



METROPOLITAN LEARNING INSTITUTE

Licensed by the New York State Education Department
Non-Profit Educational Organization

“ Innovative Approach Is Our Way to Success ”

www.gettraining.org

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Rego Park, NY 11374
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Student Handbook

2019

MLI Student Handbook

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School Information

THE METROPOLITAN LEARNING INSTITUTE

Metropolitan Learning Institute is a private, non-profit, educational institution duly licensed, approved and accredited by New York State and national regulatory agencies. The school offers thorough training in specialized fields at the following locations:

Main and Extension Campuses: The school's two locations are in Queens and Brooklyn, New York. Modern computer technologies and internet use are fully covered in all major programs, taught by skilled educators with years of teaching and practical business experience. Specialized tracks in accounting, bookkeeping, medical office administration and medical clinical skills are featured as well as general computer instruction. English as a Second Language is a component of some of the career programs.

1.1 VISION STATEMENT

In response to the ever-growing demand for skilled individuals in the field of computer use, accounting procedures, and allied health specialties, Metropolitan Learning Institute's vision is to offer thorough career training in both computer software for PC applications utilizing the latest in computer technology advances for business applications, and in preparing allied health specialists who can safely function with competence in the present complex health care industry.

The school is committed to providing a safe, supportive learning environment that promotes excellence in learning and allows students to develop, cultivate and enhance self-confidence, technical skills, critical thinking abilities, appropriate work ethics, professionalism, personal discipline and leadership. The school further aims to provide each student with purposeful training to foster the development of appropriate personal values, motivation, self-respect, responsibility and accountability.

As a non-profit organization, Metropolitan Learning Institute is conscientious with the careful selection of candidates for admission. Candidates go through a screening process that sets them up for success in their chosen field. The administration, faculty and support staff are encouraged to treat each individual student with respect and courtesy in meeting their needs without sacrificing quality instruction.

The latest computer technologies are incorporated in all coursework to assist the new graduate with communication strategies, which are a vital part of today's global business and health care industries. Hands-on applications provide a basic foundation towards developing critical entry level skills.

Courses provide the necessary training in pursuit of personal and career advancement. Students are supported with job search and employment counseling and assistance to meet relevant and current business and health service needs.

1.2 MISSION STATEMENT

The mission of Metropolitan Learning Institute, Inc. is "to see that each graduate is prepared with the personal attributes, drive, academic education; theoretical background, practical hands-on experience and knowledge of the field which he or she needs to successfully compete for employment and provide services in today's business and health care environment."

MLI offers support and guidance with effective quality instruction and long-term academic support, excellent programs and courses covering the latest and most-demanded business and nursing/allied health skills, computer resources (hardware/software) using powerful current technology, ESL training/ counseling, hands-on practice and job development to prepare students for “the world of work.”

2.0 Facilities

MLI is located at 97-77 Queens Blvd., 9th Floor Rego Park, NY 11374 (Main Campus) and at 550 59th St., Brooklyn, NY 11220 (Extension Campus). Both campuses are easily accessible by public transportation. The facilities include modern, air conditioned classrooms and computer and health care laboratories. The school is also handicapped-accessible at all locations.

3.0 Class Instruction, Business and Admission Hours are:

MONDAY TO FRIDAY 9:00 A.M. to 10:15 P.M.

Note: In addition to the above hours, certain campuses are open on Saturdays and/or Sundays from 9:00 AM to 5:00 PM for make-up classes if needed. For shorter courses, such as specialized healthcare programs, classes may meet during the above times and also between 2:15 and 5:15 PM weekdays, and/or Saturday and Sunday between 9:00 AM to 6:00 PM. Exact schedules depend on the program and are published prior to every enrollment.

4.0 Equipment

In keeping with the high educational standards of MLI, the equipment utilized affords students the opportunity to develop a practical working knowledge of systems and equipment used in their specialties. Equipment for general COT courses includes computers, laser printers, high-speed internet and a variety of computer software. Specialty programs utilizing additional software, and allied health programs have fully-equipped classrooms as well as (when applicable) the real-world environment of clinical externship sites.

5.0 Accreditation

Metropolitan Learning Institute is licensed to operate by the **New York State Education Department**, located at:

116 West 32nd Street
New York, New York 10001
(212) 643-4760

www.acces.nysed.gov/bpss/welcome-career-training-proprietary-schools

Metropolitan Learning Institute (MLI) currently carries a full-accreditation status obtained in 2004 and renewed in 2016 with the **Council on Occupational Education** located at:

7840 Roswell Road, Bldg. 300, Suite 325
Atlanta, GA 30350
Tel. (770) 396-3898/Fax: 770-396-3790
www.council.org

Academic Rules

1.0 Academic Computing

The use of MLI's computer laboratory facilities is reserved exclusively for currently enrolled students and for currently employed faculty and staff of MLI. Anyone using the facilities must abide by the following policies:

Software Copyright and Compliance

- A. MLI licenses the use of its computer software from a variety of outside companies, and unless authorized by the software developer, does not have the right to reproduce it.
- B. It is MLI's policy that employees, students and other users of its computers shall use the software only in accordance with the license agreement.
- C. Any student or employee found to be making, acquiring or using unauthorized copies of computer software or illegally downloading any copyrighted material will be disciplined as appropriate under the circumstances.
- D. Absolutely no unauthorized software may be installed on MLI's computers. This includes, but is not limited to, apps, games, plug-ins, training software, and web clients.

2.0 Computer Systems and Networks

Metropolitan Learning Institute's policy on computer systems and networks applies to all students enrolled at MLI. The computer systems and networks are provided for student use as a part of MLI's academic program. All students have the responsibility to use MLI's computer hardware, software and networks in an ethical and lawful manner. Students found to have misused MLI systems and networks may receive disciplinary action up to and including dismissal. In the case of a dismissal, the student will be subject to the refund policy as outlined in the school catalog.

The following are examples of prohibited behavior. These examples are considered to be in violation of MLI's policy on student use of computer systems and networks:

- A. Sending obscene, harassing, intimidating and/or threatening messages through email or other means;
- B. Viewing or downloading, displaying, printing, or otherwise disseminating material that is sexually explicit, profane, obscene, harassing, fraudulent, racially, ethnically or religiously offensive, defamatory or otherwise unlawful;
- C. Soliciting business, selling products, or otherwise engaging in commercial activities or personal advertisements;
- D. Providing others with access to one's personal computer account(s), or attempting to gain access to the computer accounts, files or system to which authorized access has not been granted;
- E. Attempting to circumvent or compromise MLI's computer security or the security of any remote system (MLI or otherwise) accessed through MLI equipment or networks;
- F. Creating or releasing computer viruses or engaging in other destructive or potentially destructive programming activities;
- G. Modifying, altering or tampering with systems hardware or software unless explicitly authorized to do so;

- H. Copying for oneself or distributing to others commercial or other copyrighted software or proprietary data;
- I. Using Metropolitan Learning Institute computers and/or networks to perpetrate fraud, misrepresentation or illegal activity.
- J. Inappropriate or profane behaviors causing a disruption of teaching, research, administration, disciplinary proceedings or other school activities.

