). Elyon College is an equal opportunity employer and follows the same policies in accepting applications from potential students. The college is open to all students without regard to race, color, religion, age, sex, creed, sexual orientation, disability or marital status. A personal interview is required, as well as documentation of High School graduation or G.E.D. Applicants may be required to either take the Elyon College Entrance Exam or to take the ASSET or COMPASS exam. and submit an essay. This will be determined during the interview.
Elyon College reserves the right to reject the admission of any applicant who, at any time in the course of the admission process, exhibits any conduct or behavior that is deemed inimical to the reputation of the College.

## ADMISSION PROCESS

The admission process of Elyon College consists of the following:

1. Applicants must complete and submit the Elyon College Application for Admission. Any document submitted by a candidate in support of an Application for Admission will be retained by the College and not returned to the applicant.

2. Applicants must submit a copy of a high school diploma, or a final transcript or GED or equivalent before class starts. If the applicant has not yet graduated, he/she must submit a copy of the most recent report card or transcript indicating that he/she is about to complete his/her high school studies. Elyon College recognizes valid high schools registered with their state

department of education. Certifications, diplomas, degrees, or other forms of education completion documents shall not be accepted from learning centers, schools, academies, or other entities deemed fraudulent or categorized as a diploma mill.

3. The Admissions Representative will confirm the validity of the high school information by reviewing the high school's website. If the school is approved by the respective State Education Department, then it will be deemed valid. If the high school's website does not contain the necessary information to determine if the HS diploma is valid, then the admission representative will contact the school/entity directly to determine if the diploma is a valid document per the school's policy. If there is a question about the authenticity of the document, the admissions representative will ask the student for more information about the document: How much coursework was involved in obtaining the diploma? How much did they pay for the education? Questionable documents will require the Director to sign off on whether the diploma/transcript is acceptable.

4. Individuals seeking admission to the College are required to participate in an interview. The interview with the Admissions and Judaic Studies Program Coordinator or the Director of Administration will provide an opportunity for the candidate to gain specific information about the College and allow the candidate to clarify academic and career goals. In the course of the interview, the applicant will become more familiar with the College's programs, the academic expectations, the financial aid programs (if applicable), student services and the registration procedures. This interview will help the College ascertain student readiness for college level study.

5. Elyon College may require an entrance/assessment exam for each student to determine their academic level. Elyon may require an ASSET or COMPASS exam along with an essay or Elyon College's specially developed entrance exam to determine student's academic readiness for higher education and ascertain that the student has the current knowledge to successfully complete the programs. A minimum score of 35 in reading, 35 in writing and 33 in the numerical section on the ASSET Exam OR a minimum of 25 in pre-algebra, 62 in reading and 32 in writing on the COMPASS Exam will be required. If the student takes the Elyon College developed entrance exam they will need a minimum combined average score of 65 with no less than a 55 on any individual section that they are required to take. Those seeking admission to the BS Degree in Judaic Studies (for Education and Leadership), the BS Degree in Judaic Studies (for Leadership and Business) or the AS Degree in Judaic Studies (for Education and Leadership) may be required to take all three sections of the entrance exam (Math, English and Judaic Studies). Those seeking admission to the AAS Degree or the certificate program in Accounting and Business Technology may be required to take the Math and English sections of the Elyon College Entrance Exam. Those seeking admission to the Judaic Studies certificate program (for Education and Leadership) may be required to take the Judaic Studies section of the entrance exam.
6. If applicants have attended other degree granting institutions, they should arrange to have the College send those official transcript(s) directly to Elyon College.

7. Applicants with academic credentials from countries other than the United States, and written in languages other than English, must present a notarized translation of the relevant documents. Applicants with foreign credentials may have their transcripts evaluated by an evaluation service or provide acceptable documentation certifying their high school graduation. Credentials may also be evaluated in-house at Elyon College if the document is in a language in which the college's staff is proficient and translates and affirms its accuracy. Foreign students who graduated from foreign high schools should demonstrate English proficiency by passing any of the following tests with the minimum indicated scores: TOEFL: 60, Duolingo: 85, IELTS: 5.5, or CELSA: 111. They may also need to pass a math entrance exam depending on past academic records provided.

8. A student can start the semester up to 5 scheduled class days after the start of the semester and the student will be given the opportunity to make up the missed hours. The student will also be responsible for completing the missed class work.

9. Students who wish to audit Elyon College sessions must apply to the College following the procedure as delineated above for matriculated students. They must fill out an application, present a high school diploma or a final transcript, and have an interview with the Admissions and Judaic Studies Program Coordinator. They may also have to take the Elyon College entrance exam or any of the other exams that could be required of students applying for full matriculation or alternatively, proof of high school graduation may be sufficient. If accepted, there will be a per semester charge with no scholarship or financial aid available. These students will not earn College credits for these classes.

10. For IDL Students: The admission requirements are the same for the IDL model as for the presently approved traditional brick-and-mortar model. Also, for the IDL model, students will have to have access to a technology device that supports a Chrome browser and has Internet access. In addition, they will need to show familiarity with using software applications and willingness to learn the IDL platforms used by Elyon College.

**Students with Disabilities:**

The school complies with the Americans with Disabilities Act of 1990. If enrolled under training with a government agency, institution district, and/or other entity, students must meet the admission requirements set out in the training agreement and/or applicable state licensing or certifications requirements.
If you are interested in attending Elyon College but are in need of reasonable accommodation, you should schedule an appointment with the Director. At this meeting, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at the school and the types of accommodations available.

Please bring copies of current documentation of a disability to this meeting. Documentation must be provided by a medical expert within the last three years and include:

- a diagnosis of the disability;
- how the diagnosis was determined (what tests were given and the results); and
- a clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the school. The initial meeting, formal request, and response from the school must take place prior to the pre-enrollment process.

**Note**: In order to be eligible for Title IV, HEA funding, you must be able to benefit with the reasonable accommodations.

**Financial Arrangements:**

*Students may not be accepted for enrollment if they cannot prove credit worthiness. Please see "Method and Terms of Payment" in the current Catalog.

The student must make financial arrangements with the Financial Aid Office in regard to FAFSA application, scholarships and/or Cash payment plan prior to enrolling.

## FOREIGN VISA HOLDING STUDENTS

Elyon College affirms that non-immigrant foreign students will be enrolled under the appropriate visa status which is (a) an M visa for vocational and/or technical programs, or (b) an F visa for academic and language (avocational) programs, consistent with federal requirements.

## HIGH SCHOOL STUDENTS

Elyon College has set forth the following criteria for interested and qualified high school students to take Elyon certified courses for college credit:

1. Students must currently be in grades 11 or 12.
2. Students must have a cumulative 3.0 (B) 80%, or higher, high school GPA in math, and English.
3. Students must have a cumulative GPA of 2.0 (C) 70% or higher.
4. Students must be recommended by the high school principal.
5. Students must present evidence that the parent or guardian approves of this decision.

Exceptions to the above criteria may be granted to students with demonstrated superlative academic abilities on an individual basis.

Students taking dual enrollment courses must meet any prerequisite criteria established by the College.

## ADMISSION DECISIONS AND ENROLLMENT

Applicants will have their credentials reviewed. If satisfactory, the Admissions and Judaic Studies Program Coordinator or the Director of Administration will notify applicants of the decision shortly after the required materials have been submitted, reviewed and evaluated.

Once admitted, applicants will be asked to:

a) complete an enrollment form and
b) send in a deposit/registration fee to reserve a place in the entering class. The deposit is applied to the first semester's tuition. The registration fee is not refundable should an applicant decide not to enroll
c) enrollment documents should use the student's legal name as it appears on official government documents

All applicants born on or after January 1, 1957 are required under New York State Health Law to provide written evidence of their immunization against measles, mumps and rubella. Students lacking this documentation will not be permitted to attend.

## STUDENT BODY

The composition of the students at our College mirrors the outside world. Elyon College accepts students from all walks of life. Young and old, traditional and non-traditional students all attend with the common, unifying interest of obtaining skills which lead to a job and the requisite knowledge to continue their pursuit of higher education.

## TRANSCRIPT SERVICE

Official transcripts are available from the Director of Administration and should be requested in writing. Graduates will receive two free transcripts, after which a processesing fee of $10 each is charged.

## BOOKS AND SUPPLIES

Students are rsponsible for obtaining and paying for the required textbooks. All required textbooks for curricula may be purchased by the student if available, through the College. On occasion students may also rent the necessary textbooks from the College at the beginning of each semester and return them in good condition at the end of the semester. Students will be required to pay the full price for all unreturned and/or damaged books. The College reserves the right to request a deposit to cover replacement costs of the books, should they not be returned in good condition. Supplies should be purchased by the student on his/her own. The cost for textbooks will be approximately $450 per semester.

## TUITION PAYMENT and COSTS

**Tuition and Fees Payments for Programs of Study – Students are charged a per semester rate as follows:**

BS Degree in Judaic Studies with either a concentration in education or in accounting and business: $7,260 for the Fall semester (Full-Time), $7,260 for the Spring semester (Full-Time) and $3,680 for the Summer semester. The total cost for the Fall, Spring and Summer semesters will be $18,200. If a student chooses to complete the degree program over the duration of 4 years they will be charged for each semester at the full-time or part time rate depending on the number of credits taken during a semester.

AAS Degree in Accounting and Business Technology: $7,260 for the Fall semester (Full-Time), $7,260 for the Spring semester (Full-Time) and $3,680 for the Summer semester. The total cost for the Fall, Spring and Summer semesters will be $18,200. If a student chooses to complete the degree program over the duration of 2 years they will be charged for each semester at the full-time or part time rate depending on the number of credits taken during a semester.

AAS Degree in Accounting and Business Technology, Evenings and Weekends Program: $4,950 per semester – full-time. If a student attends for 2 semesters per year the total cost will be $9,900. If a student chooses to complete the degree program over the duration of 2 years they will be charged for each semester at the full-time rate.Students may be offered a total of up to $2,000 graduation incentive rebate.

AS Degree in Judaic Studies (for Education and Leadership): $7,260 for the Fall semester (Full-Time), $7,260 for the Spring semester (Full-Time) and $3,680 for the Summer semester. The total cost for the Fall, Spring and Summer semesters will be $18,200. If a student chooses to complete the degree program over the duration of 2 years they will be charged for each semester at the full-time or part time rate depending on the number of credits taken during a semester.

Certificate in Accounting and Business Technology: $6,810 for the Fall semester (Full-Time), $6,810 for the Spring semester (Full-Time) and $3,505 for the Summer semester. The total cost for the Fall, Spring and Summer semesters will be $17,125. If a student chooses to complete the certificate program in one and one-half years they will be charged for each semester at the full-time or part time rate depending on the number of credits taken during a semester.

Certificate in Accounting and Business Technology, Evenings and Weekends Program: $4,950 for per semester – full-time. If a student attends for 2 semesters per year the total cost will be $9,900. If a student chooses to complete the degree program over the duration of 2 years they will be charged for each semester at the full-time rate.Students may be offered a total of up to $2,000 graduation incentive tebate.

Certificate in Judaic Studies (for Education and Leadership): $6,810 for the Fall semester (Full-Time), $6,810 for the Spring semester (Full-Time) and $3,505 for the Summer semester. The total cost for the Fall, Spring and Summer semesters will be $17,125. If a student chooses to complete the certificate program in one and one-half years they will be charged for each semester at the full-time or part time rate depending on the number of credits taken during a semester.

Students who wish to audit Elyon College sessions will be charged $2,650 for the Fall semester, $2,650 for the Spring semester and $1,450 for the summer semester, with no scholarship or financial aid available. The total cost for the Fall, Spring and Summer semesters will be $6,750.

Maintenance of Active Student Status: If a student has completed her/her class time but still has some exams, papers or transfer credits to complete, the student may pay a fee of $300 per semester to maintain active student status and complete his/her work. Please note: This may affect student's financial aid as such intermission may require special reporting relevant to financial aid eligibility.

The first semester tuition payment is due on the day of registration and by the start of any subsequent semesters. However, a plan, such as monthly installments, may be arranged, but semester tuition must be fully paid by the 10th week of each semester. Elyon College only enrolls full-time students to its daytime degree programs, with the exception of Elyon's summer semester which may enroll part-time students in its daytime degree programs. Elyon College may also allow for some exceptions under special circumstances such as illness or financial difficulties. A full-time student is a student who takes a minimum of 12 credits per semester and may take up to a maximum of 18 credits in a semester at no additional cost. Part-time students take less than 12 credits per semester. The cost of books is approximately $450.00 per semester.

Payment may be made by check, money order, cash or credit card. Any student may discuss alternate payment plans with the Director of Administration prior to the start of classes. Failure to meet financial obligations may result in the delay of instruction and/or dismissal of the student. If a student completes the required academic curriculum but does not meet financial obligations, then withholding of academic records, transcripts, and/or diplomas or certificates, etc. at the discretion of the College may occur, untill all financial obligations have been met.

Elyon College school administration may decide to pursue collection of delinquent accounts through a collection agency. A student must be in good financial standing in order to continue his/her studies and to receive academic records, transcripts, and/or diplomas or certificates, etc.

There are some non-refundable fees such as the $150 application fee due at the time of application, the $50 registration fee charged by the College upon enrollment, and the $100 registration/application fee for the evenings and weekends program. Tuition and fees are due on the day of registration unless alternative arrangements with the Director of Administration office have been made. Failure to meet financial obligations will result in delay of instruction and/or dismissal of the student at the discretion of the College.

The College does not offer housing and food services. The estimated cost for room and board for an independent student is $4,952 per semester and for a dependent student it is $3,316 per semester. Other living expenses are approximately $2,952 per semester.

## REFUND POLICY FOR CURRICULA OFFERED

The following tuition refund policy is approved by The New York State Education Department:

### CANCELLATION AND REFUND CLAUSE

A. Student who cancels within 7 days of signing the enrollment agreement or is rejected by the college, or has a program cancelled or is a "no show" receives a full refund, with the exception of the non-refundable application fee and the non-refundable registration fee.
B. Thereafter, the student will be liable for:
    1. The non-refundable application fee and the non-refundable registration fee, plus
    2. The cost of any textbooks or supplies accepted, plus
    3. Tuition liability as of the student's last date of physical attendance or last date of academic participation at an academically related activity. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed.

**(a) First Semester**

**If termination occurs ..... College may keep**

Prior to or during first week ..... 0%

During the second week ..... 20%

During the third week ..... 35%

During the fourth week ..... 50%

During the fifth week ..... 70%

After the fifth week ..... 100%

**(b) Subsequent Semesters**

**If termination occurs ..... College may keep**

During the first week ..... 20%

During the second week ..... 35%

During the third week ..... 50%

During the fourth week ..... 70%

After the fourth week ..... . 100%

Refunds will be paid within forty-five (45) calendar days from the documented date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student.

The student refund may be more than stated above if the accrediting agency or Federal refunds policy result in a greater refund. Refunds, when due, will be paid without requiring a request from the student.

### TREATMENT OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS

The 1998 Reauthorization of the Higher Education Act requires colleges to calculate how much Title IV funds a student earns based on a percentage of their attendance/participation prior to their withdrawal. The amount of Title IV funds earned is calculated by dividing the number of hours the student attended/participated by the number of hours in the payment period. This is the percentage of federal dollars earned by the student. Up through the 60% point in each payment period a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. If this percentage is greater than 60%, the student earns 100% of their Title IV funds for that payment period. The unearned portion of federal aid funds received must be returned to the appropriate aid program in accordance with the order of return of funds as mandated by law. This calculation may result in the student owing the College money based on the College refund policy as previously stated.

# STUDENT SERVICES

## Orientation

All new students attend an orientation session before formal classes begin. Traditionally, this is held a few days before College opens. It is designed to acquaint students with the policies of the College, as well as encourage a pleasant atmosphere at which students, faculty, and staff meet for the first time.

## Advisement

Since at this time we are a relatively small college, most of the advisement is carried out by the Associate Dean for Academic and Student Affairs and the Admissions and Judaic Studies Program Coordinator.

Academic help is provided through peer tutoring. Outside tutors will be recommended when necessary, and remediation help is available by instructors.

A referral list of available student support provided by various community social and health service agencies is available at the schools administrative office. Students are provided with the information as to where they can access these services, as needed.

The Associate Dean for Academic and Student Affairs guides Elyon students to fulfill their requirements and, if qualified, accelerate their progress toward graduation by ensuring they take the appropriate courses from colleges such as Excelsior College or other certified online courses or proficiency exams whose credits can be transferred into Elyon College. The Associate Dean may also guide the students in their selection of courses required for the attaining of a Baccalaureate Degree. The administration is committed to helping those students who wish to accelerate through the Elyon College degree program and to the students' timely achievement of their academic and vocational goals.

Students who encounter academic difficulties and/or have a pattern of unexcused absences are required to meet with the Associate Dean for Academic and Student Affairs. They will discuss ways to improve the situation and agree on a specific academic plan of action, which the student will follow in order to attain or return to good academic standing.

## Library and Computer Lab with Internet Connectivity

Elyon College Library and Computer Lab offer a wide array of services, reflecting its academic setting and current curricula, to Elyon College students, faculty and staff. Our library print collection consists of more than two thousand books. Most of these books are in the circulation area and are available for borrowing. Reference books provide helpful information on general and specific topics. The Elyon College community has access to electronic resources; both scholarly articles and full-text books are available. Reference service is also available for students in their research projects.
A complete copy of the Copyright policy is available in the catalog or at: www.elyonlibrary.org and is posted in the library, the main office and the computer lab.

## Placement Assistance Service

Elyon College was founded on the principle of assisting students in seeking meaningful employment upon program completion. To that end, Elyon College employs an assistant for placement and outreach dedicated to offering students, graduates and alumni career development services. While placement cannot be guaranteed, every effort will be made to assist our graduates in finding employment.

Through a career development seminar offered at the College, students learn to develop job strategies, set career goals, write resumes, acquire interviewing skills and secure job referrals. They also learn to prepare and present themselves for business.

The ultimate responsibility for placement, however, falls upon the students themselves. Their own efforts are necessary for the College's assistance to be effective. This includes preparation of draft resumes, availability for orientations and job-referrals, and students own job-seeking efforts.

## Community Service Practicum

The purpose of the community service practicum is to instill in the student communal responsibility, contributing service to those in need, to offer students a chance to hone their communication and organizational skills, and to promote a sense of proper workplace decorum.
The community service portion of the course consists of volunteering in community organizations, institutions of business in order to engage in human service activities that will enhance and improve other people's lives. The sites for community service are primarily chosen by the students; however, Elyon College staff can suggest sites to students if requested to do so. All sites have to be approved by designated Elyon College staff.

The practicum portion of the course consists of participation in workplace observations which may include learning activities or office administration practices.

Students are permitted to fulfill their community service practicum throughout the duration of the time that they are enrolled in Elyon College degree programs and can do so concurrently with their program coursework. The practicum is an integral component of the education program, beginning during the first semester and completed toward the end of the academic program.

Written approval for the community service practicum site(s) is required. Written verification that the student participated in the community service practicum is required from the organization or institution, and comments are elicited from community service practicum supervisor(s).

The community service practicum is non-graded, non-credit bearing, and non-paid, unless the student is working at a non-profit organization. In that case the paid work experience may also be counted as fullfilling the practicum requirements.

### Rentals of Textbooks and Calculators

Elyon College may provide students with the opportunity to rent textbooks and graphing calculators from vendors, if available. The fee to rent a textbook is $40; the fee to rent a calculator is $50. If a student returns the textbook or the calculator in a good usable condition half the rental fee is returned to the student. The determination of the good usable condition of the returned items is at the college's sole discretion.

### Extra Curricular Activities

Extra curricular activities consist of holiday celebrations such as Chanuka and Purim parties, weekend retreats, intra-school programs, and school trips.

### Graduation Ceremony

One graduation ceremony may be held each year for graduates from all programs. We encourage students to invite family and friends. A collation is served following the ceremony.

## FINANCIAL AID

Elyon College will assist students and their families to meet the cost of education by making sure that comprehensive financial aid information is made available. Students will be apprised of all available federal, state and other aid sources. They will be required to submit the relevant financial aid forms on or before enrollment. The Administration will track the Financial Aid packaging of every eligible student and, where necessary, assist students to address aid problems that may be encountered.

College procedures will assure that the College maintains all necessary Financial Aid records required by federal and state statutes and regulation that govern grant and loan programs. The Financial Aid Office will be responsible for all relevant student Financial Aid records.

Please note that the amount of all grants change. Students should inquire with the financial aid personnel to ascertain the exact amounts.

Important: Elyon College has chosen <u>not</u> to participate in the Federal Direct Loan Program (such as subsidized, unsubsidized or Plus Loans).

### THE TUITION ASSISTANCE PROGRAM (TAP)

Tuition Assistance Program (TAP) awards are available to New York State students who are enrolled full-time at the College. Award amounts are based on NYS taxable income and are received by filing an application for each award year (July 1 through June 30) of attendance at the College. The maximum amount a student may receive is $5,165 per year. Amounts received are applied against tuition charges

only and need not be repaid. To receive TAP in subsequent semesters, a student must maintain satisfactory academic progress and meet all HESC eligibility requirements.

## THE FEDERAL PELL GRANT PROGRAM

The Pell Grant awards are Federal Aid awards available to students who are enrolled at least half time at the College. The Pell Grant provides up to $7395 for each undergraduate year. Amounts received are grants for educational expenses and need not be repaid. Pell Grants are not available to students who have received a bachelor's degree. Application for the Pell Grant must be made each award year (July 1 through June 30) that the student is in attendance. Award amounts are based on factors including federal income tax return information, non-taxable income, and parent and student financial resources.

## STUDENT ELIGIBILITY REQUIREMENTS

Financial Aid is distributed to students based on their computed financial need as determined by the Financial Aid applications filed.

Your "financial need" is the difference between the cost of education (tuition, fees, room and board, transportation and personal expenses) and the total contribution expected from your family. Your family contribution is based on an analysis of the Financial Aid application. Among the items considered are family income, the number of family members, number of family members in college, assets, and your own resources such as savings and Veterans Benefits for which you may qualify.

The eligibility requirements for the State Assistance program in New York include the following:

- New York State resident for one year;
- U.S. citizen or permanent resident alien;
- Enrollment in a TAP eligible program at Elyon College;
- Not in default on a Federal student loan;
- Maintain satisfactory academic progress;
- U.S. High School graduate, or pass Ability to Benefit (ATB) exam;

The eligibility requirements for **Federal** Assistance programs include the following:

- High School graduate/Pass Ability to Benefit (ATB) exam
- Enrolled/Accepted for enrollment;
- Citizen, national, or permanent resident;
- At least a half-time student;
- Maintain satisfactory academic progress;
- Not in default on any federal loan;
- Does not owe repayment on Federal or State grants at any college;
- Sign a Statement of Educational Purpose;
- If required, register with the selective service;
- File a federal Financial Aid Application;
- Be free of Drug Abuse;
- Complete/Receive a Financial Aid Transcript for any college(s) attended.

***Please note: Enrollment in other than approved or registered courses may jeopardize a student's eligibility for certain student aid awards. The above may not be a complete list. More information may be obtained from the financial aid office.

## DISTRIBUTION OF FINANCIAL AID

All student aid grants (TAP/Pell) are credited to your account as received every semester that you are enrolled as a student in an eligible program.

## OTHER SOURCES OF FINANCIAL ASSISTANCE

Students should consult the Financial Aid officer for the availability of additional Financial Aid. Some not-for-profit organizations may offer limited financial assistance to help defray the cost of tuition to needy students who are pursuing higher education.

## LOSS AND REINSTATEMENT OF STUDENT ELIGIBILITY

### Academic Eligibility for Financial Aid Purposes:

A student must maintain a cumulative grade point average of "C" (2.0) or better for continued eligibility in State Financial Aid programs.

At the end of every semester, the student's grade point average will be evaluated for compliance. If the student fails to achieve the "C" (2.0) cumulative G.P.A., she/he will be placed on academic probation for one term. During the probationary term, the student will be allowed to receive financial aid benefits.

At the end of the probationary period, the student's cumulative G.P.A. is again reviewed. If the student has not raised her/his grade point average to a 2.0 or better, she/he will be dismissed at the discretion of the College unless she/he can prove that mitigating circumstances were responsible for her/his failure to achieve the required G.P.A. of 2.0 (C). It is the College's decision which determines whether the student's circumstances shall warrant continuation.

### One-Time Waiver:

If the student ends her/his probationary term, and still has not achieved the satisfactory grade point average, the College may allow the student to continue in the College and use Financial Aid privilege through the use of a one-time waiver.

The one-time waiver allows the student to receive TAP in this "second" probationary term.

This waiver is a once-in-a-lifetime privilege and cannot ever be used again at this institution or any other. Only the gravest of circumstances allows the student to use the one-time waiver. The decision to grant the waiver is that of the College's Academic Dean.

Details concerning use of the one-time waiver would be available in the College's Financial Aid Office.

A student may appeal administrative determinations in the aforementioned progress requirements. This appeal should be in writing and forwarded to the Academic Dean.

## REINSTATEMENT OF FINANCIAL AID AFTER DISMISSAL OF STUDENT BY COLLEGE

If a student is dismissed by College officials due to academic deficiencies (see segment on Academic Progress under Academic Policies) and later wishes to re-enter, she/he can regain the use of financial aid benefits by being readmitted to the institution after an absence of one year. Additionally, the student must meet the institution's academic entrance requirements.

## Return of Title IV Funds, HEA Policy

This policy applies to students who **withdraw officially, unofficially or fail to return from a leave of absence or are dismissed from enrollment** at Elyon College. It is separate and distinct from the Elyon College's refund policy. (Refer to College's refund policy)

**PROCEDURES:**

When a student applies for financial aid, a statement is signed that the funds will be used for educational purposes only. Therefore, if a student withdraws before completing the program, a portion of the funds received may have to be returned. Elyon College's HEA Federal funding programs follow policies such as the ones listed below.

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

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

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received.

Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.
In the case of a program that is measured in credit hours, the student does not complete all the days in the payment period that the student was scheduled to complete, the student is considered to have withdrawn.
If a student ceases attendance (drops or withdraws) from all his or her Title IV eligible courses in a payment period or period of enrollment, the student must be considered withdrawn for Title IV purposes.

**Elyon is an institution that is NOT required to take attendance**

**Date of Determination at Institutions Not Required to Take Attendance**
The Date of Determination is the date that the institution determines the student has withdrawn from the program. For schools that are required to not take attendance, the date of determination that the student withdrew varies depending on the type of withdrawal (official or unofficial). For example, if a student begins the official withdrawal process or provides official notification to the school of their intent to withdraw, the date of the institution's determination that the student withdrew would be the date the student began the official withdrawal process or the date of the student notification, whichever is later. If the student did not begin the official withdrawal process or provide notification of their intent to withdraw, the date of the institution's determination would be the date that the school becomes aware that the student ceased attendance.
For a student who withdraws, without providing notification, from a school that is not required to take attendance, the school must determine the withdrawal date no later than 30 days after the end of the earlier of (1) the payment period or the period of enrollment (as applicable), (2) the academic year, or (3) the student's educational program.

**Withdrawal Date:**
The withdrawal date is determined by the college as either (1) the date you began the college's official withdrawal process; (2) the midpoint of the semester (if you unofficially withdraw without notifying the college); or (3) your last date of participation at an academically related activity as documented by the college.

**Official Withdrawal from Elyon**
A student is considered to be officially withdrawn on:

1. The date the student provided official notification of intent to withdraw, in writing or orally; or
2. The date the student began the withdrawal process from Elyon's records. A student is allowed to rescind this notification in writing and continue the program. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

For a student who withdraws while on a Leave of Absence the expected return date will be the date of determination for R2T4 purposes. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the "Date of Determination".

**Unofficial Withdrawal from Elyon**
When a recipient of Title IV grant or loan assistance unofficially withdraws from an institution, after having begun class attendance during a period of enrollment, the institution must determine the amount of Title IV grant or loan assistance that the student earned up to the date of withdrawal. For these unofficial withdrawals, commonly known as dropouts, the withdrawal date is the midpoint of the period of enrollment or the equivalent date for sessions of enrollment, as applicable, or the last date of

an academically related activity in which the student participated as stated by the professor of record or authorized departmental representative.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to offer a post withdrawal disbursement that is not credited to the student's account within 30 days of the date of determination. A post-withdrawal disbursement must be made to the student's account within 180 days of the date of determination.

**Last Date of Attendance at an Academically Related Activity**

A school that is not required to take attendance may always use a student's last date of participation in an academically related activity, as documented by the school, as the student's withdrawal date, in lieu of the withdrawal dates listed previously in conjunction with the school's R2T4 policy. So, if a student begins the school's withdrawal process or otherwise provides official notification of their intent to withdraw and then attends an academically related activity after that date, the school will have the option of using that last actual attendance date (as spelled out in the school's R2T4 policy) as the student's withdrawal date, provided the school documents the student's attendance at the activity. Similarly, a school could choose to use an earlier date if it believes the last documented date of participation at an academically related activity more accurately reflects the student's withdrawal date than the date the student began the school's withdrawal process or otherwise provided official notification of their intent to withdraw per the school's R2T4 policy. Please note that a school is not required to take class attendance to demonstrate academic participation for this purpose.

**Academic Attendance and Attendance at an Academically Related Activity**

A school that is not required to take attendance may always use as a withdrawal date a student's last date of participation at an academically related activity. Moreover, the school (not the student) must document whether the activity is academic or academically related, and the student's participation in the activity.

Under the September 2, 2020 final regulations, the Department modified and expanded the definition "academic attendance'' and ''attendance at an academically related activity'' to include the criteria outlined under the definition of academic engagement.

Academic engagement is the active participation by a student in an instructional activity related to the student's course of study that is defined by the institution in accordance with any applicable requirements of its State or accrediting agency, and includes, but is not limited to the following academically related activities:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an assessment or an exam;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Participating in a study group, group project, or an online discussion that is assigned by the institution; or Interacting with an instructor about academic matters.

Academically related activities do not include activities where a student may be present but not academically engaged, such as:

- living in institutional housing, participating in the school's meal plan,
- logging into an online class or tutorial without any further participation, participating in academic counseling or advisement.

Maintaining records—A school must determine and maintain the records that most accurately support its determination of a student's withdrawal date and the school's use of one withdrawal date over another according to the school's R2T4 policy.
At a school that is not required to take attendance but is using a last date of participation at an academically related activity as a withdrawal date, it is up to the school to ensure that accurate records are kept for purposes of identifying a student's last date of academic participation or last date of attendance at an academically related activity.

Payment Period: For a student in an eligible program in semesters, and with progress measured in credit hours, the payment period is the semester.

Rounding:
Enter dollars and cents using standard rounding rules to round to the nearest penny. Final payment amounts that the school and student are each responsible for returning may be rounded to the nearest dollar. Percentages are calculated to four decimal places and rounded to three decimal places.

Reentry within 180 days: A student who reenters a credit hour program within 180 days of his/her withdrawal is immediately eligible to receive all Title IV funds that were returned when the student ceased attendance.

If a student reenters after 180 days, the student is considered a transfer student and enters a new payment period.

**Withdrawal Before 60%**

The institution must perform an R2T4 to determine the amount of earned aid through the 60% point in each payment period. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

**Withdrawal After 60%**

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform an R2T4 to determine the amount of aid that the student has earned.

The school measures progress in clock hours, and uses the payment period for the period of calculation.

**Scheduled Breaks**:

Institutionally scheduled breaks of five or more consecutive days are excluded from the Return calculation as periods of nonattendance and therefore do not affect the calculation of the amount of federal aid earned. This provides for more equitable treatment of students who officially withdraw near the end of a scheduled break. In those instances at an institution not required to take attendance, a student who withdrew after the break would not be given credit for earning an additional week of funds during the scheduled break but would instead earn funds only for the day or two of training the student completed after the break. If a break occurs prior to a student's withdrawal, all days between the last scheduled day of classes before a scheduled break and the first day classes resume are excluded from both the numerator and denominator in calculating the percentage of the term completed.

**Determining a Student's Withdrawal Date at a school not required to take attendance:**

**The Calculation Formula:**

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

a) **Determine the percentage of the period completed:**

Divide the calendar days completed in the period by the total calendar days in the period (excluding scheduled breaks of five days or more **AND** days that the student was on an approved leave of absence).

COMPLETED DAYS
TOTAL DAYS IN THE PAYMENT PERIOD = % EARNED
(Rounded to one significant digit to the right of the decimal point, ex.4493 = 44.9 %.)

If this percentage is greater than 60%, the student earns 100%.

b) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.
Students are not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is $50 or less.

The school will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to NAME OF SCHOOL
   OR
2. Sign a repayment agreement with the U.S. Department of Education.

**Order of Return**

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

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

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans

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

**Post Withdraw**

If you did not receive all the funds that you have earned, you may be due a post-withdrawal disbursement. The school may use a portion or all of your post-withdrawal disbursement for tuition and fees (as contracted with the school). For all other school charges, the School needs your permission to use the post-withdrawal disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school. The student's permission must be obtained to disburse a loan as a post-withdrawal disbursement.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

**Institution Responsibilities**

The School's responsibilities in regards to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

**Overpayment of Title IV, HEA Funds**

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received. You must make arrangements with the School or Department of Education to return the amount of unearned grant funds.

**Student Responsibilities in regards to return of Title IV, HEA funds**

- Returning to Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdrawal should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdrawal notice must be filed in writing.
- Either of these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personnel at your school.

**Refund vs. Return to Title IV**

The requirements for the Title IV, HEA program funds when a student withdraws are separate from any refund policy that Elyon College may have to return to the student due to a cash credit balance. Therefore, students may still owe funds to the school to cover unpaid institutional charges. The College may also charge students for any Title IV, HEA program funds that they were required to return on the student's behalf.

If a student does not already know what the College refund policy is, he/she may ask Elyon's Finance Office for a copy.

# CURRICULA

Elyon College offers three Degree-granting programs and two Certificate programs. The degrees and certificates to be awarded are for the following:

- **Bachelor of Science (BS) Degree in Judaic Studies with a concentration in Education, (for Education and Leadership) (Hegis Code 0399.00) 120 Semester Credits (1,815 Clock Hours) or with a concentration in Accounting and Business, (for Leadership and Business) (Hegis Code 0399.00) 120 Semester Credits (1,875 Clock Hours)**
- **Associate in Science (AS) Degree in Judaic Studies, (for Education and Leadership) (Hegis Code 5603.00) 60 Semester Credits (915 Clock Hours)**
- **Certificate in Judaic Studies, (for Education and Leadership) (Hegis Code 5603.00) 36 Semester Credits (540 Clock Hours) Associate in Applied Science (AAS) Degree in Accounting and Business Technology (Hegis Code 5002.00) 60 Semester Credits (1,005 Clock Hours)**
- **Certificate in Accounting and Business Technology (Hegis Code 5002.00) 36 Semester Credits (615 Clock Hours)**

## PROGRAM DESIGN

The Degree/Certificate programs are designed to provide graduates with the knowledge and skills that will enable them to perform successfully in their chosen careers as well as to continue their formal education at a higher level. Each of the programs is established on a foundation of essential educational competencies, critical and analytical thinking skills, as well as personal qualities. Basic competencies in reading and writing are reinforced and listening and speaking skills are enhanced. Each of the curricula also fosters skills in critical analysis, gathering and synthesizing data, problem solving, and decision making. The delivery method is traditional lecture and lab as indicated in each course syllabus.
The maximum certificate/degree (non auditing) student to teacher ratio is 75 to 1 for all lecture courses and 40 - to 1 for all lab courses in each of the programs offerred.

## Description of the calendar semester system that will be used and what constitutes a full-time schedule in a semester

A semesters is comprised of fifteen weeks of scheduled classes. All courses earn three [3] credits. Therefore, a course meets consecutively excluding holidays, or cancellations due to inclement weather or unforeseeable circumstances.

15 classroom clock hours via lecture mode = one credit

30 classroom clock hours via lab mode = one credit

45 clock hours of work-based activities = one credit.

The definition of a clock hour is 50 minutes of academic related activity.
Anyone pursuing a full-time academic program must carry a minimum of twelve credits per semester.

## Number of hours of classroom instruction and amount of out-of-class work required for each credit earned in a Semester

The Fall semester begins in early September. The Spring semester begins in early January. The Summer semester begins in early May. A specific academic schedule with specific dates will be published on a yearly basis. It is evident that in order to succeed academically one must study prior to attending the classroom lectures, discussions and demonstrations. For a course meeting for forty-five [45] contact hours, a student should prepare for a minimum of ninety [90] hours of additional work, e.g. homework or research. For example, a class meeting for 1 hour (= 50 minutes of learning activity) will require an additional 2 hours of outside academic related work.