3.0 Internet Usage

Students are provided with Internet access to be used for training purposes only.

The introduction of viruses or tampering with any computer system is prohibited. Any files downloaded from the Internet or attachments received with e-mails must be scanned with virus detection software before installation or execution. All appropriate precautions should be taken to detect and/or prevent the spread of viruses.

Students shall not place school material on any publicly accessible Internet computer without prior authorization. Alternate Internet Service Provider connections to the MLI Internal network are not permitted unless authorized and properly protected by a security device. This includes the use of laptops, cell phones or tablets for web access via MLI's wireless network.

Unless otherwise noted, all software on the Internet should be considered copyrighted work. Therefore, students are **prohibited** from downloading software and/or modifying any such files without permission from the copyright holder.

4.0 Personal Telephone Calls and Visitors

MLI has a limited number of telephone lines, and it is essential that these lines remain open for customer calls. Therefore, students who do not use their own cell phones should limit their personal calls to emergency calls only. Visits by friends or relatives can be disruptive to MLI's operations. Therefore, we strongly discourage such visits during class hours, unless on official school business. Children are not allowed in classrooms under any circumstances. Cell phone use is prohibited while in classrooms/labs, and care should be taken not to disturb others while taking in the corridors or public spaces at each campus.

5.0 Suspensions and Dismissals

MLI reserves the right to dismiss any student whose attendance, conduct, or academic standing does not meet the school's standards. Students who have been suspended or dismissed may be reinstated only upon the approval of their Campus Director. All suspensions and dismissals are determined on an individual basis and may be subject to review by the school's President.

6.0 Due Process for Violation of Rules

The aim of disciplinary action is the redirection of a student's behavior toward self-directed, responsible behavior and the achievement of academic goals. Any student who violates the rules on MLI's premises shall be subject to disciplinary action and/or expulsion from the school.

The appropriate Campus Director, student and concerned parties have an opportunity to meet and discuss a student's concern. If the matter is not resolved at this level, the case can then be brought before management.

7.0 Student Comprehensive Dispute Resolution System

MLI recognizes that, on occasion, you may have a concern or issue with some aspect of your MLI experience. To ensure that you receive a prompt and fair response, MLI has created a formal system to facilitate the resolution of any concern or issue with Metropolitan Learning Institute. If you are not satisfied with the results, you have the right to pursue further action at each level of the process.

The first place to start if you have a concern or issue is to raise it formally with your instructor, or if it is not an instructional issue, with the appropriate MLI staff member. In many cases, your concern can be resolved at this informal level.

If that approach does not resolve your concern, you may begin the formal dispute resolution process by presenting a written description of your complaint to your instructor, or to the appropriate Metropolitan Learning Institute staff member. The written complaint should include as much information as possible to assist in addressing your concern and a statement of what you would like done to resolve the matter. The complaint must be signed, dated and include your address and telephone number(s).

In the event you do not obtain a resolution to your satisfaction at this level or subsequent level, you must request in writing that the next level consider your complaint.

- Level 1. Instructor/Appropriate staff member
- Level 2. Campus Director
- Level 3. MLI President

Students may also appeal the decision by writing to:

**New York State Education Department
Bureau of Proprietary School Supervision
116 West 32nd Street, 5th Floor, New York, NY 10001
(212) 643-4760**

as well as

**The Council of Occupational Education
7840 Roswell Road, Bldg. 300, Suite 325
Atlanta, GA 30350
Tel. (770) 396-3898/Fax: 770-396-3790
www.council.org**

Student Code

In order to promote a climate of cooperative learning and to secure the safety and well-being of the Metropolitan Learning Institute community, students are expected to behave in a businesslike, mature manner.

1.0 Honor System

MLI believes in and uses the Honor System. Students at MLI are expected to do their own work and to receive no unauthorized assistance during quizzes, examinations or in completing assigned projects. If students are experiencing learning difficulties, they should seek assistance from their instructor, a tutor or another staff member. Violations of the Honor System are grounds for probation and/or dismissal.

2.0 Standards of Dress:

Business-like attire is strongly preferred, although not specifically required, by MLI. MLI appreciates that different cultures have different attitudes towards dress that is considered 'appropriate'. Bare midriff for men or women, halter tops and mini-skirts for women and saggy pants with exposed boxers/briefs for men are not allowed to be worn. Headphones may not be worn unless required by the instructor, and the use of portable or personal technology (audio/video/gaming devices, tablets and smartphone applications) while in class is strictly forbidden. Ethnic or religious headgear such as a *hijab* or *yarmulke* is permitted, however.

Any student who does not abide by the school's dress or personal technology policy will receive warnings, eventually be suspended from school, noted as absent for time missed, and subject to any adverse consequences for such absences.

3.0 Crime Awareness and School Security:

In accordance with federal law, Metropolitan Learning Institute makes available annual information regarding criminal incidents when and if they occur. (See pp.24-32)

4.0 Sexual Harassment:

Any form of sexual harassment is a violation of Federal and State law and is also considered to be a violation of Metropolitan Learning Institute policy. Sexual harassment is defined as unsolicited, non-reciprocated behavior, including, but not limited to verbal comments and harassment; sexist remarks about a person's body or sexual activities; patting, pinching, or unnecessary touching; subtle pressure or demands for sexual favors accompanied by implied or overt threats regarding job or student status, and physical assault.

Any individual who considers her or himself a victim of sexual harassment should contact two parties - the Campus Director and the School President. They will mount a confidential investigation and take all appropriate measures necessary. Possible disciplinary measures include suspension or dismissal of the accused from school, depending on the nature and substantiated evidence of the complaint.

5.0 Privacy Rights:

Students have the right to inspect their educational records upon adequate notice under the Family Educational Rights and Privacy Act of 1974. The Act also guarantees that student educational records remain private and states the conditions and circumstances whereby a student's educational records may be shown to other parties.

Student records contain information which is personal and confidential and will *not* be released to or discussed with, any individual or organization (except to agencies exempted under the law) without *written* consent of the student.

6.0 Suspension:

In class or in the school environment, violation of acceptable conduct or behavior can result in suspension for a period to be determined by the Campus Director. Students will be suspended after one verbal warning for the following:

- Failure to abide by the school's standards of academic integrity during tests, quizzes, or examinations (plagiarism) such as using crib notes or other materials, talking to or copying from other students, and/or copying other student's projects or assignments.
- Smoking anywhere in the school or building.
- Eating or drinking beverages in open containers in a computer classroom.
- Dressing inappropriately. (cf. 2.0)

- Using lab or media center facilities in lieu of attending scheduled classes.
- Continuing to use a computer terminal required for another classes' activity.