## Bachelor of Science Degree in Judaic with a concentration in Education (For Education and Leadership)

| Course Number/ Course Title | Prerequisites | Lecture | | Laboratory | | Total | |
|---|---|---|---|---|---|---|---|
| | | Clock Hours | Semester Credit | Clock Hours | Semester Credits | Clock Hours | Semester Credits |
| **General Education Core** | | | | | | | |
| ENG 101/ Composition I | None | 45 | 3 | | | 45 | 3 |
| SPE 101/Speech | None | 45 | 3 | | | 45 | 3 |
| ENG 201/ Composition II* | ENG 101 | 45 | 3 | | | 45 | 3 |
| PHL 101/Logic and Critical Thinking* | None | 45 | 3 | | | 45 | 3 |
| MAT 101/ College Algebra | None | 45 | 3 | | | 45 | 3 |
| BIO 101/ Human Biology | None | 45 | 3 | | | 45 | 3 |
| | | | | | | | |
| Math/ Natural Science Elective – Choose 0ne from list below: | | | | | | | |
| MAT 301/ College Geometry | None | 45 | 3 | | | 45 | 3 |
| ESC 301/ Earth Science | None | 45 | 3 | | | 45 | 3 |
| CHEM 301/ Chemistry | None | 45 | 3 | | | 45 | 3 |
| | | | | | | | |
| HEB 101/ Hebrew I | Ability to read & write simple Hebrew or 2 years of high school Hebrew | 45 | 3 | | | 45 | 3 |
| | | | | | | | |
| Social Science Elective I – Choose one from list below: | | | | | | | |
| HIS 101/World Civilization I | None | 45 | 3 | | | 45 | 3 |
| HIS 103/ US History | None | 45 | 3 | | | 45 | 3 |
| | | | | | | | |
| Social Science Elective II– Choose one from list below: | | | | | | | |
| HIS 102/ Word Civilization II | None | 45 | 3 | | | 45 | 3 |
| HIS 103/ U.S. History or HIS 101/World Civilization I (if not taken already) | None | 45 | 3 | | | 45 | 3 |
| HIS 104/ Modern | None | 45 | 3 | | | 45 | 3 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Jewish History | | | | | | | |
| | | | | | | | |
| CIS 101/ Introduction to Computers | None | 30 | 2 | 30 | 1 | 60 | 3 |
| | | | | | | | |
| **Judaic Studies Major** | | | | | | | |
| HEB 201/ Hebrew II | HEB 101 | 45 | 3 | | | 45 | 3 |
| HEB 301/ Hebrew III | HEB 201 or Equivalent Knowledge | 60 | 4 | | | 60 | 4 |
| HEB 401/ Hebrew IV**** | HEB 201 or Equivalent Knowledge | 60 | 4 | | | 60 | 4 |
| HIS 401/ Classical Jewish History I**** | None | 45 | 3 | | | 45 | 3 |
| HIS 402/ Classical Jewish History II**** | HIS 401 | 45 | 3 | | | 45 | 3 |
| JUD 101/ Bible I | 2 years of high school Bible study | 45 | 3 | | | 45 | 3 |
| JUD 201/ Talmud I | 2 years of high school Bible study | 45 | 3 | | | 45 | 3 |
| JUD 103/ Halachic Codes I | 2 years of Jewish high school Halachic studies | 45 | 3 | | | 45 | 3 |
| | | | | | | | |
| Elective – Choose one from the list below | | | | | | | |
| JUD 102/Bible II** | JUD 101 | 45 | 3 | | | 45 | 3 |
| JUD 202/Talmud II** | JUD 201 | 45 | 3 | | | 45 | 3 |
| JUD 104/Halachic Codes II** | None | 45 | 3 | | | 45 | 3 |
| PHL 202/Jewish Philosophy II** | PHL 201 | 45 | 3 | | | 45 | 3 |
| | | | | | | | |
| JUD 301/Halachic Codes III | None | 45 | 3 | | | 45 | 3 |
| JUD 302/Halachic Codes IV**** | None | 45 | 3 | | | 45 | 3 |
| JUD 303/Halachic Codes V**** | None | 45 | 3 | | | 45 | 3 |
| JUD 404/ Bible III | None | 45 | 3 | | | 45 | 3 |
| MJT 401/Issues in Modern Jewish Theology | None | 45 | 3 | | | 45 | 3 |
| PHL 201/Jewish Philosophy I | None | 45 | 3 | | | 45 | 3 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| PHL 301/Jewish Philosophy III | None | 45 | 3 | | | 45 | 3 |
| PHL 302/Jewish Philosophy IV | None | 45 | 3 | | | 45 | 3 |
| PHL 401/Jewish Philosophy V | None | 45 | 3 | | | 45 | 3 |
| YID 301/ Yiddish I***** | None | 60 | 4 | | | 60 | 4 |
| | | | | | | | |
| **Concentration in Education** | | | | | | | |
| EDU 101/ Foundations of Education | None | 45 | 3 | | | 45 | 3 |
| EDU/ECE 102/ Educational Psychology | None | 45 | 3 | | | 45 | 3 |
| EDU 103/ Teaching Methodology | None | 45 | 3 | | | 45 | 3 |
| EDU/ECE 105/ Child Development | None | 45 | 3 | | | 45 | 3 |
| EDU/ECE 302/ Developmentally Appropriate Curriculum | None | 45 | 3 | | | 45 | 3 |
| EDU/ECE 305/ Learning Disabilities and Related Mild Disabilities I | None | 45 | 3 | | | 45 | 3 |
| EDU/ECE 403/ Child, Family, Community | None | 45 | 3 | | | 45 | 3 |
| | | | | | | | |
| Education Elective I – Choose one from the list below: | | | | | | | |
| EDU104/ Literacy and the Bicultural Community | None | 45 | 3 | | | 45 | 3 |
| EDU 201/ Education, Culture and Adaptive Technology | None | 45 | 3 | | | 45 | 3 |
| | | | | | | | |
| Education Elective II – Choose two from the list below: | | | | | | | |
| EDU/ECE 401/ Creative Arts in the Classroom | None | 45 | 3 | | | 45 | 3 |
| EDU/ECE 402/ Creative Arts in the Early Childhood Classroom | None | 45 | 3 | | | 45 | 3 |
| EDU/ECE 405/ | EDU/ECE 305 | 45 | 3 | | | 45 | 3 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Learning Disabilities and Related Mild Disabilities II | | | | | | | |
| JUD 405/ Bible IV**** | JUD 404 | 45 | 3 | | | 45 | 3 |
| JUD 306/ Talmud III***** | None | 45 | 3 | | | 45 | 3 |
| JUD 401/ Halachic Codes VI**** | None | 45 | 3 | | | 45 | 3 |
| JUD 402/ Halachic Codes VII**** | None | 45 | 3 | | | 45 | 3 |
| JUD 403/ Halachic Codes VIII**** | None | 45 | 3 | | | 45 | 3 |
| ֍ Open-Source Elective | As specified by the institution offering the course | 45 | 3 | | | 45 | 3 |
| | | | | | | | |
| TOTALS | | 1,785 | 119 | 30 | 1 | 1,815 | 120 |

*These courses are electives and students will take only one of the two courses. Therefore, only one of these clock/credit hours was included in the total hours.

** These courses are electives and students will take only one of the two courses. Therefore, only one of these clock/credit hours was included in the total hours.

***These courses are electives and students will take only one of the four courses. Therefore, only one of these clock/credit hours was included in the total hours.

****These courses are electives and students will take only one of the two courses. Therefore, only one of these clock/credit hours was included in the total hours.

Students will only take one of the Math/Science elective courses. Therefore, only one of these clock/credit hours was included in the total hours.

Students will take only one of the Social Science Elective I courses. Therefore, only one of these clock/credit hours was included in the total hours.

Students will take only one of the Social Science Elective I courses. Therefore, only one of these clock/credit hours was included in the total hours.

Students will only take one of the Education Elective I courses. Therefore, only two of these clock/credit hours was included in the total hours.

Students will only take two of the Education Elective II courses. Therefore, only two of these clock/credit hours was included in the total hours.

*****Students who wish to may substitute Yiddish for one or more of the courses with five stars. The Yiddish courses must be taken in order.

YID 302 Yiddish II, YID 401 Yiddish III, YID 402 Yiddish IV

***** Students may substitute courses from the list below for this course, however they will have to take two (3 credit) courses to replace YID 301.

EDU/ECE 401 Creative Arts in the Classroom, PHL 402 Jewish Philosophy VI, MAT 301 College Geometry, ESC 301 Earth Science, or CHEM 301 Chemistry.

֍ Any student may transfer up to 3 credits in any subject from any approved/accredited source such as the U.S. Department of Education, a State Department of Education, or from colleges and universities that are accredited by a nationally or regionally recognized accrediting agency. Only transfer credits with a grade of "C" or better are accepted, unless the credits are from one of the institutions with which Elyon College has articulation/partnership agreements. Then a passing

grade is acceptable. Also, students may demonstrate proficiency in required Elyon College courses by taking and passing competency exams or courses approved by agencies such as the American Council on Education (ACE) or the National College Credit Recommendation Service of the State University of New York (NCCRS-SUNY). Credits may be obtained through the College Level Examination Program (CLEP) where a minimum score of 50 is required in order for the credits to be considered. Students achieving scores of 4 or 5 Advanced Placement (AP) tests may also qualify for credits towards their degree or certificate at Elyon College. (This policy is clearly stated in the Elyon College Catalog).

## Bachelor of Science Degree in Judaic with a concentration in Accounting and Business (For Leadership and Business)

| Course Number/ Course Title | Prerequisites | Lecture | | Laboratory | | Total | |
|---|---|---|---|---|---|---|---|
| | | Clock Hours | Semester Credit | Clock Hours | Semester Credits | Clock Hours | Semester Credits |
| **General Education Core** | | | | | | | |
| ENG 101/ Composition I | None | 45 | 3 | | | 45 | 3 |
| ENG 201/ Composition II | ENG 101 | 45 | 3 | | | 45 | 3 |
| MAT 101/ College Algebra | None | 45 | 3 | | | 45 | 3 |
| PHL 101/Logic and Critical Thinking* | None | 45 | 3 | | | 45 | 3 |
| PHL 201/ Jewish Philosophy I* | None | 45 | 3 | | | 45 | 3 |
| BIO 101/ Human Biology | None | 45 | 3 | | | 45 | 3 |
| | | | | | | | |
| Math/Natural Science Elective – choose one from list below | | | | | | | |
| MAT 301/ College Geometry | None | 45 | 3 | | | 45 | 3 |
| ESC 301/ Earth Science | None | 45 | 3 | | | 45 | 3 |
| Chem 301 Chemistry | None | 45 | 3 | | | 45 | 3 |
| | | | | | | | |
| HEB 101/ Hebrew I | Ability to read & write simple Hebrew or 2 years of high school Hebrew | 45 | 3 | | | 45 | 3 |
| HEB 201/ Hebrew II | HEB 101 | 45 | 3 | | | 45 | 3 |
| | | | | | | | |
| Social Science Elective I– Choose one from list below: | | | | | | | |
| HIS 101/World Civilization I | None | 45 | 3 | | | 45 | 3 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| HIS 103/ U.S. History | | | | | | | |
| | | | | | | | |
| Social Science Elective II – Choose one from list below: | | | | | | | |
| HIS 102/ Word Civilization II | None | 45 | 3 | | | 45 | 3 |
| HIS 103/ U.S. History or HIS 101/ World Civilization I (if not already taken) | None | 45 | 3 | | | 45 | 3 |
| HIS 104/ Modern Jewish History | None | 45 | 3 | | | 45 | 3 |
| | | | | | | | |
| **Judaic Studies Major** | | | | | | | |
| HEB 301/ Hebrew III | HEB 201 or equivalent knowledge | 60 | 4 | | | 60 | 4 |
| HEB 401/ Hebrew IV**** | HEB 301 or equivalent knowledge | 60 | 4 | | | 60 | 4 |
| HIS 401/ Classical Jewish History I**** | None | 45 | 3 | | | 45 | 3 |
| HIS 402/ Classical Jewish History II**** | HIS 401 | 45 | 3 | | | 45 | 3 |
| JUD 101/ Bible I | 2 years of high school Bible study | 45 | 3 | | | 45 | 3 |
| JUD 201/ Talmud I | 2 years of high school Bible study | 45 | 3 | | | 45 | 3 |
| JUD 103/ Halachic Codes I | 2 years of Jewish high school Halachic studies | 45 | 3 | | | 45 | 3 |
| JUD 301/ Halachic Codes III | None | 45 | 3 | | | 45 | 3 |
| JUD 302/Halachic Codes IV**** | None | 45 | 3 | | | 45 | 3 |
| JUD 303/Halachic Codes V**** | None | 45 | 3 | | | 45 | 3 |
| JUD 401/ Halachic Codes VI**** | None | 45 | 3 | | | 45 | 3 |
| JUD 402/ Halachic Codes VII**** | None | 45 | 3 | | | 45 | 3 |
| JUD 404/ Bible III | None | 45 | 3 | | | 45 | 3 |
| JUD 405/ Bible IV**** | JUD 404 | 45 | 3 | | | 45 | 3 |
| MJT 401/Issues in | None | 45 | 3 | | | 45 | 3 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Modern Jewish Theology | | | | | | | |
| PHL 301/ Jewish Philosophy III | None | 45 | 3 | | | 45 | 3 |
| PHL 302/ Jewish Philosophy IV | None | 45 | 3 | | | 45 | 3 |
| PHL 401/ Jewish Philosophy V | None | 45 | 3 | | | 45 | 3 |
| PHL 402/ Jewish Philosophy VI | None | 45 | 3 | | | 45 | 3 |
| YID 301/ Yiddish I*** | None | 60 | 4 | | | 60 | 4 |
| | | | | | | | |
| Judaic Studies Elective – Choose one from the list below | | | | | | | |
| EDU/ECE 403/ Child, Family, Community | None | 45 | 3 | | | 45 | 3 |
| ֍ Open-Source Elective | As specified by the institution offering the course | 45 | 3 | | | 45 | 3 |
| | | | | | | | |
| **Concentration in Accounting & Business** | | | | | | | |
| ACC 101/ Principles of Accounting I | None | 45 | 3 | | | 45 | 3 |
| ACC 102/ Principles of Accounting II | ACC 101 | 45 | 3 | | | 45 | 3 |
| ACC 103/ Computerized Accounting I | ACC 101 (pre- or co-requisite) | 15 | 1 | 60 | 2 | 75 | 3 |
| BUS 101/ Introduction to Business | None | 45 | 3 | | | 45 | 3 |
| CIS 101/ Introduction to Computers | None | 30 | 2 | 30 | 1 | 60 | 3 |
| CIS 201/ Office Suite Applications | CIS 101 | 15 | 1 | 60 | 2 | 75 | 3 |
| ENG 202/ Business Communications | None | 45 | 3 | | | 45 | 3 |
| | | | | | | | |
| Accounting & Business Elective – Choose on from the list below: | | | | | | | |
| ACC | ACC 102 | 45 | 3 | | | 45 | 3 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 201/Intermediate Accounting I | | | | | | | |
| ACC 203/Internal Auditing | ACC 102 | 45 | 3 | | | 45 | 3 |
| | | | | | | | |
| TOTALS | | 1725 | 115 | 150 | 5 | 1875 | 120 |

*These courses are electives and students will take only one of the two courses. Therefore, only one of these clock/credit hours was included in the total hours.

Students will only take one of the Math/Science elective courses. Therefore, only one of these clock/credit hours was included in the total hours.

Students will take only one of the Social Science Elective I courses. Therefore, only one of these clock/credit hours was included in the total hours.

Students will take only one of the Social Science Elective II courses. Therefore, only one of these clock/credit hours was included in the total hours.

Students will take only one of the Judaic Studies Elective courses. Therefore, only one of these clock/credit hours was included in the total hours.

Students will take only one of the Accounting & Business Elective courses. Therefore, only one of these clock/credit hours was included in the total hours.

****Students who wish to may substitute Yiddish for one or more of the courses with four stars. The Yiddish courses must be taken in order.
YID 302 Yiddish II, YID 401 Yiddish III, YID 402 Yiddish IV

***** Students may substitute courses from the list below for this course, however they will have to take two (3 credit) courses to replace YID 301.
EDU/ECE 401 Creative Arts in the Classroom, PHL 402 Jewish Philosophy VI, MAT 301 College Geometry, ESC 301 Earth Science, or CHEM 301 Chemistry.

Any student may transfer up to 3 credits in any subject from any approved/accredited source such as the U.S. Department of Education, a State Department of Education, or from colleges and universities that are accredited by a nationally or regionally recognized accrediting agency. Only transfer credits with a grade of C or better are accepted, unless the credits are from one of the institutions with which Elyon College has articulation/partnership agreements. Then a passing grade is acceptable. Also, students may demonstrate proficiency in required Elyon College courses by taking and passing competency exams or courses approved by agencies such as the American Council on Education (ACE) or the National College Credit Recommendation Service of the State University of New York (NCCRS-SUNY). Credits may be obtained through the College Level Examination Program (CLEP) where a minimum score of 50 is required in order for the credits to be considered. Students achieving scores of 4 or 5 Advanced Placement (AP) tests may also qualify for credits towards their degree or certificate at Elyon College. (This policy is clearly stated in the Elyon College Catalog).

## Accounting and Business Technology AAS Degree Program

| **Course Number/ Course Title** | **Prerequisites** | **Lecture** | | **Laboratory** | | **Total** | |
|---|---|---|---|---|---|---|---|
| | | **Clock Hours** | **Semester Credits** | **Clock Hours** | **Semester Credits** | **Clock Hours** | **Semester Credits** |
| ENG 101/Composition I | None | 45 | 3 | | | 45 | 3 |
| ENG 201/Composition II | ENG 101 | 45 | 3 | | | 45 | 3 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| MAT 101/College Algebra | None | 45 | 3 | | | 45 | 3 |
| PHL 101/Logic and Critical Thinking* | None | 45 | 3 | | | 45 | 3 |
| PHL 201/Jewish Philosophy I* | None | 45 | 3 | | | 45 | 3 |
| | | | | | | | |
| Social Science Elective I – Choose one from list below: | | | | | | | |
| HIS 101/World Civilization I | None | 45 | 3 | | | 45 | 3 |
| HIS 103/ U.S. History | None | 45 | 3 | | | 45 | 3 |
| | | | | | | | |
| Social Science Elective II – Choose one from list below: | | | | | | | |
| HIS 102/World Civilization II | HIS 101 | 45 | 3 | | | 45 | 3 |
| HIS 103/ U.S. History or HIS 101/World Civilization I (if not already taken) | None | 45 | 3 | | | 45 | 3 |
| BIO 101/ Human Biology | None | 45 | 3 | | | 45 | 3 |
| | | | | | | | |
| BUS 101/ Introduction to Business | None | 45 | 3 | | | 45 | 3 |
| ENG 202/ Business Communications | None | 45 | 3 | | | 45 | 3 |
| CIS 101/Introduction to Computers | None | 30 | 2 | 30 | 1 | 60 | 3 |
| CIS 201/Office Suite Applications | CIS 101 | 15 | 1 | 60 | 2 | 75 | 3 |
| MAT 201/Statistics | None | 45 | 3 | | | 45 | 3 |
| ACC 101/Principles of Accounting I | None | 45 | 3 | | | 45 | 3 |
| ACC 102/Principles of Accounting II | ACC 101 | 45 | 3 | | | 45 | 3 |
| ACC 103/Computerized Accounting I | ACC 101 (pre- or co-requisite) | 15 | 1 | 60 | 2 | 75 | 3 |
| ACC 104/Computerized Accounting II | ACC 103 | 15 | 1 | 60 | 2 | 75 | 3 |
| ACC 201/Intermediate Accounting I | ACC 102 | 45 | 3 | | | 45 | 3 |
| ACC 202/Cost Accounting | ACC 102 | 45 | 3 | | | 45 | 3 |
| ACC 203/Internal Auditing | ACC 102 | 45 | 3 | | | 45 | 3 |
| ACC 204/Not-for-Profit Accounting | ACC 102 | 45 | 3 | | | 45 | 3 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| ACC 205/ Income Taxation | ACC 102 | 45 | 3 | | | 45 | 3 |
| TOTALS | | 795 | 53 | 210 | 7 | 1005 | 60 |

*These courses are electives and students will only take one of the two courses. Therefore, only one of these clock/credit hours was included in the total count.

Students will take only one of the Social Science Elective I courses. Therefore, only one of these clock/credit hours was included in the total hours.

Students will take only one of the Social Science Elective II courses. Therefore, only one of these clock/credit hours was included in the total hours.

## Accounting and Business Technology Certificate Program

| Course Number/ Course Title | Prerequisites | Lecture | | Laboratory | | Total | |
|---|---|---|---|---|---|---|---|
| | | Clock Hours | Semester Credits | Clock Hours | Semester Credits | Clock Hours | Semester Credits |
| ENG 101/Composition I | None | 45 | 3 | | | 45 | 3 |
| MAT 101/College Algebra | None | 45 | 3 | | | 45 | 3 |
| BUS 101/Introduction to Business | None | 45 | 3 | | | 45 | 3 |
| CIS 101/Introduction to Computers | None | 30 | 2 | 30 | 1 | 60 | 3 |
| CIS 201/Office Suite Applications | CIS 101 | 15 | 1 | 60 | 2 | 75 | 3 |
| ENG 202/Business Communications | None | 45 | 3 | | | 45 | 3 |
| ACC 101/Principles of Accounting I | None | 45 | 3 | | | 45 | 3 |
| ACC 102/Principles of Accounting II | ACC 101 | 45 | 3 | | | 45 | 3 |
| ACC 103/Computerized Accounting I | ACC 101 (pre- or co-requisite) | 15 | 1 | 60 | 2 | 75 | 3 |
| ACC 201/Intermediate Accounting I | ACC 102 | 45 | 3 | | | 45 | 3 |
| ACC 203/Internal Auditing | ACC 102 | 45 | 3 | | | 45 | 3 |
| ACC 205/ Income Taxation | ACC 102 | 45 | 3 | | | 45 | 3 |
| TOTALS | | 465 | 31 | 150 | 5 | 615 | 36 |

## Judaic Studies AS Degree Program (For Education and Leadership)

| Course Number/ Course Title | Prerequisites | Lecture | | Laboratory | | Total | |
|---|---|---|---|---|---|---|---|
| | | Clock Hours | Semester Credit | Clock Hours | Semester Credits | Clock Hours | Semester Credits |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| ENG 101/ Composition I | None | 45 | 3 | | | 45 | 3 |
| SPE 101/Speech | None | 45 | 3 | | | 45 | 3 |
| ENG 201/ Composition II* | ENG 101 | 45 | 3 | | | 45 | 3 |
| PHL 101/Logic and Critical Thinking* | None | 45 | 3 | | | 45 | 3 |
| MAT 101/ College Algebra | None | 45 | 3 | | | 45 | 3 |
| BIO 101/ Human Biology | None | 45 | 3 | | | 45 | 3 |
| CIS 101/ Introduction to Computers | None | 30 | 2 | 30 | 1 | 60 | 3 |
| HIS 101/World Civilization I** | None | 45 | 3 | | | 45 | 3 |
| HIS 103 US History** | | | | | | | |
| EDU 101/ Foundations of Education | None | 45 | 3 | | | 45 | 3 |
| EDU/ECE 102/ Educational Psychology | None | 45 | 3 | | | 45 | 3 |
| EDU 103/ Teaching Methodology | None | 45 | 3 | | | 45 | 3 |
| EDU104/ Literacy and the Bicultural Community**** | None | 45 | 3 | | | 45 | 3 |
| EDU/ECE 105/ Child Development | None | 45 | 3 | | | 45 | 3 |
| EDU 201/ Education, Culture and Adaptive Technology**** | None | 45 | 3 | | | 45 | 3 |
| HEB 101/ Hebrew I | Ability to read & write simple Hebrew or 2 years of high school Hebrew | 45 | 3 | | | 45 | 3 |
| HEB 201/ Hebrew II | HEB 101 | 45 | 3 | | | 45 | 3 |
| HIS 104/Modern Jewish History | None | 45 | 3 | | | 45 | 3 |
| JUD 101/ Bible I | 2 years of high school Bible study | 45 | 3 | | | 45 | 3 |
| JUD 201/ Talmud I | 2 years of high school Bible | 45 | 3 | | | 45 | 3 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | study | | | | | | |
| JUD 103/ Halachic Codes I | 2 years of Jewish high school Halachic studies | 45 | 3 | | | 45 | 3 |
| PHL 201/Jewish Philosophy I | None | 45 | 3 | | | 45 | 3 |
| JUD 102/Bible II*** | JUD 101 | 45 | 3 | | | 45 | 3 |
| JUD 202/Talmud II*** | JUD 201 | 45 | 3 | | | 45 | 3 |
| JUD 104/Halachic Codes II*** | None | 45 | 3 | | | 45 | 3 |
| PHL 202/Jewish Philosophy II*** | PHL 201 | 45 | 3 | | | 45 | 3 |
| TOTALS | | 885 | 59 | 30 | 1 | 915 | 60 |

*These courses are electives and students will take only one of the two courses. Therefore, only one of these clock/credit hours was included in the total hours.

**These courses are electives and students will take only one of the two courses. Therefore, only one of these clock/credit hours was included in the total hours.

***These courses are electives and students will take only one of the four courses. Therefore, only one of these clock/credit hours was included in the total hours.

****These courses are electives and students will take only one of the two courses. Therefore, only one of these clock/credit hours was included in the total hours.

## Judaic Studies Certificate Program (For Education and Leadership)

| **Course Number/ Course Title** | **Prerequisites** | **Lecture** | | **Laboratory** | | **Total** | |
|---|---|---|---|---|---|---|---|
| | | **Clock Hours** | **Semester Credits** | **Clock Hours** | **Semester Credits** | **Clock Hours** | **Semester Credits** |
| PHL 101/ Logic and Critical Thinking* | None | 45 | 3 | | | 45 | 3 |
| HEB 101/ Hebrew I | Ability to read & write simple Hebrew or 2 years of high school Hebrew | 45 | 3 | | | 45 | 3 |
| EDU 101/ Foundations of Education | None | 45 | 3 | | | 45 | 3 |
| EDU/ECE 102/ Educational Psychology**** | None | 45 | 3 | | | 45 | 3 |
| EDU 103/ Teaching Methodology***** | None | 45 | 3 | | | 45 | 3 |
| EDU 104/ Literacy and the Bicultural Community***** | None | 45 | 3 | | | 45 | 3 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| EDU/ECE 105/ Child Development**** | None | 45 | 3 | | | 45 | 3 |
| EDU 201/ Education, Culture and Adaptive Technology***** | None | 45 | 3 | | | 45 | 3 |
| JUD 101/ Bible I | 2 years of high school Bible study | 45 | 3 | | | 45 | 3 |
| JUD 201/ Talmud I | 2 years of high school Bible study | 45 | 3 | | | 45 | 3 |
| JUD 103/ Halachic Codes I | 2 years of Jewish high school Halachic studies | 45 | 3 | | | 45 | 3 |
| HIS 104/ Modern Jewish History | None | 45 | 3 | | | 45 | 3 |
| PHL 201/ Jewish Philosophy I* | None | 45 | 3 | | | 45 | 3 |
| JUD 102/ Bible II** | JUD 101 | 45 | 3 | | | 45 | 3 |
| JUD 202/ Talmud II** | JUD 201 | 45 | 3 | | | 45 | 3 |
| JUD 104/ Halachic Codes II*** | None | 45 | 3 | | | 45 | 3 |
| HEB 201/ Hebrew II*** | HEB 101 | 45 | 3 | | | 45 | 3 |
| PHL 202/ Jewish Philosophy II | PHL 201 | 45 | 3 | | | 45 | 3 |
| TOTALS | | 540 | 36 | | | 540 | 36 |

*These courses are electives and students will take only one of the two courses. Therefore, only one of these clock/credit hours was included in the total hours.

**These courses are electives and students will take only one of the three courses. Therefore, only one of these clock/credit hours was included in the total hours.

****These courses are electives and students will take only one of the two courses. Therefore, only one of these clock/credit hours was included in the total hours.

*****These courses are electives and students will take only one of the three courses. Therefore, only one of these clock/credit hours was included in the total hours.

## REGISTERED EDUCATIONAL PROGRAMS:

## Bachelor of Science in Judaic Studies Degree 120 semester credits

The Bachelor of Science degree in Judaic Studies provides broad based preparation in the field of Judaic and educational studies at a more advanced level than the AS Degree. The Bachelors Degree is an applied degree. It is not intended as a formal theological program. Completion of the Bachelor of Science Degree program does not qualify graduates to become certified teachers . The core general education and computer literacy courses are foundational and are an important component of the program of study. Integral to the program is comprehensive knowledge of Jewish history, heritage, culture, and tradition, as well as the communication skills and methodologies necessary to function effectively with the Jewish community members including with those who are adolescents, disabled, elderly, and indigent. Graduates will be able to work successfully in a variety of settings including Jewish community organizations and associations, Jewish Day Schools, synagogues, community centers and agencies serving the needs of the general population. Graduates are prepared for positions such as Early Childhood Teacher, Head Start Teacher, Pre-school Teacher, Teacher Assistant, Kindergarten Teacher, Elementary Teacher in Hebrew Day Schools, High School Teacher in Hebrew Day Schools, School Education Program Assistant or Coordinator, Judaic Studies Adult Education Teacher or program coordinator, Assistant Clergy, and Assistant to School Principal. Likewise, they are prepared for positions such as Community Social Service and Administrative Managers at an educational or service organization that serves the Jewish or general community. Graduates are prepared to be educational leaders and program administrators primarily at nonprofit organizations, including educational institutions, religious organizations, and social services organizations.

Graduates of the Accounting and Business concentration are also prepared for positions such as Junior Accountant, CPA's Accounting Clerk, Accounting Assistant, Accounting Associate, Accounts Payable and Payroll Specialist, Accounts Payable Manager, Bookkeeper, Business Office Specialist, or Office Administrator/Management Assistant with skills in Business Technology. Completion of the Bachelor of Science Degree program does not qualify graduates to become certified teachers or practice the licensed profession of accounting.

## Bachelor of Science in Judaic Studies Degree with concentration in Education 120 semester credits required

### Each student must take the minimum credits from each cluster as indicated.

### Education Cluster: Minimum 27 credits

- EDU 101 Foundations of Education 3 credits
- EDU/ECE 102 Educational Psychology 3 credits
- EDU 103 Teaching Methodology 3 credits
- EDU 104 Literacy and the Bicultural Community 3 credits
- EDU/ECE 105 Child Development 3 credits
- EDU 201 Education, Culture and Adaptive Technology 3 credits
- EDU/ECE 302 Developmentally Appropriate Curriculum 3 credits
- EDU/ECE 305 Learning Disabilities and Related Mild Disabilities I 3 credits
- EDU/ECE 401 Creative Arts in the Classroom 3 credits
- EDU/ECE 402 Creative Arts in the Early Childhood Classroom 3 credits
- EDU/ECE 403 Child, Family, Community 3 credits
- EDU/ECE 405 Learning Disabilities and Related Mild Disabilities II 3 credits

**Judaic Studies Cluster:** **Minimum 39 credits**

- JUD 101 Bible I 3 credits
- JUD 102 Bible II 3 credits
- JUD 103 Halachic Codes I 3 credits
- JUD 104 Halachic Codes II 3 credits
- JUD 201 Talmud I 3 credits
- JUD 202 Talmud II 3 credits
- JUD 306 Talmud III 3 credits
- JUD 301 Halachic Codes III 3 credits
- JUD 302 Halachic Codes IV 3 credits
- JUD 303 Halachic Codes V 3 credits
- JUD 401 Halachic Codes VI 3 credits
- JUD 402 Halachic Codes VII 3 credits
- JUD 403 Halachic Codes VIII 3 credits
- JUD 404 Bible III 3 credits
- JUD 405 Bible IV 3 credits
- PHL 101 Logic & Critical Thinking 3 credits
- PHL 201 Jewish Philosophy I 3 credits
- PHL 202 Jewish Philosophy II 3 credits
- PHL 301 Jewish Philosophy III 3 credits
- PHL 302 Jewish Philosophy IV 3 credits
- PHL 401 Jewish Philosophy V 3 credits
- PHL 402 Jewish Philosophy VI 3 credits
- MJT 401 Survey of Issues in Modern Theology 3 credits

**History Cluster:** **Minimum 3 credits**

- HIS 101 World Civilization I 3 credits
- HIS 102 World Civilization II 3 credits
- HIS 103 U.S. History 3 credits
- HIS 104 Modern Jewish History 3 credits
- HIS 401 Classical Jewish History I 3 credits
- HIS 402 Classical Jewish History II 3 credits

**Communication/Foreign Language Cluster:** **Minimum 21 credits including 6 credits of English Composition**

- ENG 101 Composition I 3 credits
- ENG 201 Composition II 3 credits
- ENG 202 Business Communication 3 credits
- SPE 101 Speech 3 credits
- HEB 101 Hebrew I 3 credits
- HEB 201 Hebrew II 3 credits
- HEB 301 Hebrew III 4 credits
- HEB 401 Hebrew IV 4 credits
- YID 301 Yiddish I 4 credits
- YID 302 Yiddish II 4 credits
- YID 401 Yiddish III 4 credits
- YID 402 Yiddish IV 4 credits

**Math/Science/Computers Cluster: Minimum 9 credits**

- MAT 101 College Algebra 3 credits
- MAT 201 Statistics 3 credits
- BIO 101 Human Biology 3 credits
- CIS 101 Introduction to Computers 3 credits
- MAT 301 College Geometry 3 credits
- ESC 301 Earth Science 3 credits
- CHEM 301 Chemistry 3 credits

The minimum credits only add up to 99 credits. In order to earn the bachelor's degree students will be required to take at least 21 additional credits to reach a total of 120 credits from any of the above cluster(s). Bachelor level students must take a minimum of 60 upper-level credits (courses are coded with a 300 or a 400 number).

Note 1: Students may take courses from higher levels to fulfill their lower-level requirements provided they meet the pre-requisite for the higher-level course.

Note 2: In addition, there is a free elective option that allows a student to transfer up to 3 credits in any subject from any approved/accredited source such as the U.S. Department of Education, a State Department of Education, or from colleges and universities that are accredited by a nationally or regionally recognized accrediting agency. Only transfer credits with a grade of "C" or better are accepted, unless the credits are from one of the institutions with which Elyon College has articulation/partnership agreements. Then a passing grade is acceptable. Also, students may demonstrate proficiency in required Elyon College courses by taking and passing competency exams or courses approved by agencies such as the American Council on Education (ACE) or the National College Credit Recommendation Service of the State University of New York (NCCRS-SUNY). Credits may be obtained through the College Level Examination Program (CLEP) where a minimum score of 50 is required in order for the credits to be considered. Students achieving scores of 4 or 5 Advanced Placement (AP) tests may also qualify for credits towards their degree or certificate at Elyon College. (This policy is clearly stated in the Elyon College Catalog).

**Important:**
**The availability of certain educational offerings may depend on facts such as the number of students interested in a particular program or course. Students are advised to check with the Dean/Associate Dean regarding program/course availability before making enrollment decisions.**

## Bachelor of Science in Judaic Studies Degree with concentration in Accounting & Business 120 semester credits required

**Each student must take the minimum credits from each cluster as indicated.**

**Accounting & Business Cluster: Minimum 30 credits**

- ACC 101 Principles of Accounting I 3 credits
- ACC 102 Principles of Accounting II 3 credit
- ACC 103 Computerized Accounting I 3 credits
- ACC 104 Computerized Accounting II 3 credits
- ACC 201 Intermediate Accounting I 3 credits
- ACC 202 Cost Accounting 3 credits
- ACC 203 Internal Auditing 3 credits
- ACC 204 Not-for-Profit Accounting 3 credits

- ACC 205 Income Taxation 3 credits
- BUS 101 Introduction to Business 3 credits
- ENG 202 Business Communications 3 credits

**Judaic Studies Cluster: Minimum 36 credits**

- JUD 101 Bible I 3 credits
- JUD 103 Halachic Codes I 3 credits
- JUD 201 Talmud I 3 credits
- JUD 301 Halachic Codes III 3 credits
- JUD 302 Halachic Codes IV 3 credits
- JUD 303 Halachic Codes V 3 credits
- JUD 401 Halachic Codes VI 3 credits
- JUD 402 Halachic Codes VII 3 credits
- JUD 403 Halachic Codes VIII 3 credits
- JUD 404 Bible III 3 credits
- JUD 405 Bible IV 3 credits
- PHL 101 Logic & Critical Thinking 3 credits
- PHL 201 Jewish Philosophy I 3 credits
- PHL 301 Jewish Philosophy III 3 credits
- PHL 302 Jewish Philosophy IV 3 credits
- PHL 401 Jewish Philosophy V 3 credits
- PHL 402 Jewish Philosophy VI 3 credits
- MJT 401 Survey of Issues in Modern Theology 3 credits

**History Cluster: Minimum 6 credits**

- HIS 101 World Civilization I 3 credits
- HIS 102 World Civilization II 3 credits
- HIS 103 U.S. History 3 credits
- HIS 104 Modern Jewish History 3 credits
- HIS 401 Classical Jewish History I 3 credits
- HIS 402 Classical Jewish History II 3 credits

**Communication/Foreign Language Cluster: Minimum 18 credits including 6 credits of English Composition**

- ENG 101 Composition I 3 credits
- ENG 201 Composition II 3 credits
- ENG 202 Business Communication 3 credits
- HEB 101 Hebrew I 3 credits
- HEB 201 Hebrew II 3 credits
- HEB 301 Hebrew III 4 credits
- HEB 401 Hebrew IV 4 credits
- YID 301 Yiddish I 4 credits
- YID 302 Yiddish II 4 credits
- YID 401 Yiddish III 4 credits
- YID 402 Yiddish IV 4 credits

**Math/Science Cluster Minimum 12 Credits**

- MAT 101 College Algebra 3 credits
- BIO 101 Human Biology 3 credits
- CIS 101 Introduction to Computers 3 credits
- CIS 201 Office Suite Applications 3 credits
- MAT 301 College Geometry 3 credits
- ESC 301 Earth Science 3 credits
- CHEM 301 Chemistry 3 credits

The minimum credits only add up to 102 credits. In order to earn the bachelor's degree students will be required to take at least 18 additional credits to reach a total of 120 credits from any of the above cluster(s). Bachelor level students must take a minimum of 60 upper-level credits (courses are coded with a 300 or a 400 number).