Students may be suspended immediately and without notice for the following:

- Damage to or vandalism of school property or others' personal property
- Disruptive actions in the classroom including but not limited to: frequent lateness; repeatedly asking questions which are irrelevant, tangential or inappropriate to the subject being discussed; being unnecessarily argumentative or contradictory; frequently interrupting the class when the instructor or another student is talking; frequently interrupting the instructor or other students; reading non-subject related material (newspapers, novels, web-surfing on computer or phone); or provocation of other students in the class.
- Abnormal behavior in the MLI school building.
- Unauthorized use of the login passwords and /or ID of another student or staff member.

During the suspension, the student will be noted as absent for the hours missed and will be responsible for any consequences suffered for such absences. The student is expected to use this time to consider his or her problems in light of possible termination from the program. Staff counseling will be made available.

6.1 Appeal of Suspension:

Any student who wishes to appeal the grounds for suspension should, in writing, notify the Campus Director immediately and request that the School President review the case. A decision reached by the President shall be considered as final and binding.

7.0 Dismissal:

The following violations of conduct are cause for immediate termination from MLI:

- Being involved in sexual harassment or sexual assault.
- Being under the influence of alcohol while on the school premises.
- Using physical or verbal abuse, obscenities, or violence in any form.
- Using, selling, possessing or distributing drugs or other controlled substances.
- Unauthorized use, destruction, or removal of MLI property and/or the property of others.
- Activating or pulling a Fire Alarm device or sensor in a non-emergency situation.

School Grievance Procedure

Metropolitan Learning Institute has its own process by which a student who feels dissatisfied with the resolution of a problem may submit a grievance, in writing, to the MLI Campus Director for review. After being submitted, the grievance will be discussed with the MLI President and a decision on the review delivered to the student by letter within five school days.

A student can also contact the school's state licensing body by mail or phone:

**New York State Education Department
Bureau of Proprietary School Supervision
116 West 32nd Street, 5th Floor, New York, NY 10001
(212) 643-4760**

as well as

**The Council of Occupational Education
7840 Roswell Road, Bldg. 300, Suite 325
Atlanta, GA 30350
(770) 396-3898; www.council.org**

Emergencies

For safety reasons, students are expected to be familiar with emergency and evacuation procedures. Floor plans with the location of fire exits and fire extinguishers are given on bulletin boards and/or in classrooms on each floor. Fire evacuation procedures are also posted on each floor. Fire drills are regularly performed as well.

If a student or staff member is ill or injured, this must be reported immediately to the MLI Administration. The school reserves the right to contact a relative or friend of the student and request emergency medical assistance in the event of a student's illness or injury.

There is a first aid kit in the reception area of each campus for minor emergencies.

Announcements

The MLI bulletin boards are for everyone's use and enjoyment. Notices about cultural and academic activities, job announcements and personal business (i.e. seeking an apartment or reselling textbooks) are acceptable. Notices for commercial business are not permitted without the express permission of the Administration and will be removed if not authorized.

Registration

GENERAL ADMISSION POLICIES & PROCESSES

New applicants initially will have an intake interview with a Metropolitan Learning Institute School Agent to decide which program they would like to join. This is done to determine student qualification, to give prospective students the chance to ask questions, and to receive the information they need in making an informed choice about registration at MLI. This includes costs, equipment, services, time, and technical competencies, if any, required by the program. Intake interviews are conducted by MLI School Agents at each campus.

Before applying for admission, an applicant must complete an *Admission Application* and file it with the Admissions Office. Applicants need to meet the entrance requirements of the study program they select. The Admissions Office makes the initial determination to accept an applicant based on submitted documents. Transfer credits, if applicable, are also determined and evaluated at this time.

An applicant will be allowed to fill out and sign an enrollment agreement *only* if there is a reasonable belief that the program will be successfully completed. The school reserves the right to reject the enrollment of any applicant who, at any time during the enrollment process, displays any conduct or behavior that is deemed inappropriate or would be grounds for dismissal if the applicant were an enrolled student.

A **\$100.00** (Regular Programs) / **\$60.00** (Short Medical programs) non-refundable, non-transferable registration fee is due in order to be placed on the list of qualified applicants. The registration fee is intended only for the date by which an applicant originally registers, but at the school's discretion, may be used on a different start date.

All documents submitted in support of an application for admission become permanent possessions of Metropolitan Learning Institute.

ENTRANCE REQUIREMENTS

To qualify for acceptance by MLI, each applicant must fully meet the following general requirements:

1. An applicant to the Metropolitan Learning Institute must
 - a. be a high school graduate, or
 - b. possess a GED or TASC equivalency certificate, or
 - c. be a high School senior eligible to apply and upon graduation submit proof of high school graduation, or
 - d. if the candidate is an applicant for admission with a foreign high school diploma or equivalent (subject to verification by an accredited U.S. evaluation service or by MLI) and wishes to apply for financial aid, provide an original or certified copy of said document.

Evidence of high school graduation or the equivalent must be presented to MLI (except as noted in c. above). Acceptable evidence includes a certified copy of an original high school diploma, a copy of a high school transcript indicating the date of graduation, a copy of a DD-214 military record indicating the applicant is a high school graduate or equivalent, or a GED/TASC certificate or official notification that a GED/TASC has been earned.

Foreign-born applicants who can present a high school diploma or its equivalent will be required to take the Federally-approved CELSA test if they wish to apply for financial aid (TAP or PELL grants, for example) for a program including ESL instruction. The cut score required is 97. For those who are taking non-ESL programs, the Wonderlic Basic Skills Test (WBST) will be administered to evaluate the students' Verbal and Quantitative skills. ESL program applicants must also take the Quantitative portion of the WBST test prior to enrollment. The cut scores required are:

Wonderlic Basic Skills Test (WBST) Verbal 200, Quantitative 210 for non-ESL programs.

Wonderlic Basic Skills Test (WBST) Quantitative 254 for ESL program participants.

U.S. HSD/GED/TASC holders are exempt from these tests, unless applying for a curriculum including ESL instruction in which case the CELSA test is administered.

1.1 Latecomer Enrollment:

Applicants who miss the scheduled start date of a program can make a request through the Admissions Office to enroll late by completing an Enrollment form as a latecomer. Such requests for late enrollment will be accepted during the first week of instruction only and will be granted based on the applicant's agreement to make-up remedial hours for the time missed from the first week of instruction.

1.0 Special Situations Affecting Enrollment:

2.1 Being Re-admitted into the Same Program:

A previously enrolled student can request re-admission in the program originally enrolled in by completing a new application and providing all necessary supporting documentation. Students who were dismissed for unacceptable conduct or academic failure are ineligible to apply for re-admission.