Note 1: Students may take courses from higher levels to fulfill their lower-level requirements provided they meet the pre-requisite for the higher-level course.

Note 2: In addition, there is a free elective option that allows a student to transfer up to 3 credits in any subject from any approved/accredited source such as the U.S. Department of Education, a State Department of Education, or from colleges and universities that are accredited by a nationally or regionally recognized accrediting agency. Only transfer credits with a grade of "C" or better are accepted, unless the credits are from one of the institutions with which Elyon College has articulation/partnership agreements. Then a passing grade is acceptable. Also, students may demonstrate proficiency in required Elyon College courses by taking and passing competency exams or courses approved by agencies such as the American Council on Education (ACE) or the National College Credit Recommendation Service of the State University of New York (NCCRS-SUNY). Credits may be obtained through the College Level Examination Program (CLEP) where a minimum score of 50 is required in order for the credits to be considered. Students achieving scores of 4 or 5 Advanced Placement (AP) tests may also qualify for credits towards their degree or certificate at Elyon College. (This policy is clearly stated in the Elyon College Catalog).

**Important:**
**The availability of certain educational offerings may depend on facts such as the number of students interested in a particular program or course. Students are advised to check with the Dean/Associate Dean regarding program/course availability before making enrollment decisions.**

## Accounting and Business Technology - AAS Degree
## 60 semester credits required

The degree program in Accounting and Business Technology provides basic accounting and business office skills, using major word processing, spreadsheets and database packages. Students will be introduced to computer technology and will learn both office business practices and procedures. Students will also gain knowledge and skills in business communication. The graduates will also benefit from an understanding of the role of computers and their functions in the world of accounting, business and commerce. Most importantly, graduates will be well versed in basic concepts of accounting procedures and the application of accounting principles in the operation of businesses and organizations. Graduates will be prepared for positions such as Accounting Clerk, Accounting Assistant, Accounting Associate, Accounts Payable Specialist, Accounts Payable Clerk, Bookkeeper, Business Technology Specialist, or Office Administrator/Assistant with expertise in Business Technology.

**Each student must take the minimum credits from each cluster as indicated.**

### Accounting & Business Cluster: Minimum 30 credits

- ACC 101 Principles of Accounting I 3 credits
- ACC 102 Principles of Accounting II 3 credits
- ACC 103 Computerized Accounting I 3 credits
- ACC 104 Computerized Accounting II 3 credits
- ACC 201 Intermediate Accounting I 3 credits
- ACC 202 Cost Accounting 3 credits
- ACC 203 Internal Auditing 3 credits
- ACC 204 Not-for-Profit Accounting 3 credits
- ACC 205 Income Taxation 3 credits
- BUS 101 Introduction to Business 3 credits

### History/Natural and Social Science Cluster: Minimum 6 credits

- HIS 101 World Civilization I 3 credits
- HIS 102 World Civilization II 3 credits
- HIS 103 U.S. History 3 credits
- BIO 101 Human Biology 3 credits

### Communication/Critical Thinking Cluster: Minimum 9 credits English and 3 credits Critical Thinking

- ENG 101 Composition I 3 credits
- ENG 201 Composition II 3 credits
- ENG 202 Business Communications 3 credits
- PHL 101 Logic & Critical Thinking or 3 credits
- PHL 201 Jewish Philosophy I 3 credits

### Math/Science Cluster: Minimum 12 Credits

- CIS 101 Introduction to Computers 3 credits
- CIS 201 Office Suite Applications 3 credits
- MAT 101 College Algebra 3 credits
- MAT 201 Statistics 3 credits

The minimum credits only add up to 57 credits. In order to earn the associate degree students will be required to take at least 3 additional credits from any of the above cluster(s) or from other courses in the course description list in the catalog to reach a total of 60 credits.

Note: Students may take courses from higher levels (see course description list in the catalog) to fulfill their lower-level requirements provided they meet the pre-requisite for the higher-level course.

**Important:**
**The availability of certain educational offerings may depend on facts such as the number of students interested in a particular program or course. Students are advised to check with the Dean/Associate Dean regarding program/course availability before making enrollment decisions.**

## Accounting and Business Technology Certificate 36 semester credits required

The certificate program in Accounting and Business Technology is designed to enable graduates to be successful in a variety of business settings where accounting and technology skills are essential. Students are introduced to computers and learn office business practices and procedures. Studentsl also gain knowledge and skills in communication. Certificate recipients will develop computer skills and aquire a general knowledge of accounting principles and business practices in order to make them effective in their chosen careers. Graduates will be prepared for positions such as Accounting Clerk, Accounting Assistant, Accounts Payable Clerk, Bookkeeper, Business Technology Specialist.

### Each student must take the minimum credits from each cluster as indicated.

### Accounting & Business Cluster: Minimum 18 credits

- ACC 101 Principles of Accounting I 3 credits
- ACC 102 Principles of Accounting II 3 credits
- ACC 103 Computerized Accounting I 3 credits
- ACC 104 Computerized Accounting II 3 credits
- ACC 201 Intermediate Accounting I 3 credits
- ACC 202 Cost Accounting 3 credits
- ACC 203 Internal Auditing 3 credits
- ACC 204 Not-for-Profit Accounting 3 credits
- ACC 205 Income Taxation 3 credits
- BUS 101 Introduction to Business 3 credits

### Communication Cluster: Minimum 6 credits English

- CIS 101 Introduction to Computers 3 credits
- ENG 101 Composition I 3 credits
- ENG 201 Composition II 3 credits
- ENG 202 Business Communications 3 credits

### Math/Science Cluster: Minimum 9 credits

- MAT 101 College Algebra 3 credits
- CIS 101 Introduction to Computers 3 credits
- CIS 201 Office Suite Applications 3 credits

The minimum credits only add up to 33 credits. In order to earn the certificate students will be required to take at least 3 additional credits from any of the above cluster(s) or from other courses in the course description list in the catalog to reach a total of 36 credits.

Note: Students may take courses from higher levels to fulfill their lower-level requirements provided they meet the pre-requisite for the higher-level course.

**Important:**
**The availability of certain educational offerings may depend on facts such as the number of students interested in a particular program or course. Students are advised to check with the Dean/Associate Dean regarding program/course availability before making enrollment decisions.**

## Judaic Studies - AS Degree 60 semester credits required

The degree program in Judaic Studies features preparation in the field of Judaic related studies and education. However, it is not intended as a formal theological program. The core general education and computer literacy courses are foundational and are an important component of the program of study. Integral to the program is knowledge of Jewish history, heritage, culture, and tradition, as well as the communication skills and methodologies necessary to function effectively with the Jewish community, members including with those who are adolescents, disabled, elderly, and indigent. Graduates will be able to work successfully in a variety of settings including Jewish community organizations and associations, Jewish Day Schools, synagogues, community centers and agencies serving the needs of the general population. Graduates are prepared for positions such as Early Childhood Teacher, Head Start Teacher Assistant, Pre-school Teacher, Teacher Assistant, Kindergarten Teacher, Teacher K-12 in Hebrew Day Schools, Education Program Assistant, Judaic Studies Adult Education Teacher, Assistant to Clergy, and Assistant to School Principal. In addition, they may serve in any administrative capacity at an educational or service organization that works within the Jewish community.

### Each student must take the minimum credits from each cluster as indicated.

### Education Cluster: Minimum 15 credits

- EDU 101 Foundations of Education 3 credits
- EDU/ECE 102 Educational Psychology 3 credits
- EDU 103 Teaching Methodology 3 credits
- EDU 104 Literacy and the Bicultural Community 3 credits
- EDU/ECE 105 Child Development 3 credits
- EDU 201 Education, Culture and Adaptive Technology 3 credits

### Judaic Studies Cluster: Minimum 15 credits

- JUD 101 Bible I 3 credits
- JUD 102 Bible II 3 credits
- JUD 103 Halachic Codes I 3 credits
- JUD 104 Halachic Codes II 3 credits
- JUD 201 Talmud I 3 credits
- JUD 202 Talmud II 3 credits
- PHL 101 Logic & Critical Thinking 3 credits
- PHL 201 Jewish Philosophy I 3 credits
- PHL 202 Jewish Philosophy II 3 credits

**History Cluster:** **Minimum 6 credits**

- HIS 101 World Civilization I 3 credits
- HIS 102 World Civilization II 3 credits
- HIS 103 U.S. History 3 credits
- HIS 104 Modern Jewish History 3 credits

**Communication/Foreign Language Cluster:** **Minimum 9 credits including 3 credits of English Composition**

- ENG 101 Composition I 3 credits
- ENG 201 Composition II 3 credits
- SPE 101 Speech 3 credits
- HEB 101 Hebrew I 3 credits
- HEB 201 Hebrew II 3 credits

**Math/Science/Computers Cluster:** **Minimum 9 Credits**

- MAT 101 College Algebra 3 credits
- BIO 101 Human Biology 3 credits
- CIS 101 Introduction to Computers 3 credits
- CIS 201 Office Suite Applications 3 credits

The minimum credits only add up to 54 credits. In order to earn the associate degree students will be required to take at least 6 additional credits from any of the above cluster(s) or from other courses in the course description list in the catalog. to reach a total of 60 credits

Note: Students may take courses from higher levels (see course description list in the catalog) to fulfill their lower-level requirements provided they meet the pre-requisite for the higher-level course.

**Important:**
**The availability of certain educational offerings may depend on facts such as the number of students interested in a particular program or course. Students are advised to check with the Dean/Associate Dean regarding program/course availability before making enrollment decisions.**

## Judaic Studies – Certificate 36 semester credits required

The certificate program in Judaic Studies will feature preparation in the field of Judaic related studies and education. Integral to the program is knowledge of Jewish history, culture, and tradition. Certificate recipients will be able to work successfully in a variety of settings including Jewish community organizations and associations, Jewish Day Schools, synagogues, community centers and agencies serving the needs of the general population. Graduates will be prepared for positions such as Teacher Assistant, Teacher Assistant K-12 in Hebrew Day Schools, Judaic Studies Adult Education Teacher, and Assistant to Clergy. In addition, they may serve in any administrative capacity at an educational or service organization that works within the Jewish community.

**Each student must take the minimum credits from each cluster as indicated.**

**Education Cluster:** **Minimum 9 credits**

- EDU 101 Foundations of Education 3 credits
- EDU/ECE 102 Educational Psychology 3 credits
- EDU 103 Teaching Methodology 3 credits

- EDU 104 Literacy and the Bicultural Community 3 credits
- EDU/ECE 105 Child Development 3 credits
- EDU 201 Education, Culture and Adaptive Technology 3 credits

## Judaic Studies Cluster: Minimum 18 credits

- JUD 101 Bible I 3 credits
- JUD 102 Bible II 3 credits
- JUD 103 Halachic Codes I 3 credits
- JUD 104 Halachic Codes II 3 credits
- JUD 201 Talmud I 3 credits
- JUD 202 Talmud II 3 credits
- PHL 101 Logic & Critical Thinking 3 credits
- PHL 201 Jewish Philosophy I 3 credits
- PHL 202 Jewish Philosophy II 3 credits

## History Cluster: Minimum 3 credits

- HIS 101 World Civilization I 3 credits
- HIS 102 World Civilization II 3 credits
- HIS 103 U.S. History 3 credits
- HIS 104 Modern Jewish History 3 credits

## Communication/Foreign Language Cluster: Minimum 3 credits

- CIS 101 Introduction to Computers 3 credits
- ENG 101 Composition I 3 credits
- ENG 201 Composition II 3 credits
- SPE 101 Speech 3 credits
- HEB 101 Hebrew I 3 credits
- HEB 201 Hebrew II 3 credits

The minimum credits only add up to 33 credits. In order to earn the certificate students will be required to take at least 3 additional credits from any of the above cluster(s) or from other courses in the course description list in the catalog to reach a total of 36 credits.

Note: Students may take courses from higher levels to fulfill their lower-level requirements provided they meet the pre-requisite for the higher-level course.

**Important:**
**The availability of certain educational offerings may depend on facts such as the number of students interested in a particular program or course. Students are advised to check with the Dean/Associate Dean regarding program/course availability before making enrollment decisions.**

# ***COURSE DESCRIPTIONS***

## ***ACCOUNTING***

### ACC 101 Principles of Accounting I 3 credits
**Prerequisite: None**

This course covers the fundamental principles and practices of accounting. Topics covered are the uses of accounting information and financial statements to measure business transactions, to measure business income, and to complete the accounting cycle. A comparison is developed between computer and manual systems for preparing and controlling supporting documents, procedures, and journals. Procedures for measuring and reporting for liquid assets, inventories, long-term assets and liabilities are presented.

### ACC 102 Principles of Accounting II 3 credits
**Prerequisite: ACC 101**

This course strengthens and expands the student's understanding of the fundamental principles and practices of accounting as applied to partnerships, corporations, and management accounting. Topics covered are partnerships, contributed capital, retained earnings, corporate income statements, long-term liabilities, statements of cash flow, special reports for financial statement analysis, international accounting, long-term investments, management accounting, operating costs, cost allocations, product costing, quality and performance evaluation.

### ACC 103 Computerized Accounting I 3 credits
**Prerequisite or Co-requisite: ACC 101**

Students will maintain a complete set of accounting books using an accounting software package. Emphasis will be on maintaining the highest standards of accounting practice within the framework of a computerized system. Skills learned in this course will be reinforced in later accounting courses.

### ACC 104 Computerized Accounting II 3 credits
**Prerequisite: ACC 103**

Students will maintain a complete set of accounting books using an accounting software package. Emphasis will be on inventory and job costing within the framework of a computerized system. Skills learned in this course will be reinforced in later accounting courses.

### ACC 201 Intermediate Accounting I 3 credits
**Prerequisite: ACC 102**

This course builds on the foundations covered in the Principles of Accounting I & II. The accounting students will be given the opportunity to deepen, expand, and strengthen their understanding of accounting principles and procedures. Topics covered are financial accounting, accounting information systems, income statements, balance sheets, reports and controls for cash, receivables, and assets. The reporting for depreciation, impairments and liabilities are also covered.

### ACC 202 Cost Accounting 3 credits
**Prerequisite: ACC 102**

Cost accounting as a tool for planning and controlling the operation of a business is covered in this course. The conceptual, analytical, and practical aspects of cost accounting are emphasized. The cost accounting cycle is studied with special attention to job order cost accounting, process cost accounting, cost-profit-volume analysis, budgeting and standard accounting, allocation of joint and by-product and variable absorption costing.

**ACC 203 Internal Auditing 3 credits**
**Prerequisite: ACC 102**

The purpose of the course is to introduce students to the scope of auditing and to enhance students' knowledge of internal auditing practices used by internal auditors which provides essential service to management. This course will allow students to display critical thinking, writing and presentation skills necessary for careers in corporations and government. Covered are stockholder equities, securities, investments, leases, taxation, and full disclosure in financial reporting

**ACC 204 Not-for-Profit Accounting 3 credits**
**Prerequisite: ACC 102**

This course is a study of the concepts and accounting standards for governmental and nonprofit organizations. It also includes preparation and analysis of comprehensive annual financial reports for these agencies.

**ACC 205 Income Taxation 3 credits**
**Prerequisite: ACC 102**

The course provides the students with a fundamental knowledge of the laws concerning federal taxation for individuals and the preparation of the related tax returns. Tax return reporting procedures and basic tax planning are explored.

## ***GENERAL EDUCATION***

**BIO 101 Human Biology 3 credits**
**Prerequisite: None**

This human biology course covers genetics, human systems, and ecology and seeks to relate the content to the students' lives and to issues in society. Emphasis is placed on developing students' scientific literacy, and clarifying how biotechnology is applied in the real world today.

**CHEM 301 Chemistry 3 credits**
**Prerequisite: None**

The goal of this course is to give the student a clear understanding of the principles of chemistry and physical processes. Topics to be discussed include but are not limited to classification of matter, Periodic table and the atomic properties of elements, chemical change, energy changes at the molecular level, chemical bonding, aqueous solutions, biofuels, acids and bases, and neutralization. More advanced topics to be explored include biological effects of UV radiation, chlorofluorocarbons, some concepts of organic chemistry, carbon cycle, quantitative concepts of mass, molecules and moles, vibrating molecules and the Greenhouse Effect, sulfur dioxide and the combustion of coal, nuclear power, energy from electron transfer, nitrogen cycle, and genetic engineering. It will also include some topics in organic chemistry including organic compounds that, both natural and synthetic, that surround us in everyday life.

**ESC 301 Earth Science 3 credits**
**Prerequisite: None**

This course in Earth Science that covers but is not limited to the following principles: matter and minerals; earthquakes; volcanoes; weathering, soil, and mass movement; glaciers, deserts ,and wind; geologic time; ocean water and ocean life; composition, structure, and temperature of the atmosphere; moisture, clouds, and precipitation; air pressure and wind; weather patterns and severe storms; world climates and global climate change.

**ENG 101 Composition I** **3 credits**
**Prerequisite: None**

This course is the first part of the standard two-semester sequence of first year college English composition. Students will learn to plan, write, and rewrite critical and expository essays, think critically and write with clarity and coherence, read and analyze texts, learn grammar, usage/style, and punctuation. The students will acquire information literacy skills to access, evaluate, and use information responsibly in their college-level academic writing

**ENG 201 Composition II** **3 credits**
**Prerequisite: ENG 101**

This course is the second part of the standard two-semester sequence of first year college English composition. Students will learn to plan, write, and rewrite critical and expository essays, think critically and write with clarity and coherence, read and analyze texts, learn grammar, usage/style, and punctuation. The students will acquire information literacy skills to access, evaluate, and use information responsibly in their college-level academic writing. The students will write a MLA term paper with appropriate citations and Works Cited sheet.

**HIS 101 World Civilization I** **3 credits**
**Prerequisite: None**

This is the first of a two-part course in world civilization. This course covers the earliest origins of human civilization to the weakening of the old political systems in the early 19th century. The course covers discussion of political systems and the development of technologies, science, industry, society, and art. The range of civilizations studied is global, surveying and encompassing all continents.