The student's request will be reviewed by the Campus Director within 21 calendar days of its receipt. The student will be informed of the Director's decision by letter, including any conditions regarding the student's re-admission and continuance in school. If re-admission is granted, the student is required to meet all satisfactory progress requirements, finish any "remaining class hours", and fulfill any outstanding financial obligations.

2.2 Beginning a Different Program:

A previously enrolled student can apply for admission into a different program at Metropolitan Learning Institute by completing an *Application for Readmission* and providing necessary supporting documentation. Students dismissed for unacceptable conduct or academic failures are not eligible to apply for readmission.

The Campus Director will consider the student's readmission request and will make a decision within 21 calendar days of its receipt. The student will be informed of the Director's decision by letter, including any conditions regarding the student's readmission to school.

If readmission into a new program is granted, the student must meet the provisions of the school catalog in effect on the date of readmission, make payments of any outstanding tuition and fee charges that remain on the student's original enrollment agreement, pay a \$100 registration fee (this may be waived at the Financial Aid office's discretion), and sign a new, prorated enrollment agreement for the new program of study.

2.3 Internal Transfer Credit:

At the written request of a previously enrolled student, the school will take under consideration the transfer of credit (in clock hours) from previously completed courses at Metropolitan Learning Institute toward a new program of study if the prior course work was successfully completed with a minimum grade of C, and is relevant in content and instructional hours to that in the new program.

If an applicant's transfer request is granted, the applicant's enrollment agreement for the new program will be changed to reflect the total number of hours required, and the tuition and fees will be adjusted so that the applicant will pay a proportional cost in relation to the number of instructional hours to be completed.

2.4 Hours Transferred from Other Institutions:

If an applicant submits a written request and fulfills certain other conditions, Metropolitan Learning Institute will consider the transfer of instructional hours from courses or curriculum taken at other post-secondary schools (that are accredited and/or licensed or registered by New York and/or Federal authorities).

This option will be considered only if the courses have the same content and instructional hours, and were passed with a minimum grade of 'C'. For the Metropolitan Learning Institute to make a decision concerning the acceptance of the transfer of hours from another school, an applicant must have an *official* transcript sent to the Metropolitan Learning Institute Admissions Office from the other school, and submit a copy of the previous school's outline of the course content (from the school's catalog).

If an applicant's transfer request is accepted by the Metropolitan Learning Institute, the applicant's enrollment agreement will be changed to indicate the total number of hours required of the applicant, and the tuition and fees will be adjusted so that the applicant will pay a proportional cost relating to the number of instructional hours to be completed.

The Metropolitan Learning Institute does not offer advanced placement credit for previous post-secondary education.

3.0 Program Transfers

Efforts are made to direct each student to the program of study best suited to their individual goals and abilities. However, a student may request a transfer. Students are required to apply in writing to their Campus Director for a program change. Both the Financial Aid Officer and the Campus Director must approve program transfers. Program transfers may have a substantial impact on financing. Students may be assessed additional charges for a program transfer.

Students wishing to transfer to a new program must complete a new enrollment agreement and will be charged the prevailing tuition rate for newly selected program.

4.0 Regular Hours of Operation

Admissions and Business Office Hours:

Monday – Friday 9:00am-8:00pm

Class Instruction:

Monday – Friday 9:00am-10:15pm

5.0 Class Schedules

Classes are scheduled during the hours listed above. Students requesting schedule changes from morning to evening or vice versa must see the Campus Director. All schedule changes will be made only at the beginning of a given module in a program and are subject to availability of space.

6.0 Changes in Programs or Policies

MLI has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequence of courses in programs, or locations in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements. Certain changes require BPSS and/or USDE approval.

7.0 Required Study Time

In addition to regular classroom work, outside study is required to successfully complete the required course assignments. The amount of time will vary according to the individual student's abilities. All assignments must be turned in at the designated time. Students are responsible for reading any study materials issued by their instructors.

8.0 Attendance and Tardiness Policy

Students are expected to attend all classes and externship hours that are scheduled by the Metropolitan Learning Institute. It is the student's responsibility to notify their instructor or the campus office staff of any absence.

9.0 Make up

With the goal of supporting student retention, Metropolitan Learning Institute has a make-up policy that allows a student who has been absent due to exceptional circumstances to make up any hours missed beyond 10% of the regular program hours. Any student whose attendance is substandard because of prolonged absence due to circumstances beyond his/her control, may apply to the Campus Manager or send a letter to the School/Program Director to request a make-up of missed work.

For make-up hours to be credited to a student's attendance record, all make-up sessions for excused and unexcused absences must be completed, at the latest, by no later than 30 days after the last day of attendance at the student's last regular classes. While performing make-up work, the student must attend MLI at least 50% of normally scheduled time each week (13 hours minimum) and may not interrupt their make-ups by more than 9 days' consecutive absences. There are no additional charges for make-up hours done while enrolled as a regular student, and after final course completion for a thirty (30)-day period. Following this grace period, any make-up hours done will incur pro-rated tuition charges of \$11 per hour. It is therefore highly recommended that students be mindful of their required hours and perform all make-ups as soon as possible.

10.0 Privacy Act

Students have the right to inspect their educational records upon adequate notice under the Family Educational Rights and Privacy Act of 1974 (FERPA). The Act also guarantees that student educational records remain private and states the conditions and circumstances whereby a student's educational records may be shown to other parties.

Student records contain information which is personal and confidential and will *not* be released to or discussed with, any individual or organization (except to agencies exempted under the law) without the *written* consent of the student.

REFUND POLICY AND FINANCIAL OBLIGATIONS

Grants and Student Loans

A grant is awarded to a student based on income eligibility, and it does not need to be repaid. Direct student loans are low interest loans provided under the Federal Direct Student Loan Program which is obtained from an approved lender, and must be repaid.

Students should be aware that if school tuition is paid with money loaned from a lender, the student *is responsible for repaying the loan in full, in accordance with the terms of the loan agreement. The student is fully responsible for repaying all of the loan money with interest, even if the student fails to complete his/her educational program.* Failure to repay the loan can hurt the student's credit rating and can result in legal action.

Students with loan obligations but has withdrawn from the program or a course are responsible for notifying the loan institution (in writing) of their withdrawal. The letter should indicate the date of withdrawal, the student's social security number and signature. The date of the letter sent to the lending institution *should have the same date on the letter that was sent to the Campus Director/Bursar Officer* of the intent to withdraw.

Refund Policy

Metropolitan Learning Institute is required to comply with the U.S. Education Department, New York State Department of Education and the Council on Occupational Education's policies on refund issues to students. A refund is defined as "the difference of the amount the student paid to the school (including financial aid) and the amount the school can retain as prescribed by the appropriate refund policy."

Refunds are based on the executed Enrollment Agreement signed by the student and approved by the school. The Enrollment Agreement constitutes a contract between the student and the school once the student signs it **and** the school official approves and signs it. The student has the right to

cancel the enrollment agreement at any time. Conversely, the school has the right not to accept the agreement.