**HIS 102 World Civilization II** **3 credits**
**Prerequisite: HIS 101**

This is the second of a two-course sequence in world civilization. The syllabus covers the period from the threshold of modernity (late 18th century) to the present. In addition to traditional interest in political systems, this survey considers the development of science, industry, human rights, and the arts. The scope of study is global in that all civilizations are studied

**HIS 103 U S History** **3 credits**
**Prerequisite: None**

This course will study US history from the Civil War to the present. Topics include the Civil War and Reconstruction, immigration, industrialism, Populism, Progressivism, World War I, the Jazz Age, the Great Depression, the New Deal, World War II, the Cold War, the post-Cold War era, and the United States at the beginning of the twenty-first century.

**MAT 101 College Algebra** **3 credits**
**Prerequisite: None**

This course is a concentrated study of the topics traditionally found in College Algebra. The topics include a review of algebraic expressions, polynomials, equations, problem solving, and graphing. Major topics include polynomial equations and inequalities, functions and graphs, polynomial and rational functions. Exponential and logarithmic functions, and some topics in analytical geometry are explored.

**MAT 301 College Geometry** **3 credits**
**Prerequisite: None**

This course is a concentrated study of the topics traditionally found in College Geometry. Topics include lines and angle relationships, triangles including special right triangles and congruence, quadrilaterals, regular polygons, circles including how to deal with evaluating ϖ, calculating perimeter, circumference and

area, three-dimensional figures and their properties and analytic geometry. It will also examine some topics in non-Euclidean geometry.

**PHL 101 Logic & Critical Thinking 3 credits**
**Prerequisite: None**

This is a course on the fundamentals of thinking, the ways in which we think about problems, express thoughts, and critique arguments.

**SPE 101 Speech 3 credits**
**Prerequisite: None**

This course helps the student develop effective skills in public speaking and communication. The student learns how to generate topics, organize ideas, and master elements of audience psychology. The student will be required to prepare, deliver, and critique speeches in class and acquire the skills to effectively lecture or lead discussions in the classroom and in organizational settings.

## ***BUSINESS & TECHNOLOGY***

**BUS 101 Introduction to Business 3 credits**
**Prerequisite: None**

The organization and practices of business and industry are studied and analyzed. Emphasis is placed on the historical development, objectives, methods of operation, to demonstrate the interrelationships of management, labor and government. New developments and trends are used as case studies in how change affects the total business environment.

**CIS 101 Introduction to Computers 3 credits**
**Prerequisite: None**

Students will learn the terms and concepts of computer technology. They will have an extensive introduction to computer productivity tools – the operating system, the internet, word processing, spreadsheets, and database. The students will also learn the social, legal, and historical impact of computer technology.

**CIS 201 Office Suite Applications 3 credits**
**Prerequisite: CIS 101**

Students will gain proficiency using the major office packages [word processing, spreadsheets and database] so they will be able to take the MOS (Microsoft Office Specialist) exams at the expert level. By passing the certification exams at the expert level, the students will have demonstrated their expertise in these packages for future employers.

**ENG 202 Business Communications 3 credits**
**Prerequisite: None**

This course presents common principles of communication and then applies those principles to business communication. The inter-relationships among the creative, logical and critical aspects of business communication are explored. Appropriate communication and behavior that is completely businesslike with no personal or inappropriate overtones is discussed. Projects include the construction of letters, memos, e-mail, corporate programs and reports. Oral as well as written communications are required, as students solve problems in business situations and then express themselves.

**MAT 201 Statistics 3 credits**
**Prerequisite: None**

This course introduces statistics. This course includes measures of central tendency and dispersion, graphs, normal distributions, sampling distributions and hypothesis testing..

## ***JUDAIC AND EDUCATIONAL STUDIES***

**EDU 101 Foundations of Education 3 credits**
**Prerequisite: None**

This course provides a broad and comprehensive overview of the foundations of education within the context of the broader community environment. It also includes discussion of the roles that multifaceted schools, companies, and organizations (profit and non-profit) play in best servicing the myriad needs of their respective communities in teaching or administrative capacities.

**EDU/ECE 102 Educational Psychology 3 credits**
**Prerequisite: None**

This course provides basic information for prospective teachers/educators. It is a source of practical ideas about instructional techniques frim early childhood onward. It also explores early developmental stage theories and assorted learning theories.

**EDU 103 Teaching Methodology 3 credits**
**Prerequisite: None**

This course will instruct aspiring teachers of children in kindergarten through grade six on various teaching methodologies, and educational approaches for effective childhood learning. It will prepare future educators to create and maintain a disciplined classroom as well as instruct and assess standard elementary school curriculum. Various behavioral and communication issues are discussed , in addition to approaches aimed at raising a student's self-image and self-discipline. Dealing with uncomfortable situations in the classroom and in life are discussed. Future teachers learn how to create lesson plans, develop and assess tests and provide both one-on-one and group instruction.

**EDU 104 Literacy and the Bicultural Community 3 credits**
**Prerequisite: None**

Student will learn various levels of teaching literacy, including preschool, reading and writing in the content areas, and different approaches to teaching reading and literature. Special attention will be given to teaching literacy in a bicultural classroom and, in a bicultural community. Cultural and behavioral differences are analyzed and bias related issues are explored. Personal harrassment and inappropriate behavior and language and how to respond are discussed. In addition, emphasis is placed on the socio-economic and cultural dynamics, and services needed within the community.

**EDU/ECE 105 Child Development 3 credits**
**Prerequisite: None**

This course will cover child development from the beginnings of life and early developmental stages onward . It will include prenatal development, physical and perceptual development, cognitive development, language development and social and emotional development.

**EDU 201 Education, Culture and Adaptive Technology 3 credits**
**Prerequisite: None**

This course will explore the impact that adaptive technology can and does have on education and culture. Students will become familiar with the ISTE Standards for students and teachers and how to use such standards as part of their instruction. Examination of the pros and cons of a classroom website will be

introduced. This course will provide a thorough review of student impairments and disabilities (visual, auditory, motor, speech and learning) and how adaptive technology will increase the student's comprehension.

### EDU/ECE 302 Developmentally Appropriate Curriculum (DAC) 3 credits
### Prerequisite: None

This course provides a broad and comprehensive analysis of appropriate practices in early childhood education, ranging from birth to 8 years old education. Significant insight from a holistic perspective of the child will be offered.

### EDU/ECE 305 Learning Disabilities and Related Mild Disorders I 3 credits
### Course Prerequisites: None

This course will explore the characteristics and current directions in the treatment of learning disabilities and related mild disabilities. The assessment process is reviewed and transitions to teachers and clinicians following through on an IEP. Teachers familiarize themselves with the theories of learning, and how to maximize impact in an educational setting, in addition to communicating with parents. Different disorders such as social, emotional , and behavioral challenges , ADD, and autistic spectrum disorders will be classified as well as strategized. Differentiation between young children and young adults and adults with disabilities will be discussed . Also, the medical aspects associated with these disabilities will be explored.

### EDU/ECE 401 Creative Arts in The Classroom 3 credits
### Prerequisite: None

This course will explore the impact that creative arts can and does have on education. Students will begin the journey of understanding the creative process through the implementation of various teaching modalities. Auditory, visual, tactile and kinesthetic learning modalities will be part of the students' educational experiences. These learning modalities coupled with the process of a creative arts approach will be included into the following themes: music and movement; visual arts; encouraging play and creative drama in the classroom; and literature. Students will learn that the teacher who encourages the self-expression of creativity promotes an atmosphere for growth of talents and abilities for each child in the classroom.

### EDU/ECE 402 Creative Arts In The Early Childhood Classroom 3 credits
### Prerequisite: None

This course will explore the development of art and creativity in young children. As they examine the early childhood art program, students will explore the elements of art and the planning , implementation and integration of art across the curriculum. The expression of creativity in children will be multimodal, spanning the areas of language, music and movement, play and art. Appreciation of art, sensory experiences with varied materials , and projects will enhance students' already inherent artistic abilities. Building art centers and the use of technology will be taught to the students as future teachers as they set about creating a classroom dedicated to the creative arts.

### EDU/ECE 403 Child, Family, Community 3 credits
### Prerequisite: None

This course is a multifaceted course that explores children's cognitive, social and emotional development through the lens of the environment, family, and childcare experiences, all of which, together, build the foundation for lifelong skills and habits. The course familiarizes students with the different stages of childhood maturation, from infancy through the preschool years, with an emphasis on teaching and modeling empathy for The Whole Child, including the needs of the family as a unit and the community with which it affiliates.

**EDU /ECE 405 Learning Disabilities And Related Mild Disabilities II 3 credits**

**Prerequisite: EDU/ECE 305**

This course will explore the difficulties that children and adults with learning disabilities and related mild disabilities struggle with. Expressive language difficulties which include all the components of the language system including speech disorders and receptive language disorders. Reading difficulties which include dyslexia, phonemic awareness , phonics sight word approaches, comprehension , and assistive technology for instruction, Written language: This course includes the writing process, spelling , and handwriting.

Mathematics Difficulties: This includes mathematics difficulties at the primary and secondary level. Also included are overview of curriculum, formal and informal assessment, strategies for instruction and assistive technology for math.

Overview of Autistic Spectrum Disorders: This includes diagnosis, causes and classic symptoms of ASD and Asperger Disorder. Teaching students with ASD using evidence based practices , applied behavior analysis, and communication skills.

In addition, strategies for these students to achieve academic skills will be discussed.

Options for transitioning to post-secondary environments will be explored.

**HEB 101 Hebrew I 3 credits**

**Prerequisite: Ability to read and write simple Hebrew (as determined by entrance exam) or 2 years of high school Hebrew or equivalent knowledge as demonstrated by a recognized competency**

This course is for beginners, focusing on reading comprehension, with special emphasis on basic principles of Hebrew grammar.

**HEB 201 Hebrew II 3 credits**

**Prerequisite: HEB 101 or equivalent knowledge as demonstrated by a recognized competency**

This course focuses on high-level reading comprehension of adapted and authentic texts, as well as on an intensive review of the verbs and verb system.

**HEB 301 Hebrew III 4 credits**

**Prerequisite: HEB 201 or equivalent knowledge as demonstrated by a recognized competency**

Intermediate on high – level of adapter and authentic of the rules for symbarity movements and their attributes. Student should master and will be able to know all the rules of reading correctly and the nuances of words in Hebrew writing and reading.

**HEB 401 Hebrew IV 4 credits**

**Prerequisite: HEB 301 or equivalent knowledge as demonstrated by a recognized competency**

Intermediate level of analysis capability of Hebrew articles and stories and their syntactic role. Understanding and intermediate level comprehension articles the were written by our leaders and modern Hebrew. Also, students will be able to write their own stories and articles by topics.

**HIS 104 Modern Jewish History 3 credits**
**Prerequisite: None**

Survey of modern Jewish History from 1648 through Zionism until the establishment of the State of Israel,and the Six-Day War. The political, cultural, and religious life of the Jews throughout the world will be studied and discussed in class.

**HIS 401 CLASSICAL JEWISH HISTORY I 3 credits**
**Prerequisite: None**

This course will explore the era in Jewish History from the Second Temple through its destruction. It will describe Jewish life in Israel, Babylon, and the surrounding Middle Eastern Countries such as Egypt. The rise of Greece and the rise of Persia as superpowers in the world at the time predated the miracles of both Chanukah and Purim. The Israelites experienced rulers from within who were both calm and cruel. The rebuilding of the Second Temple in the year 3408 foreshadowed the rededication of the Temple and the miracle of the oil during the story of Chanukah. The formation of the men of the Great Assembly allowed ordinances regarding mitzvah observance (especially concerning Shabbos and prayer) and the court system to be enacted.

**HIS 402 CLASSICAL JEWISH HISTORY II 3 credits**
**Prerequisite: HIS 401**

This course will explore the concept of "every man under his vines and fig trees " that existed during the First Temple and was only present for a very short time during the Second Temple . The course will explore how the constant power struggles and lack of unity between the different factions in Israel contributed toward the destruction of the Second Temple. The course will cover how the rule of Rome over Judea with a mighty hand and the dissolution of the Sanhedrin further weakened the spiritual and physical power of the Jews. Herod was a key figure as he ruled over the Jews during the Second Temple. Even though he gave permission to rebuild the Second Temple, his cruel and heinous acts of violence belied his "piety". Rabbi Yochanan Ben Zakkai saved much of Jewry via his 3 requests of Vespasian. Although he could not request that the temple not be destroyed, his requests ensured the continuity of Torah learning for the Jewish people.

**JUD 101 Bible I 3 credits**
**Prerequisite: Two years of high school Bible study**

This course is an overview of the five books of the Bible, followed by an in-depth concentration on specific segments of the five books, with special attention given to Biblical prose narrative.

**JUD 102 Bible II 3 credits**
**Prerequisite: JUD 101**

This second introductory course in the Bible focuses on the historical books of the second part of the tri-partite Hebrew Bible. The historical books of Joshua through Kings - known in the Hebrew tradition as "the former prophets" - as well as the book of Chronicles will be presented, together with an overview of the standard medieval commentaries.

**JUD 103 Halachic Codes I 3 credits**
**Prerequisite: Two years of Jewish high school Halachic studies.**

Extensive readings in the history and application of Jewish law and Sabbath observance. Another topic in Halacha may be selected by the academic administration and faculty. Students will be advised in advance of the change.

**JUD 104 Halachic Codes II** **3 credits**
**Prerequisite: None**

This course will assess the background and laws of blessings. Fundamental concepts of the laws of blessings and their practical application will be explored. Another topic in Halacha may be selected by the academic administration and faculty. Students will be advised in advance of the change.

**JUD 201 Talmud I** **3 credits**
**Prerequisite: Two years of high school Bible study**

An introduction to Talmudic analysis and to the laws governing the reading of Shema, daily prayer, and other blessings as recorded in the first tractate of the Babylonian Talmud. Another tractate of the Talmud expounding on a particular area of Talmudic discourse and analysis may be selected by the academic administration and faculty. Students will be advised in advance of the choice of the Talmudic subject/tractate.

**JUD 202 Talmud II** **3 credits**
**Prerequisite: JUD 201**

This is a second course in elementary Talmudic analysis and focuses on the laws governing marital obligations as recorded in the Babylonian Talmud tractate Ketubbot, as well as historical sources from medieval manuscripts as found in the Cairo Genizah. Another tractate of the Talmud expounding on a particular area of Talmudic discourse and analysis may be selected by the academic administration and faculty. Students will be advised in advance of the choice of the Talmudic subject/tractate.

**JUD 306 Talmud III** **3 credits**
**Prerequisite: None**

This is a course in Talmudic analysis and didactic. While exploring Philosophy, Ethics, Prayer, and Social Justice, students will become familiar with several tractates of the Babylonian Talmud, Brachot, Shabbat, Ketubot and Avot. Students will gain familiarity with both classic and modern commentaries and the historical setting of the text.

**JUD 301 Halachic Codes III** **3 credits**
**Prerequisite: None**

The course will examine the religious, sociological, and psychological foundations that underpin the Jewish concept of the Sabbath (Shabbat). It will also examine its historical significance in the survival of the Jewish People. Students will be given an in-depth analysis of many of the Biblical and Rabbinic sources for the myriad laws that govern the Halachic observance of the Sabbath.

**JUD 302 Halachic Codes IV** **3 credits**
**Prerequisite: None**

The course is an examination of key elements that make up the entirety of the Jewish Sabbath (Shabbat) and the Shabbat structure. It will also examine in depth Halachah's failsafe mechanism that guarantees the primacy of human health and life over observance of Shabbat laws. Students will also consider legal cases which have been fought to allow Jews to observe this key piece of their religion under the First Amendment.

**JUD 303 Halachic Codes V** **3 credits**
**Prerequisite: None**

The course is an introduction to the Jewish calendar and its associated major and minor festivals. The course examines the Jewish concept of time, considering if it is a linear or a circular construct. It considers the Sui Generic structure of the Jewish calendar as a Lunisolar creation. The course will further examine Jewish

Halachic and Philosophical requirements and responses that address the repeating and repeatable themes Judaism says reoccur through time. It will also examine the practical societal consequences of combining the Solar and Lunar years.

### JUD 401 Halachic Codes VI 3 credits
**Prerequisite: None**

The course is a continuation of the study of the Jewish calendar, its associated major and minor festivals and an examination of the Jewish concept of time. In addition, it focuses on specific times and events that apply to individuals Jews such as birth, marriage and death. This second part of the course will consider the concept of the, "seven ages of man" and consider the classic Talmudic and Midrashic models with non-Jewish divisions of the stages of life.

### JUD 402 Halachic Codes VII 3 credits
**Prerequisite: None**

The course will examine the basic sources and concepts that produced the laws (Halachot) of Kosher food, its preparation and consumption. The course will consider scientific and medical insights regarding various elements of a Kosher Diet and cuisine from Jewish Law's requirements for the slaughter of animals to issues of hygiene and food safety.

### JUD 403 Halachic Codes VIII 3 credits
**Prerequisite: None**

The course will continue the examination the laws (Halachot) of Kosher food, its preparation and consumption. It will introduce students to the commercial aspects of Kosher food production and reveal the profound complexities of modern processes. It will also examine beverage production and consumption for the Kosher market, including alcohol-based products including liquor.

### JUD 404 Bible III 3 credits
**Prerequisite: 2 years of Bible high school study**

This course will elaborate on the story of Queen Esther and the plight of the Jewish people in the era of the Persian King Achashveirosh. As the drama unfolds, personalities and events will be analyzed in the text of Esther chapters 1-5 and assorted classic commentaries.

### JUD 405 Bible IV 3 credits
**Prerequisite: None**

This course will elaborate on the story of Queen Esther and the plight of the Jewish people in the era of the Persian King Achashveirosh. As the drama unfolds, personalities and events will be analyzed in the text of Esther chapters 6-10 and assorted classic commentaries.

### MJT 401 Issues in Modern Jewish Theology 3 credits
**Prerequisite: None**

Three great Jewish theologians from the 20th century will be studied and their positions contrasted and compared. Students will be introduced to the principal writings of Rabbis J B Soloveitchik, Yitzchak Hutner and E E Dessler. They will be required to master their overarching ideas and philosophies through intensive readings of their seminal works.

**PHL 201 Jewish Philosophy I 3 credits**
**Prerequisite: None**

Students are guided in readings from various Jewish philosophers, with particular emphasis on the ethical system of Bahya ben Joseph ibn Pakuda (11th cen.) as presented in his Hovot Ha-Levavot (Duties of the Heart) or other similar texts such as Derech Hashem by Rabbi Moshe Chaim Luzzato, Tomer Devorah by Rabbi Moshe Cordevero,and other later era Jewish philosophers. The course also covers the moral development of people and what is right and what is wrong scenarios. Personal harrassment, inappropriate language and behavior issues, and how to deal with them, are discussed.

**PHL 202 Jewish Philosophy II 3 credits**
**Prerequisite: PHL 101 or PHL 201**

Examination of various philosophical and theological concepts underlying the Pentateuchal commandments, as understood by medieval and modern Jewish scholars. Texts such as Derech Hashem by Rabbi Moshe Chaim Luzzato, Tomer Devorah by Rabbi Moshe Cordevero, Rabbi Yisroel Meir Kagen (Chofetz Chaim) and other later era Jewish philosophers, or other similar texts will be studied.

**PHL 301 Jewish Philosophy III 3 credits**
**Prerequisite: None**

Students in this course will be guided through a targeted and thorough examination of prayer on both the philosophical and practical levels. It provides a contextual understanding of the text of daily prayers. The students will focus on types of prayer and the most optimal state of mind and physical conditions to aspire to when praying.

**PHL 302 Jewish Philosophy IV 3 credits**
**Prerequisite: None**

Students will participate in an in-depth analysis of the daily morning prayers. The course provides a contextual understanding of the morning prayers, translation of the terms, and insights into the text of the prayers.

**PHL 401 Jewish Philosophy V 3 credits**
**Prerequisite: None**

Students will study Mesillas Yesharim, (The Path of the Virtuous) by Rabbi Moshe Chaim Luzzato as the core text for this course in Jewish philosophy. Additional texts, both ancient and contemporary, that explore and address the themes studied while offering complementary or contradictory perspectives will be referenced. These include Maimonides Guide for the Perplexed, Ibn Pakuda's Duties of the Heart, Derech Hashem by Rabbi Moshe Chaim Luzzato, Tomer Devorah by Rabbi Moshe Cordovero, and other later Jewish philosophers.

**PHL 402 Jewish Philosophy VI 3 credits**
**Prerequisite: PHL 401**

Students will continue their study of Mesillas Yesharim, (The Path the Virtuous) by Rabbi Moshe Chaim Luzzato as the core text for Jewish philosophy II. The texts, from PHL 301, both ancient and contemporary, that explore and address the themes studied; Maimonides Guide for the Perplexed, Ibn Pakuda's Duties of the Heart, Derech Hashem by Rabbi Moshe Chaim Luzzato, Tomer Devorah by Rabbi Moshe Cordovero, and other later Jewish philosophers will once more contribute to the course. Additionally, translated extracts of the commentary of Rabbi M Salomon on Mesillas Yesharim from his work, Matnat Chaim will become a regularly referenced resource.

**YID 301 Introduction to Yiddish 4 credits**
**Prerequisite: None**

This learner-centered course is designed for students with little or no previous knowledge of Yiddish. Students acquire basic grammar and lexical skills that will enable them to communicate basic, simple thoughts in Yiddish. Through videos, students see and hear native Yiddish speakers. There are also numerous audio clips that reinforce the language taught through the video segments. Each unit also includes a variety of interactive activities, cultural notes, and cultural interviews to help build competency in each of the four language skills—listening, speaking, reading, and writing.

**YID 302 Yiddish II 4 credits**
**Prerequisite: YID 301 or equivalent knowledge as demonstrated by a recognized competency**

This learner-centered course is designed for students with knowledge of Yiddish phonetics and alphabets, basic vocabulary, and structure of simple sentences. Students acquire basic grammar and lexical skills that will enable them to communicate in routine social or professional situations within an authentic cultural context. Each unit also includes a variety of interactive activities, cultural notes, and cultural interviews to help build competency in each of the four language skills—listening, speaking, reading, and writing.

**YID 401 Yiddish III 4 credits**
**Prerequisite: YID 301, YID 302 or equivalent knowledge as demonstrated by a recognized competency**

This learner-centered course is designed for students with basic previous knowledge of Yiddish. Students acquire intermediate grammar and lexical skills that will enable them to communicate in routine social or professional situations within an authentic cultural context. Newspaper and magazine articles on various topics and follow-up questions are introduced to strengthen reading comprehension and writing competency. Each unit also includes a variety of interactive activities, cultural notes, and cultural interviews to help build competency in each of the four language skills—listening, speaking, reading, and writing.

**YID 402 Yiddish IV 4 credits**
**Prerequisite: YID 301, YID 302, YID 401 or equivalent knowledge as demonstrated by a recognized competency**

This learner-centered course is designed for students with intermediate knowledge of Yiddish. Students acquire advanced grammar and lexical skills that will enable them to communicate in routine social or professional situations within an authentic cultural context. Newspaper and magazine articles on various topics and follow-up questions are introduced to strengthen reading comprehension and writing competency. Each unit also includes a variety of interactive activities, cultural notes, and cultural interviews to help build competency in each of the four language skills—listening, speaking, reading, and writing.

Elyon College offers a variety of not-for-credit seminars as well as community service practicums to assist students in their quest for career development skills and in their efforts to obtain appropriate employment.

**CDS 101 Career Development Seminar non-credit**
**Prerequisites: None**

Students will learn how to successfully market themselves and obtain gainful employment. Subjects covered include the preparation of resumes, cover letters and interview techniques.

**CRS 101 Client Relations Seminar non-credit**
**Prerequisite: None**

This seminar teaches students how to effectively provide courteous customer service, the effects of customer service on business success and how to deal with difficult customer encounters.

**INT 101 Community Service Practicum 30 hours non-credit**
**Prerequisite: None**

The purpose of the community service practicum is to instill in the student communal responsibility, contributing service to those in need, to offer students a chance to hone their communication and organizational skills, and to promote a sense of proper workplace decorum. Students are permitted to fulfill their community service practicum throughout the duration of the time that they are enrolled at Elyon College and can do so concurrently with their program coursework. Students may not be paid for providing these services unless working at a non-profit organization. Written verification that the student participated in the community service is required from the organization or association, and comments are elicited from community service.

## THE PURSUIT OF STUDIES AT THE BACCALAUREATE LEVEL

Elyon College is authorized by the Board of Regents of the University of the State of New York to grant a Bachelor of Science in Judaic Studies Degree.

A student who wishes to pursue studies elsewhere or for a different degree should note that Elyon College has articulation agreements with several four-year degree-granting institutions which have agreed to accept the credits obtained at Elyon College toward a bachelor's degree.

## WAIVING OF SOME REQUIRES COURSES

Prerequisites and required courses may be waived and credits granted by demonstrating equivalent knowledge and competency by exam, such as CLEP, successful completion of comprehensive AP courses, or other comparable exam or course approved by organizations such as the National College Credit Recommendation Service (SUNY) or the American Council on Education. However, a minimum of twenty-five percent of required credits toward an Elyon College bachelor degree program and a minimum of fifty per cent of required associate degree and certificate credits must be earned through academic attendance at Elyon College classroom courses.

# ELYON COLLEGE BOARD OF TRUSTEES

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**Elyon College is an IRS 501(c)(3) not-for-profit institution**

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**Professor and Chair – Dept. of Judaic Studies**
Undergraduate/Rabbinic Ordination, Mesivta Tiferes Jerusalem, N.Y.
M.S. in Ed., Fordham University, N.Y.; M.S.W., Social Work, Touro College, N.Y.

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B.A, History, Brooklyn College, CUNY, B.A., French, Brooklyn College, CUNY

**Yifat Shalom**
**Admissions and Judaic Studies Program Coordinator**
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Certificate, Networking and New Allied Telesyn Products, Kvazar-Micro Education Center, Kiev, Ukraine; Certificates –MCP, MCP+Internet, MCSE, Administering Microsoft Windows NT 4.0, Supporting Microsoft Windows NT 4.0-Core Technologies, Microsoft Authorized Training Center

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Torah Vodaas Post-Secondary Judaic Institute, Brooklyn, New York
Ohr Hatalmud, Lakewood, New Jersey; Torah Ore, Israel;

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Ed. D., Instructional Leadership, Learning styles, Saint John's University, New York, N.Y.

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B.S., Business Administration, South Carolina State University
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Nortel/HP Small Business Communication Server, Northern Telecommunications

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B.A., Education, Touro College, N.Y.

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B.A., University of Cincinnati, Cincinnati, OH

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BA in Jewish Studies, Thomas Edison College, Trenton NJ
Judaic Studies Teaching Certificate, Michlalah Jerusalem College for Women

***currently inactive**

# ADVISORY BOARD

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# ELYON COLLEGE COPYRIGHT POLICY

- The Elyon College Copyright Policy establishes guidelines regarding the Fair Use of copyrighted material, usage of multimedia and copyrighted works in the classrooms, and information regarding the Digital Millennium Copyright Act.
- This policy is based upon United States Copyright Law, Title 17, U.S. Code, 1976. The copyright law of the United States governs the making of photocopies or other reproductions of copyrighted material.
- This policy applies to all members of the Elyon College community, including faculty, staff, students and alumnae.
- Compliance with this policy is the responsibility of every member of the Elyon College community. This policy has been approved by the faculty of Elyon College and by the President of Elyon College.

## GENERAL INFORMATION

Copyright grants to the author or originator the sole and exclusive privilege of creating multiple copies of literary or artistic productions and publishing and selling them. Copyright protection exists for original works in various modes of expression, including:

- literary works;
- musical works, including any accompanying words;
- dramatic works, including any accompanying music;
- pantomimes and choreographic work;
- pictorial, graphic, and sculpture work;
- motion pictures and other audiovisual works;
- sound recordings.

## COPYRIGHT PROTECTIONS AND FAIR USE PRINCIPLES

- The copyright holder has important and exclusive rights. In general, any usage of copyrighted materials requires permission from, and potentially payment of royalties to, the copyright holder, unless the usage falls within an exemption in the law, such as the Fair Use exemption.
- The principle of Fair Use offers additional access privileges in educational settings, but the fact of a Fair Use of a copyrighted work depends upon the circumstances of the usage.
- When Elyon College community members use a copyrighted work in their teaching or research, they must determine whether they might depend upon the Fair Use exemption.

**A proper determination of Fair Use requires taking into consideration the following factors:**

- 1. The purpose and character of the copied material usage (nonprofit, educational, or commercial purposes).
- 2. The nature of the copyrighted work, with special consideration given to the distinction between a creative work (a musical score or a short story), a material originally developed for classroom consumption (a workbook page or a textbook chapter), and an informational work (photocopies made of a newspaper or newsmagazine column). The latter are more likely to be considered a Fair Use than the former ones.
- 3. The proportion of the larger work that is copied and used in relation to the copyrighted work as a whole.

- 4. The effect of the usage on the potential market of the copyrighted work. This factor is regarded as the most critical in determining Fair Use.

## Copying Materials for Instructional Usage

Under certain conditions specified in copyright law, a photocopy or other reproduction is not to be used for any purpose other than private study, scholarship, or research. If a user makes a photocopy or reproduction for purposes in excess of Fair Use, that user may be liable for copyright infringement.

- The distribution of the same photocopied materials to students in a class without the publisher's prior permission as a general should not occur every semester.
- Only one copy is distributed for each student, which must become the student's property.
- The materials include a copyright notice on the first page of the portion of material photocopied.
- The students are not assessed any fee beyond the actual cost of the photocopying.
- The amount of material should be reasonable in relation to the total amount of material assigned for one term of a course.
- The effect of copying the material should not be detrimental to the market for the work.
- In general, the library should own at least one copy of the work.

## General Guidelines for Print and Electronic Reserve

- One chapter from a book.
- One article from a journal issue or newspaper.
- Multiple excerpts from a single book or journal issue will be accepted only if the total length of the submission is 10% or less of the total length of the book or journal issue.
- A short story, short essay, or short poem.
- A chart, diagram, drawing, graph, cartoon, or picture.

## Displaying Media on Campus

- Users must secure public performance rights prior to showing a copyrighted work on campus, unless the work was purchased with public performance rights attached. The only exemption to this requirement is for classroom showings.

## Classroom Showing

- Classroom usage or showing of a copyrighted video (VHS, DVD, Blu-ray) is permissible under the following conditions:
- The usage must be by instructors or by students.
- The usage is part of the curriculum for a specific course and is confined to members in a discrete course or other teaching activity.
- The entire audience is involved with the teaching activity.
- The showing takes place in a classroom or other instructional venue.
- The video is lawfully made; the person responsible has no reason to believe that the video was not lawfully made.

## Guidelines for Using Multimedia Sources

- Existing multimedia (music, lyrics, music videos, motion media, photographs, and illustrations) can be incorporated into a student or faculty multimedia project. Students must credit the sources of the copyrighted works, display copyright notice and ownership information, and include notice of usage restrictions.
- The amount of the copyrighted work that a student may use in her/his educational multimedia project is restricted by specific portion limitations.
- Copyrighted Music, Lyrics, and Music Videos: up to 10%, but in no event more than 30 seconds.
- Motion Media Work: no more than 3 minutes.
- Photographs and Illustrations: no more than 5 images by an artist or photographer.
- For photographs or illustrations from a published collective work, no more than 10% or 15 images, whichever is less.
- Only two copies of the student educational multimedia project may be made, for reserve and preservation purposes.

## Digital Millennium Copyright Act

- The Digital Millennium Copyright Act (DMCA) provides an opportunity for Internet service providers (ISP's) to shield themselves from liability for the actions of their users that infringe on the copyrights of others. As an ISP, Elyon College is potentially liable for monetary damages (plus attorneys' fees) if any of its users provide Internet access to material that infringes on the copyrights of others.

## Elyon College DMCA Procedures

- If and when the College receives a notice from an agent or the copyright holder, the College will investigate the matter. Following receipt of a proper notification, the College will promptly take down the infringing material or block access to it. The College will promptly notify the user of the College's action. Such notification coupled with the removal of the material shields the College from liability for damages sought for the actions of the user. A member of the Library staff will contact the person responsible for a violation, and discuss the matter.
- In cases where a user disputes the accuracy of a claimed infringement, the user may provide a signed, written counter notification (made under the penalty of perjury) to the College.

## Enforcement and Penalties for Infringement

Substantial penalties can be imposed for infringement of a copyright. An injunction to stop the infringement is most likely to be the first action. Payment of actual damages for financial loss suffered by the copyright owner may be required. Statutory damages, for which no actual damages need be proved, may be assessed. For an infringement the court may award damages between $750 and $30,000. If, according to the court, the infringement was willful, the penalty may be as high as $150,000 per item.

Elyon College reserves the additional right to enforce violations of this policy. Failure to comply may result in suspension or termination in the case of employees or expulsion in the case of students.
Office Responsible for this Policy: Elyon College Library

# ELYON COLLEGE
# 1400 WEST 6TH STREET
# BROOKLYN, NEW YORK 11204
# 718-259-5600

# APPLICATION FOR ADMISSION

## APPLICANT INFORMATION

Last Name First Name M.I.

Street Address

City State Zip Code

County

Social Security Number Date of Birth (mm/dd/yyyy)

Home Phone Number Business Phone Number

Driver's License Number State

## EDUCATION

| School/College Attended | City/State | From (mm/yyyy) | To (mm/yyyy) | Graduated (Yes/No) |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

## EMPLOYMENT HISTORY

| Employer | Address | From (mm/yyyy) | To (mm/yyyy) | Type of Work |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

# REGISTRATION REQUEST

**Semester:** Fall _____ Spring _____ Summer _____

**Status:** Full-time _____ Part-time _____

**Attending:** Day _____ Evening _____

**Program:** BS Degree _____ Judaic Studies (On Campus/IDL/Hybrid)
(for Education & Leadership/Leadership & Business)
AS Degree _____ Judaic Studies (for Education & Leadership)
(On Campus/IDL/Hybrid)
AAS Degree _____ Accounting & Business Technology
(On Campus/IDL/Hybrid)
Certificate_____ Judaic Studies (for Education & Leadership)
(On Campus/IDL/Hybrid)
Certificate _____ Accounting & Business Technology
(On Campus/IDL/Hybrid)
Auditing _____ Judaic Studies (for Education & Leadership)

Programs are offered in the following modalities: On Campus = traditional face-to-face, IDL = Interactive Distance Learning (online) and Hybrid = a combination of these options.

**SURVEY**

Please indicate how you became interested in Elyon College:

College _____ Guidance Counselor _____ Business teacher ___
Former Student _____ Radio _____ Newspaper _____
Mailer _____ Agency Referral ___
Other _____

**PERSONAL**

**In the event of emergency, please provide the following information:**

Closest Relative Name _____

Relationship _____

Address _____

City, State, Zip Code _____

Home Phone Number _____

Work Phone Number _____

Employer _____

Address _____

Telephone _____

# STATEMENT OF TERMS

In consideration of the undertaking by the Admission Office to process this form, I agree that the information furnished is accurate to the best of my knowledge. Elyon College agrees to treat all information contained herein and any additional information received from other sources in a confidential manner.

I authorize Elyon College to use my name and/or photograph for advertising or other promotional purposes. I agree to comply with the terms and conditions set forth in the College catalog and student handbook.

I understand that there is a non-refundable application fee of $150.

APPLICANT SIGNATURE _____ DATE _____

PARENT/GUARDIAN/SPOUSE _____ DATE _____
(Required from all students under 18 years of age.)

……

# HIGH SCHOOL TRANSCRIPT RELEASE

I hereby certify that I am / am not a High School graduate.
(Circle whichever applies)

My signature below gives my permission _____
(High School's Name)

to release a transcript of my grades to Elyon College, 1400 West 6 Street, Brooklyn, NY 11204.

I last attended / graduated from your High School in _____
(Circle whichever applies) Date

APPLICANT SIGNATURE

_____

DATE _____

# ADDENDUM I

## Additional Student Services

Our prayer and chavrusa schedule, subject review classes, and guest ecturere/enrichment sessions are part of the Elyon College non-graded, noncredit, enrichment training, learning program.

Although students are advised to participate, attendance is not mandatory and is not required for graduation. These offerings are part of our co-curricular services during which instructors are available to supervise and/or mentor. Although these supplementary offerings are not required, our students are encouraged to participate and most of them do.

As an additional student service, our computer lab and internet/library resources are available to our students whenever they are free, throughout the day and after class as needed.

# ADDENDUM II

## Drug and Alcohol Abuse Prevention/Awareness Policy

Elyon College is committed to providing a safe working and learning environment. Maintaining a safe working and learning environment for the community requires the cooperation of all members of the Training Centers community. Included in these policies is information pertaining to campus drug and alcohol prevention. Under federal law Elyon College must publish annually and distribute information to all employees and students each year pertaining to the institution's drug and alcohol prevention program. In compliance with this requirement, the Drug and Alcohol Abuse Prevention/Awareness Policy is provided to each student at Orientation, and a copy of the Drug and Alcohol Abuse Prevention/Awareness Policy is distributed to each employee and active student in October of each year, at the same time the Annual Crime Report is submitted. If you have any questions or comments regarding the information provided in the document, please contact the Office of the Associate Dean for Academic and Student Services or the Assistant Dean of Administrative Operations.