A student may withdraw from the Enrollment Agreement by sending a notice of cancellation in writing, or by hand delivery of the withdrawal letter. Mailed notice should be sent by **certified mail** and becomes effective on the date of posting. A hand-delivered withdrawal letter should be signed by the Admissions Officer or his/her designee and becomes effective on the dated day of receipt. Tuition reimbursement will begin the week that official notification is received. The letter must be received within one week of the withdrawal (5 days) to receive tuition reimbursement for that week.

The withdrawal letter should include (1) Request for cancellation (2) Date and signature of the student and (3) Contact information i.e. address, telephone number, E-mail or Fax.

All monies will be refunded (except for the registration fee) if the student cancels within seven (7) business days after the enrollment agreement is signed by both parties, even if instruction has begun. Likewise, any student who has not visited the school prior to enrollment may withdraw, without penalty, within three (3) days after attending a regularly scheduled orientation, inspection of the school equipment or school tour, and will be entitled to a refund of monies paid. A student who cancels after the third (3rd) day but before the start of classes will receive a refund of all monies paid except for the application and registration fee.

Metropolitan Learning Institute reserves the right to cancel the Enrollment Agreement for misrepresentations on the part of the student and where intentional, fraudulent information or activity was utilized for testing, filling out application forms / financial aid information, presentation of documents, and similar deceitful acts. If the Enrollment Agreement is cancelled due to devious information presented, the school will refund all monies due to the student in accordance with the school's refund policy.

Metropolitan Learning Institute reserves the right to cancel a program due to an insufficient number of student enrollments. If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, the institution refunds 100% of the tuition and fees collected.

Payment of Refunds

Refunds to student financial aid recipients are distributed first to private or institutional aid grantors, then to the school payment plan, and finally to the student.

Any sum of money paid by the student to Metropolitan Learning Institute in excess of that owed to the school will be refunded within 30 days of any withdrawal upon receipt of written notice from said student. If such written notification is not forthcoming, the sum will be refunded within 30 days of the date of dismissal of the student by Metropolitan Learning Institute or 30 days after a determination of withdrawal is made by the school.

Programs:

Metropolitan Learning Institute offers several 1500-hour programs to students.

A student who cancels the enrollment agreement within seven (7) days of signing receives all monies paid (except for the non-refundable registration fee). Thereafter, a student assumes financial liability for:

1. The non-refundable registration fee, and
2. The cost of any textbooks or supplies accepted, and

3. Any tuition liability amount, determined as of the student's last date of actual attendance, according to the appropriate Refund Provisions schedule detailed below.

Refund Conditions for Term Programs:

Tuition liability is divided by the number of terms in the program (see Program Outlines for the length and number of terms in a given program). Total tuition liability is limited to the term in which the student withdrew or was terminated, and any prior terms completed.

First and Second Term:

If termination occurs	the school may keep
Prior to or during the first week	0%
During the second week	20%
During the third week	35%
During the fourth week	50%
During the fifth week	70%
After completion of the fifth week	100%

Subsequent Terms:

If termination occurs	the school may keep
During the first week	20%
During the second week	35%
During the third week	50%
During the fourth week	70%
After completion of the fourth week	100%

The refund may exceed the amounts stated above. The school has not had to exercise the significant educational change justification, which could result in greater student tuition liability for the second term.

TREATMENT OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS FROM SCHOOL

The Bursar's Office is required by federal statute to calculate the percentage of earned Title IV Funds received or pending to be received, and to return unearned funds for a student who has withdrawn, was terminated or failed to return from an approved leave of absence. On an individual basis, Metropolitan Learning Institute will use Federal guidelines in calculating Title IV earned by the student and the amount that the school, student and/or parent must return to the Department of Education.

Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of aid earned = the number of scheduled hours in the payment period completed up to the student's last date of attendance as per the school's attendance records, divided by the total clock hours in the payment period.

If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed.

If this percentage is less than 60%, then the percentage earned is equal to the calculated value.

Funds are returned to the appropriate federal program based on the percent of unearned aid using the following formula:

Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew.

When Title IV funds are returned, the student may owe a balance to Metropolitan Learning Institute.

If a student earned more aid than was disbursed to him/her, Metropolitan Learning Institute will send written notification to the student (or parent for PLUS loan funds) to offer a post-withdrawal disbursement for any amount not credited to the student's account no later than 30 calendar days after the date that MLI determines that the student withdrew. Upon granting of permission from the student (or parent for PLUS loans), MLI is required to disburse said funds within 45 calendar days of determination-180 days in the case of loan funds.

Refunds are allocated in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Perkins Loan
4. Federal Parent (PLUS) Loan
5. Federal Pell Grant
6. Federal Supplemental Opportunity Grant
7. Other Title IV assistance
8. State Tuition Assistance Grants (if applicable)
9. Private and institutional aid
10. The student

Academic Information

Method of Instruction

The quality of education Metropolitan Learning Institute's students receive is primarily due to the excellence of the faculty and staff. Faculty members are carefully selected for their knowledge and experience in their chosen fields and their ability to stimulate and develop each student's potential.

Classes are structured so that each student receives lectures, practice problems and regular examinations as a part of each course segment. When appropriate, audio-visual presentations are provided in lectures and seminars.

Metropolitan Learning Institute utilizes computer and electronic instructional devices. Hands-on-training provides students with the experience and the confidence required to broaden their understanding of information processing techniques.

Program Hours

Classroom hours for MLI are:

<u>Session Hours</u>		<u>Days</u>
Daytime	9:00a.m. – 2:00p.m.	Monday – Friday
Evening	5:15p.m. – 10:15p.m.	Monday – Friday

Note: Breaks are given at specific intervals. An academic hour is treated as 50 minutes of class time-the remaining 10 minutes is used for breaks. One break is given within each single hour of instruction.

Grading Policy

Grades assigned at the completion of a course are as follows:

<u>Letter Grade</u>	<u>Number Equivalent</u>	<u>Quality Index</u>
A	90-100	4.0
B+	85-89	3.5
B	80-84	3.0
C+	75-79	2.5
C	70-74	2.0
D	65-69	1.0
F	64 or less	0.0
W	—	—
U	—	—
I	—	—

*W - Withdrawal *U – Unofficial Withdrawal/ Dismissal * I - Incomplete

The minimum passing grade for all courses is 65%.

Final course grades include the following components:

Examinations	50 Percent (Includes quizzes and final)
Class Participation	30 Percent
Projects and Assignments	20 Percent

Students must complete quizzes, tests, class projects and assignments for each course by the due dates set by their instructor. All course requirements counting toward the final grade are required to be completed by the last day of the course.

1.0 Course Results:

A final grade is given to each student by the instructor as of the last day of the course. Students receive an *Academic Progress Report* after each term, quarter or other appropriate achievement point in the program.

2.0 Passing Grades:

A student’s level of academic progress and class standing will be classified using the letter grades of “A” through “D” for courses successfully completed. Other grades are not evaluated as coursework successfully completed: “F” (fail), “I” (incomplete) and “W” (withdrawal) fall into this category.

3.0 Low and Failing Grades:

A student who fails a course must repeat and pass the course within the program's maximum time frame. Repeating failed courses will incur additional financial charges, as the student will be attending beyond the contracted program hours. A tuition charge of \$2.50 will be made for each hour beyond the contracted program hours, up to, and including, the last date of the student's attendance.

A student who does not complete an entire course in the program sequence, and who does not make up the hours and work, will then receive a grade of (F). A student who in this manner fails a course must repeat and pass the course before continuing for additional credit.

Grades can appear on a student's transcript and be included in the calculation of student GPA scores if they surpass the previous low or failing grades.

Credit will be given only if all failed courses are completed during the time framework of the original course, plus any additional extensions approved by MLI administration.

4.0 Incomplete Grades:

An incomplete ("Inc.") is a grade assigned when the student has almost completed the course requirements, but due to circumstances beyond the student's control, failed to finish to the end.

A 30-day extension is typically granted to resolve the problem, after which a letter grade will be assigned by the instructor.

(*Note:* If an instructor does not submit a grade change form by the end of the extension period, an "F" will automatically be assigned for the course by the school administration.)

5.0 Disputed Grades:

If a student feels that the final grade for a course has been reached in error, or that he or she has been graded unfairly for the course, it is crucial that the student immediately notify the Campus Director so that a correct determination can be made. Immediate notification is very important if the course is sequential, since failure in these courses impacts immediately on the student's continuation in the program. For a non-sequential course, the student has three weeks after the course end date to let the Campus Director know about a disputed grade.

6.0 Pass/Fail Grades:

Metropolitan Learning Institute, Inc. does not offer courses on a pass/fail basis.

Satisfactory Academic Progress Standards

Student academic work is reviewed regularly during attendance at Metropolitan Learning Institute to verify students' progress toward their educational objective. At each point, students are expected to meet the *minimum* standards of academic achievement and attendance rate specified on the following charts for their program of study. Satisfactory progress standards apply to all students enrolled at Metropolitan Learning Institute, Inc.

There is a limit to the period of time in which a student may complete his or her program, which is called the maximum time frame.

The maximum time frame for each program is listed in the Program Outlines section of the catalog under the heading, *Maximum Time Frame and Evaluation Points*. The time for an approved leave of absence or any delay that occurs if a student must wait to join the first appropriate class group following a leave of absence is not included in the calculation of a student's maximum program length. In order to graduate from Metropolitan Learning Institute, all *sequential* courses must be successfully completed (a grade of "D" or higher). Any student failing to successfully complete a course the first time must repeat the course, and thus will necessarily continue beyond the standard length of the program. There is a charge of \$2.50 per hour for any hours scheduled beyond the standard program length.

Satisfactory progress standards vary according to the selected program of study and the number of terms or quarters involved. Program-specific criteria are specified on the Minimum Satisfactory Academic Progress Requirements charts.

SATISFACTORY ACADEMIC PROGRESS STANDARDS

Student academic work is reviewed regularly during attendance at Metropolitan Learning Institute to verify students' progress toward their educational objective. At each evaluation point, students are expected to meet the *minimum* standards of academic achievement and attendance rate specified on the following charts for their program of study. Satisfactory progress standards apply to all students enrolled at Metropolitan Learning Institute.

There is a limit to the period of time in which a student may complete his or her program, which is called the *maximum time frame*. The maximum time frame for each program is listed in the Program Outlines section of this catalog under the heading, Maximum Time Frame and Evaluation Points. The time for an approved leave of absence or any delay that occurs if a student must wait to join the first appropriate class group following a leave of absence is not included in the calculation of a student's maximum program length.

In order to graduate from Metropolitan Learning Institute, all *sequential* courses must be successfully completed (a grade of "D" or higher). Any student failing to successfully complete a course the first time must repeat the course, and thus will necessarily continue beyond the standard length of the program.

Satisfactory progress standards vary according to the selected program of study and the number of terms involved. Program-specific criteria are specified on the Minimum Satisfactory Academic Progress Requirements charts below.

MINIMUM SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

Standard Program Length of Four Terms :

	Term 1	Term 2	Term 3/4
Cumulative Grade Point Average	2.0	2.0	2.0
Cumulative Attendance	80%	80%	80%
Probation Period Allowed if standards are not met ?	Yes	Yes	None

	Term 1	Term 2	Term 3	Term 4	Term 5*	Term 6*
Cumulative Grade Point Average	2.0	2.0	2.0	2.0	2.0	2.0
Cumulative Course Completion	80%	80%	80%	80%	80%	80%
Probation Period Allowed if standards are not met ?	Yes	Yes	Yes	Yes	Yes	None

*Terms 5/6 refer to students who are on probation, take leave or have other special circumstances.

FAILURE TO MEET SATISFACTORY PROGRESS STANDARDS

Metropolitan Learning Institute recognizes that students progress at variable rates; that some students may require some kind of assistance in the form of academic support and personal counseling. To meet this need, MLI offers the services of Faculty Tutors and Advisors through the Campus Directors and Managers who can work with students to address their weaknesses and help them catch up with their peers. Students having difficulty with progressing in a satisfactory manner are strongly urged to take advantage of remedial and counseling assistance available in the school to avoid any of the following:

Probation

Probation is a warning and an indication to the student that changes must occur in his/her performance if he/she is to progress satisfactorily in the program. It is initiated in response to patterns of behavior or performance which interfere with a student's progress in meeting course/program objectives.

The probation process is a means of identifying student problem(s) in writing, specifying changes that must occur together with a plan to correct the problem, describing what actions have taken place to address the problem and determining progressive improvement on the part of the student. Once probation is initiated, conferences and written notations will indicate student progress toward meeting course/program objectives. Probation length varies and will depend on the types of, and resolution of the problem(s).

Students enrolled in 1500 hour programs will be placed on academic probation (at the end of certain evaluation points) if the minimum course completion or grade point average requirements have not been met.

In order to be offered academic probation until the next evaluation point, (the term in which the student failed to meet applicable requirements must allow for a probationary status), a student must not have previously been on probation, and the student must agree to participate in any corrective measures recommended by the Education Office to strengthen academic performance.

Any student who does not meet the required academic standards by the next evaluation point will be dismissed.

Suspension

In class or in any given learning environment, violation of acceptable conduct or behavior can result in suspension for a period determined by the School/Program Director. (See Student Code for a list of violations leading to suspension).

During suspension, the student will be marked absent for the hours missed and will be responsible for any consequences resulting from such absence. The student is expected to use this time to consider or evaluate his/her problems in light of possible termination from the program. Staff counseling will be made available to the student.