**DRUG-FREE CAMPUS POLICY**

In compliance with the Drug-Free Schools and Campuses Act Amendments of 1989 (Public Law 101-226), it is the policy of Elyon College to provide a drug and alcohol free environment conducive to a safe, healthy, and secure educational environment. All members of the Elyon community are advised that in compliance with public health codes, federal, state and local statutes, Elyon College prohibits the unlawful manufacture, sale, purchase, possession, use, or distribution of controlled substances and alcohol at any college facility or at any college activity.

**LEGAL SANCTIONS**

Federal law requires that we inform you of a description of the applicable legal sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs and the abuse of alcohol. Federal Penalties and sanctions for illegal possession of a controlled substance are as follows:

### Federal Trafficking Penalties

| Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana, Hashish, Hashish Oil) | | | | |
|---|---|---|---|---|
| **Schedule** | **Substance/Quantity** | **Penalty** | **Substance/Quantity** | **Penalty** |
| II | Cocaine<br>500-4999 grams mixture | **First Offense:** Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than $5 million if an individual, $25 million if not an | Cocaine<br>5 kilograms or more mixture | **First Offense:** Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than $10 million if an individual, $*50* million if not an |
| II | Cocaine base<br>28-279 grams mixture | | Cocaine Base<br>280 grams or more mixture | |
| IV | Fentanyl<br>40-399 grams mixture | | Fentanyl<br>400 grams or more mixture | |
| | | | | |

| | | | | |
|---|---|---|---|---|
| I | Fentanyl Analogue<br>10-99 grams mixture | individual.<br><br>**Second Offense:** Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an individual, $50 million if not an individual. | Fentanyl Analogue<br>100 grams or more mixture | individual.<br><br>**Second Offense:** Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.<br><br>**2 or More Prior Offenses:** Life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual. |
| I | Heroin<br>100-999 grams mixture | | Heroin<br>1 kilogram or more mixture | |
| I | LSD<br>1-9 grams mixture | | LSD<br>10 grams or more mixture | |
| II | Methamphetamine<br>5-49 grams pure or 50-499 grams mixture | | Methamphetamine<br>50 grams or more pure or 500 grams or more mixture | |
| I | PCP<br>10-99 grams pure or 100-999 grams mixture | | PCP<br>100 grams or more pure or 1 kilogram or more mixture | |

| **Substance/Quantity** | **Penalty** |
|---|---|
| Any Amount Of Any Other Schedule I & II Substances<br><br>Any Drug Product Containing Gamma Hydroxybutyric Acid<br><br>Flunitrazepam (Schedule IV) 1 Gram Or More | **First Offense:** Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine $1 million if an individual, $5 million if not an individual.<br><br>**Second Offense:** Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if not an individual. |
| Any Amount Of Other Schedule III Drugs | **First Offense:** Not more than 10 years. If death or serious bodily injury, not more than 15 yrs. Fine not more than $500,000 if an individual, $2.5 million if not an individual.<br><br>**Second Offense:** Not more than 20 yrs. If death or serious bodily injury, not more than 30 yrs. Fine not more than $1 million if an individual, $5 million if not an individual. |
| Any Amount Of All Other Schedule IV Drugs (Except 1 Gram Or More Of Flunitrazepam) | **First Offense:** Not more than 5 years. Fine not more than $250,000 if an individual, $1 million if not an individual.<br>**Second Offense:** Not more than 10 years. Fine not more than $500,000 if an individual, $2 million if other than an individual. |
| Any Amount Of All Schedule V Drugs | **First Offense**: Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual.<br><br>**Second Offense**: Not more than 4 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual. |

**Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I**

| Substances | |
|---|---|
| Marijuana<br>1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants | **First Offense:** Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than $10 million if an individual, $50 million if other than an individual.<br><br>**Second Offense:** Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $20 million if an individual, $75 million if other than an individual. |
| Marijuana<br>100 to 999 kilogram marijuana mixture or 100 to 999 marijuana plants | **First Offense:** Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than $5 million if an individual, $25 million if other than an individual.<br><br>**Second Offense:** Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $8 million if an individual, $50million if other than an individual. |
| Marijuana<br>50 to 99 kilograms marijuana mixture or 50 to 99 marijuana plants<br><br>Hashish<br>More than 10 kilograms<br><br>Hashish Oil<br>More than 1 kilogram | **First Offense:** Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine $1 million if an individual, $5 million if other than an individual.<br><br>**Second Offense:** Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if other than an individual. |
| Marijuana<br>Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)<br><br>1 to 49 marijuana plants<br><br>Hashish<br>10 kilograms or less<br><br>Hashish Oil<br>1 kilogram or less | **First Offense:** Not more than 5 yrs. Fine not more than $250,000, $1 million if other than an individual.<br><br>**Second Offense:** Not more than 10 yrs. Fine $500,000 if an individual, $2 million if other than an individual. |

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to $8 million if an individual and $20 million if other than an individual.

** http://www.justice.gov/dea_old/agency/penalties.html

**HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND THE ABUSE OF ALCOHOL**

**1. Alcohol**

Although alcohol is "legal", it is the most commonly abused substance in school environments

and in the workplace. It can lead to:

- poor judgment and coordination
- drowsiness and mood swings
- liver damage and heart disease

**2. Cigarettes and other Nicotine Products**

In 1989, the U.S. Surgeon General issued a report that concluded that cigarettes and other forms of tobacco, such as cigars, pipe tobacco and chewing tobacco, are addictive and that nicotine is the drug in tobacco that causes addiction. Nicotine is both a stimulant and a sedative to the central nervous system. It is readily absorbed from tobacco smoke in the lungs and it does not matter whether the tobacco smoke is from cigarettes, cigars or pipes. Nicotine is also absorbed readily when tobacco is chewed.

- Major cause of stroke
- Third leading cause of death in the US
- Increases the chance of cardiovascular diseases
- Higher expectancy rate of lung cancer, emphysema, and bronchial disorders

**3. Marijuana**

Recent studies suggest that marijuana is addictive. In addition, marijuana is much stronger than it was twenty years ago. It can cause:

- impaired short-term memory
- slowed reaction time
- lung disease and infertility

**4. Prescription Drugs**

Prescription drugs are not safe unless they are taken as prescribed. If abused they can lead to:

- sluggishness or hyperactivity
- impaired reflexes
- addiction and brain damage

**5. Cocaine and Crack**

Highly addictive, cocaine and crack can speed up performance but the effect is short lived. More long-lasting effects are:

- shortened attention span
- irritability and depression
- seizure and heart attack

**6. Barbiturates**

In small doses, barbiturates produce calmness, relaxed muscles, and lowered anxiety. Larger doses cause slurred speech, staggering gait, and altered perception. Very large doses or doses taken in combination with other central nervous system depressants (e.g., alcohol) may cause:

- Respiratory depression, coma and even death
- Poor muscle control
- May appear drowsy or drunk
- Become confused, irritable , or inattentive
- Or have slowed reactions

**7. Amphetamines**

Amphetamines, methamphetamines, or other stimulants can cause increased heart rate and

respiratory rates, elevated blood pressure, and dilated pupils. Larger doses cause:

- Rapid or irregular heartbeat
- Tremors and physical collapse

An individual using amphetamines might begin to lose weight, have the sweats, and appear restless, anxious, moody, and unable to focus. Extended use may produce psychosis, including hallucinations, delusions and paranoia.

**8. Hallucinogens**

PCP, or angel dust, interrupts the part of the brain that controls the intellect and keeps instincts in check. PCP blocks pain receptors.

- Violent episodes, including self-inflicted injuries
- Memory loss and speech difficulty
- Convulsions, coma and heart failure
- Sleeplessness, confusion, anxiety, and panic

**9. Steroids (anabolic)**

Anabolic steroids are human-made substances related to male sex hormones. Some athletes abuse anabolic steroids to enhance performance. Abuse of anabolic steroids can lead to:

- Serious health problems, some of which are irreversible
- depression, hallucinations, paranoia
- severe mood swings and aggressive behavior
- liver tumors and cancer
- jaundice, high blood pressure, kidney tumors, severe acne and trembling

In males side effects may include shrinking of the testicles and breast development. In females, side effects may include growth of facial air, menstrual changes and deepened voice. In teenagers, growth may be halted prematurely and permanently.

10. **Narcotics**

Because narcotics are generally injected, the use of contaminated needles may result in the contraction of many different diseases, including AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin, convulsions, and coma and may result in death. Some signs of narcotic use are euphoria, drowsiness, constricted pupils, and nausea. Other symptoms include:

- Itchy skin
- Needle or “track” marks on the arms and legs
- Nodding
- Lack of sex drive and appetite
- Sweating

**HELP IS AVAILABLE**

Breaking free of the cycle of abuse is a difficult move for the drug user or alcoholic. But help is nearby – within Elyon College and within your community. When the user reaches out for help, everyone benefits from better relationships, health and safety, and the ability to work together as a team.

- **Within Elyon College**

All faculty, students and staff are invited to use the confidential resources of the Elyon College Office. The Office of the Associate Dean for Academic and Student Services will act as a resource to refer individuals to private and public sources of assistance.

- **Within the Community**

Most communities offer a wide variety of resources. They include groups such as Alcoholics Anonymous, Narcotics Anonymous, hospitals, mental health centers, social service agencies, and private therapists. Some provide free services. Most of these groups are listed in your telephone book.

The following important information will help Elyon students deal with drug and alcohol issues. More information can be found in the Elyon College Student Handbook and the Elyon College Employee Handbook. Students can be referred to outside agencies for help.

**SELF HELP**

Alcoholics Anonymous
(212) 870-3400

Al-Anon
(212) 647-1680

Narcotics Anonymous
(212) 929-6262

Cocaine Hotline
(212) 262-2463

Alcoholic Council of Greater New York
(212) 252-7022

Higher Education Center for Alcohol and Other Prevention Web site:
www.eric.ed.gov/ERICWebPortal/recordDetail?accno=ED400733

***Some other sources of assistance are:***

*National Institute on Drug Abuse Hotline*
1-800-662-HELP
*National Cocaine Hotline*
1-800-COCAINE
*National Council on Alcoholism*
1800-NCA-CALL

**DRUG OR ALCOHOL ABUSE EDUCATION PROGRAMS**

Elyon College does not provide substance abuse counseling or educational programs to students. Students are encouraged to seek assistance from community agencies that provide these services. Below is a listing of various Hotlines/Helplines Nationwide that students can contact for more information.

In addition to these agencies, **employees** may seek services through **Elyon College** Employee Assistance Program, which is outlined in the Employee Guidebook**.**

***National Hotlines & Helplines***

| | |
|---|---|
| Partnership for a Drug Free America: | http://www.drugfree.org |
| https://www.oasas.ny.gov/ | 518-473-3460 |
| Drug & Alcohol Treatment Referral National Hotline: | 1-800-662-4357 |
| Narcotics Anonymous, World Service Line: | (818) 773-9999 |
| National Alcoholics Anonymous: | 212-870-3400 |

**DISCIPLINARY SANCTIONS FOR VIOLATIONS**

Violations of any provisions will result in immediate termination or expulsion. The College supports federal, state, and local laws which make the unauthorized possession, sale, or purchase of controlled drugs and alcohol a crime.
Illegal drug or alcohol possession, use, or distribution on campus is subject to action by local, state and federal law enforcement agencies. Under Public Law 101-226, Elyon College is now required to report convictions under local and state law to the federal government.

Any student or school employee who is convicted of unlawful possession, use, or distribution of illegal drugs or alcohol on school property or as part of any Elyon College activity will be encouraged to complete an appropriate rehabilitation program at a public or private facility.

Conviction of criminal offenses of illegal drug possession, use or distribution on campus may also result in expulsion from school for a student and termination of employment for an employee. Decisions concerning such actions will be rendered after a hearing, if such a hearing is requested, with a Disciplinary Committee convened to consider such matters. At this hearing, extenuating and mitigating circumstances will be considered.

The Drug-Free Workplace Act of 1988 requires that we notify the Department of Education for infractions of the policy.

Disciplinary sanctions consistent with local, state and federal law will be imposed on students and staff who violate this policy. Students found guilty of violating the Drug and Alcohol Abuse Prevention/ Awareness Policy are subject to legal penalties and the following action:

1-The students will be dismissed from the College.
2-The student's file will be appropriately annotated and will be retained.
3-The right to request a refund of any monies will be forfeited.

## Statement of Policy on Substance Abuse

The abuse of drugs and alcohol has a detrimental effect on health, impairs decision-making ability and may result in unintended behavior and consequences. The unlawful possession, use or distribution of illegal drugs and/or alcohol by students or Elyon College employees on College property or as part of any school related activities is strictly prohibited. Since an individual who possesses or uses drugs is violating the law, Elyon cannot protect anyone who may break these laws from apprehension and prosecution by civil authorities.

Upon finding the evidence of the above by any student, Elyon will take appropriate disciplinary action up to expulsion and referral for prosecution under federal and state laws that specify fines or imprisonment for conviction of drug-related offenses. If necessary and appropriate, the College will fully cooperate with law enforcement agencies.

## Statement of Policy on Alcoholic Beverages

All students are responsible for complying with State law regarding the use of alcohol

- The age in most states is 21 to be in possession of alcoholic beverages
- Persons 21 or over may not make alcoholic beverages available to minors
- Misrepresentation of age for the purpose of purchasing alcoholic beverages is a violation of state law

**Elyon College Regulations**

The possession or use of alcoholic beverages anywhere in the College is discouraged and restricted. Any serving of alcoholic beverages is governed by the New York State Alcoholic Beverage Control Law and other laws of the State of New York. The following are the policies of Elyon College:

- Alcohol is banned at all student-sponsored functions
- At all staff functions and/or academic department events which students may attend, the organization sponsoring the activity must see that there is strict adherence to the New York State Alcohol Beverage Control Laws.

**Drug and Alcohol Use Amnesty**

Elyon College encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to institution officials. However, administration recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at stressful times, i.e. when being victims of domestic violence, dating violence, stalking, sexual assault, etc. may be hesitant to report such incidents in the circumstances mentioned above for fear of repercussions. Toward that end, and because the health and safety of each and every student is of main concern for Elyon College, the *Drug and Alcohol Use Amnesty Policy* was adopted.

In order to encourage students to summon medical attention for intoxicated individuals, whether they or others, students who call for medical attention may be eligible for amnesty. In these cases, the students will not be disciplined for violations of the *Drug and Alcohol Policy* of Elyon College. Similarly, the intoxicated individual for whom medical attention was summoned may be eligible for amnesty and, if it is granted, he/she will not be disciplined for violations of the *Drug and Alcohol Policy* of Elyon College. Amnesty may be granted by the President of Elyon College. Such amnesty will be granted to a student only once.

Elyon College conducts a biennial review of the Drug and Alcohol Prevention/Awareness Policy's effectiveness, implements changes, if needed, and ensures that the disciplinary sanctions are consistently enforced. The biennial review takes place in June in years ending with an even number (i.e., 2018, 2020, etc.) The school solicits feedback or suggestions from students, employees and an Advisory Committee consisting of the President, the Associate Dean for Academic and Student Services, the Assistant Dean of Administrative Operations and any representatives appointed by them.

## DRUG AND ALCOHOL ABUSE PREVENTION/AWARENESS POLICY

I have received a copy of the Drug and Alcohol Abuse Prevention/Awareness Policy. I understand that if I am a drug or alcohol offender, I will be subject to the disciplinary sanctions stated therein.

_____ _____

Print Name Date

_____

Signature

# ADDENDUM III
# FOR INTERACTIVE DISTANCE LEARNING (IDL) PROGRAM

## ADMISSIONS REQUIREMENTS

The admission requirements are the same for the IDL model as for the presently approved traditional brick-and-mortar model. Also, for the IDL model, students will have to have access to a technology device that supports a chrome browser and has internet access. In addition, they will need to show familiarity with using software applications and willingness to learn the IDL platforms used by Elyon College. This familiarization and willingness to learn will be determined by having the student demonstrate basic computer literacy skills including the ability to create, send and receive emails with attachments, open and close files, and navigate the web and access information comfortably. This assessment will be performed by the Admissions and Judaic Studies Program Coordinator or their designee. The results are documented via a checklist for the required minimum competency and maintained in the student's file, for future reference.
Prior to admission, students are provided with a copy of the Elyon College Catalog and should familiarize themselves with the information contained in the catalog to understand the school policies and learning expectations.

## PROGRAM AND THE DELIVERY METHODOLOGY

In order to ensure that the course content delivers a robustly interactive learning experience, the course structure for the IDL learning will be a division of approximately 25% synchronous IDL learning and 75% asynchronous IDL per semester, for a 3-credit course, The initial class session will be scheduled in a synchronous learning setting where students will be familiarized and made to feel comfortable with navigating and using the Elyon College IDL platforms.
Instructors will have some flexibility, in consultation with the Associate Dean, to decide which 25% of the course will be synchronous IDL. This may vary according to the specific learning needs and styles of a given cohort. When feasible, instructors are encouraged to offer at least part of the synchronous learning by live videoconferencing such as zoom. This will further enhance the interactive learning experience. The faculty will inform the students in advance of the course requirements and the course exercises and assignments that will be facilitated using IDL synchronous or asynchronous modalities.
Instructors will supervise students' work in all modalities and, if needed, will meet with students in a live zoom or chat session to be scheduled with the student.

The course syllabi, objectives and texts are identical for both the brick-and-mortar courses and the IDL courses. The IDL course syllabi will have supplemental information that contains clear directions and helpful guidelines that will support the IDL students' effective use of the selected IDL technology/methodology.
Interaction between faculty and fellow students is robustly achieved in the IDL synchronous instruction portion which includes video conferencing with real-time lectures, real-time discussions, and exercises. All modalities including the asynchronous portion of instruction include interactive academic assignments, discussion boards, exercises, assessments, and emails as needed.

## REQUIREMENTS FOR GRADUATION AND CREDENTIALS AWARDED

In order to graduate from Elyon College, a student must attain a cumulative grade point average of 2.0 "C" or greater and have demonstrated satisfactory academic participation and progress. In order to graduate from a degree program each student is required to complete a supervised 30 hour (non credit bearing) community service/activity. Upon successful completion of the required courses/credits for the specified degree or certificate program, 120 credits for a bachelor degree, 60 credits for an associate degree and 36 credits for a certificate, students are awarded a BS Degree in Judaic Studies, an AAS Degree in Accounting and Business Technology, an AS Degree in Judaic Studies, a Certificate in Accounting and Business Technology, or a Certificate in Judaic Studies, respectively.

**Estimated Timeline for Completion and Learning Expectations:**

The estimated time for completion is identical to the currently approved traditional brick-and-mortar AS Degree program, which is four, 15-week semesters up to the maximum timeframe of 150% of the published length of the program as indicated in the catalog under Satisfactory Academic Progress. In addition, the rules for the IDL program, which are the same as for the brick-and-mortar program, are contained under the headings of Academic Policies and Curricula which are listed in the catalog table of contents. Students are expected to commit ample time and resources to enable them to master the subject matter to successfully graduate.