Appeal of Suspension

Any student who wishes to appeal the grounds for suspension should, *in writing, immediately notify* the School/Program Director and request for a formal review of the case. The School/Program Director will inform the student of his/her decision no more than one week after the appeal is received. The Campus Director's decision is final.

Dismissal

Besides the academic probation exception noted above for students participating in certain programs, a student who does not meet either the minimum satisfactory academic progress (SAP) or successful course completion standards at any evaluation point may not continue at Metropolitan Learning Institute as a regular student. (See Student Code for a list of violations leading to dismissal).

MLI reserves the right to dismiss any student whose attendance, conduct, or academic standing does not meet the school's standards. Students who have been suspended or dismissed may be reinstated only upon the approval of the School/Program Director. All suspensions and dismissals are determined on an individual basis and may be subject to review by the school President.

A student who is dismissed from the program will be notified by the School/Program Director in writing. The dismissal letter will be dated and will explain the cause for the dismissal. Contacting the lending institution (if the student has a student loan or is on financial aid) about the dismissal shall be the responsibility of the student.

Appeal of Dismissal

A student dismissed for substandard progress and who claims extenuating circumstances can appeal the decision to dismiss him/her. A death in the immediate family, personal injury or illness on the part of the student, and other interrupting factors unique to the student's situation are considered to be extenuating circumstances.

A student wishing to appeal a dismissal must do so by writing a letter of intent to appeal and must make an appointment for an interview with the School/Program Director or his/her designee. The written request should include the following:

1. Student's full name, social security number, and current address.
2. Statement of the concern/appeal including dates, times, people and circumstances which brought about the dismissal or failure to meet academic standards.
3. The student's reasons for requesting reinstatement.
4. Documentation supporting the appeal, including faculty recommendations.
5. The letter must be dated and signed by the student
6. Three dates in which the student would be available for a meeting.

The Campus Director or his/her designee will notify the student in writing of the appointment date on which the concerns and/or appeal will be addressed. A Grievance Committee or Appeals Panel may be convened to hear the issues and will be asked to assist in bringing resolution to student concerns and appeals. Every effort will be made to bring an amicable closure to the concern.

The Campus Director and the Appeals Panel will act on the student's appeal within 21 calendar days of its receipt and will notify the student in writing, of the outcome of the meeting. The joint decision of the Campus Director or his/her designee and the Appeals Panel is final. If no resolution is achieved, the complaint is forwarded to the President for review. The President makes a decision and informs the student in writing. If a satisfactory resolution is not achieved, the student will require further assistance at a level outside of the school.

Reinstatement to school as a result of a successful appeal takes two steps: first, as a non-regular student and then as a regular student. Reinstatement entails additional stipulations and will require the student to correct his/her academic status within a specified time that will not exceed the equivalent of one evaluation period.

4.0 Make-up Policy:

With the goal of supporting student retention, Metropolitan Learning Institute has a make-up policy that allows a student who has been absent due to exceptional circumstances to make up any hours missed beyond 10% of the regular program hours. Any student whose attendance is substandard because of prolonged absence due to circumstances beyond his/her control, may apply to the Campus Manager or send a letter to the School/Program Director to request a make-up of missed work.

For make-up hours to be credited to a student's attendance record, all make-up sessions for excused and unexcused absences must be completed, at the latest, by no later than 60 days after the last day of attendance at the student's last regular classes. While performing make-up work, the student must attend MLI at least 50% of normally scheduled time each week (13 hours minimum) and may not interrupt their make-ups by more than 9 days' consecutive absences. There are no additional charges for make-up hours done while enrolled as a regular student, and after final course completion for a sixty (60)-day period. Following this grace period, any make-up hours done will incur pro-rated tuition charges of \$11 per hour. It is therefore highly recommended that students be mindful of their required hours and perform all make-ups as soon as possible.

5.0 Change of Status:

Change of status occurs when a student no longer continues in the class group where he or she registered and first attended. Changes of status include: leaves of absence and returns from leaves of absence; academic transfers; changes of session; official and unofficial withdrawals; dismissals; cancellations of enrollment; continuance as a non-regular student; readmissions and reinstatements.

Any change of status necessitating that a student change from one class group to another can involve a wait period before a student may join a class group that is at the same point of the coursework appropriate to his or her needs. During the waiting period, Metropolitan Learning Institute will treat the student as a regular/transfer student who may be permitted, on a space-available basis, to audit classes without charge.

Academic credit is not offered for audited classes, and though attendance is taken it will not be credited toward satisfying the total number of program hours, including make-up classes. If a regular/transfer student does not accept the first available class group appropriate to his or her needs, the student will be dismissed.

A change of status from one session to another can change the financial obligation of the student if the tuition or fees of the session into which the student changes are different than the student's current session.

6.0 Leave of Absence:

In the case of prolonged illness, accident, a death in the family or other exceptional conditions making attendance impossible or impractical, a student can apply for a leave of absence. The maximum period for a leave of absence is sixty (60) days for non-medical reasons, 180 days for medical reasons, and a student will be granted only *one* leave during their entire program of study. This time will not be extended for any reason.

Requesting a leave of absence must be done in writing and must include relevant supporting documentation. If the Campus Director or Administration approves a leave, no monetary charges or absences will be added for the duration of the leave.

A student who receives a leave of absence must return to MLI on the scheduled return date. Failure to return from an approved leave on or before the scheduled date will mean dismissal.

A student whose leave of absence is greater than thirty (30) days and whose leave was taken during a course or courses in which the student had not earned a final grade(s) will be judged in the course material completed prior to the leave so that Metropolitan Learning Institute can determine the correct reentry point in the course(s).

7.0 Reinstatement as a Regular/Non-Regular Student:

The Campus Director will give the student permission to return to MLI as a *non-regular* student to correct his or her academic status within a specific period. The specified period will not exceed the equivalent of one evaluation period. For the period of attendance as a non-regular student, the student will not be charged for tuition.

If a non-regular student shows, after retaking courses or improving skills, that he or she is ready and motivated to continue in the program, the student can apply for reinstatement to MLI as a *regular* student. The Director will consider the reinstatement, which will be approved or disapproved depending on an evaluation of the student's work. After reinstatement, the student will be on probation until the next evaluation point. While on probation, the student will be required to abide by any measures recommended by the Director or face dismissal.

A student who is reinstated will be required to meet the provisions of the Metropolitan Learning Institute's catalog that are in effect on the date of reinstatement.

8.0 Graduation Requirements

Students in full term programs will be ready for graduation when they fulfill the following conditions:

1. Hold at least a 2.0 Grade Point Average.
2. Successfully complete all courses attempted.
3. Attend a minimum of 80% of the program hours (1300 clock hours) if self-financing or receiving TAP grants, or at least 1385 hours for Pell Grant recipients.
4. Receive a passing grade in each sequential course in the program.

Students in shorter programs need to meet the above standards at a rate of 100% total completion of all assigned class hours.

Students receiving full Title IV financial aid (Federal and State) must complete at least 68 class hours in every subject *and* have a minimum of 1385 hours overall to graduate.

9.0 Credentials Awarded

A Diploma is awarded from MLI for all programs requiring a high school diploma or equivalent for admission. For those programs which do not require a high school diploma or its equivalent, a Certificate will be awarded. A Certificate of Completion (Not the same as the previously-mentioned document) will be awarded to all students who, despite finishing a program, do not meet the requirements for graduation.

10.0 COLLEGE CREDIT – DISCLAIMER STATEMENT

Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e., school diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

11.0 Official Transcripts

Official transcript requests from other schools or organizations *must* be accompanied by a signed release from the student requesting the transcript and must be accompanied by a check or money order payable to The Metropolitan Learning Institute in the amount of ten dollars (\$10.00). Official transcripts will *not* be provided for any student who has not fulfilled all financial obligations to The Metropolitan Learning Institute or whose records have been withheld.

General Information

1.0 Tutoring

Students who have occasional difficulty with a course are urged to seek assistance from their instructor. Additionally, tutoring is available outside of normal class time. Contact the Campus Director for scheduling special instructional assistance.

2.0 Assistance to Persons with Disabilities

MLI ensures that services, facilities and privileges are accessible to qualified persons with disabilities in accordance with the American Disabilities Act (ADA) of 1990.

Reasonable accommodations will be made on an individual basis. It is the responsibility of persons with disabilities, however, to seek available assistance and make their needs known. Documentation to support the disability must be provided to MLI at the time the request is made.

3.0 Drug/Alcohol Policy

MLI maintains a professional environment and does not tolerate the use of drugs or alcohol of any kind on its premises.

4.0 Crime Awareness/Security

MLI takes measures to maintain a secure academic workplace. Students should safeguard wallets, purses and other values. MLI is not responsible for theft, loss or vandalism of personal property.

5.0 Personal Property

MLI is not responsible for personal property that may be lost or stolen on its premises.

6.0 Job Placement Assistance

The school's *Employment Preparation and Job Search Program* coordinated by the Placement Office is intended to offer assistance to students in preparing for employment and to support graduates in applying successful job search strategies to locate and secure jobs. The program is *not* meant to substitute for the necessity of students and graduates to actively seek employment on their own. Our assistance is available, but Metropolitan Learning Institute does not promise or guarantee employment to any student or graduate.

To obtain a job in the modern office/healthcare environment requires thorough and continuous preparation. When they enroll or upon graduation, applicants can sign a *Placement Services Waiver* to enroll in or decline participation in the *Employment Preparation and Job Search Program*. Throughout their studies, each student who decides to work with the program can access a wide range of resources to support their search for employment.

School Holidays-2019

New Year's Day	January 1st
Martin Luther King, Jr. Day	January 21st
President's Day	February 18th
Spring or Summer Break	April/July 2019 (dates vary)
Memorial Day	May 27th
Independence Day	July 4th
Labor Day	September 2nd
Columbus Day	October 14th
Veterans' Day	November 11th
Thanksgiving	November 28th to 29th
Christmas Recess	December 25th to December 31st

Classes are not held on school holidays observed by the school. Other ethnic/religious holidays may be added at the discretion of the President. Holidays are not counted for purposes of contracted time schedule. Holiday schedule is subject to change with minimum notice.

CAMPUS SECURITY

Campus security cite

Sec. 485 (f)
34 CFR 668.46

General Information

The Department of Education is committed to assisting schools in providing a safe environment for student to learn and staff to work, and in keeping parents and students well informed about campus security. The department encourages schools to use the resources available on the following Web sites in making their campuses safer:

Department of Justice Violence Against Women Office

www.ojp.usdoj.gov/vawo/

Department of Education World Wide Web site on campus safety

www.ed.gov/offices/oep/ppi/security/html

Higher Education Center for Alcohol and other Prevention World Wide Web site

www.edc.org/hec/

The Department is strongly committed to enforcing the provisions of the Campus Security Act of 1990 requiring a school to compile an annual campus security report.

Changes resulting from negotiated rulemaking were published as final regulations on November 1, 1999. They are discussed below.

Distribution of the Campus Crime Report

Distribution cite

34 CFR 668.41(e)

By October 1 of each year, a school must publish and distribute its annual campus security report.

It must be distributed to all **enrolled students and current employees** directly by publications and mailings, including: direct mailing to each individual through the U.S. Postal Service, campus mail, or electronic mail.

If the school chooses to fulfill this requirement by posting the crime report on an Internet or Intranet Web site, an **individual notice must be distributed to each student and current employee** that includes:

- A statement of the report's availability,
- A list and brief description of the information contained in the report,
- The exact electronic address (URL) of the Internet or Intranet Web site at which the report is posted, and
- A statement saying the school will provide a paper copy upon request.

Upon request, a school must provide its annual campus security report to a prospective student or prospective employee. In order to ensure that a prospective student or employee can request the report, the institution must provide them with notice of the report's availability. The notice must include a brief description of the report.

Schools are required to submit the statistical section of their Annual Crime Report to the Department on an annual basis. To comply with the emerging requirements to communicate electronically with the public whenever possible, the survey data is collected through the Department's Campus Crime and Security Web site.

Annual submission cite

34 CFR 668.41(e)5

surveys.ope.ed.gov/security

The use of an electronic format will eliminate mailing and processing paper questionnaires, significantly reduce the reporting burden, and improve the timeliness of the data from institutions.

Definition of campus

Definition of a campus cite

34 CFR 668.46(a)

Institutions must meet the campus security report requirements **individually for each separate campus**. Institutions must provide crime statistics for three discrete categories: campus, non-campus buildings or property, and public property.

Campus means

- Any building or property (including residence halls) owned or controlled by a school within the same reasonably contiguous geographic area and used by the school in direct support of or in a manner related to its educational purposes.
- Property within the same reasonably contiguous area that is owned by the school but controlled by another person, frequently used by students, and supports the school's purposes (such as a food or other retail vendor).

Non-campus building or property means

- Any building or property owned or controlled by a student organization officially recognized by the school; and
- Any building or property (other than a branch campus) owned or controlled by the school, that is **not** within the same reasonable contiguous area, is used in direct support of or in relation to the school's educational purpose, and is frequently used by the students.

Third party housing: Whether the rent is paid to the third party by the institution on behalf of the student or directly by the student, a student housing facility owned by a third party that has a contract with an institution to provide housing for the institution's students is considered under the control of the institution.

Public property means all public property including thoroughfares, streets, sidewalks, and parking facilities that is within the same campus or immediately adjacent to and accessible from the campus. This would not include, for example, highways that are adjacent to the campus, but that are separated from the campus by a fence or other man-made barrier.

A school may use a map to visually illustrate the areas included in the definition of its campus.

Time warning

Timely warning cite

34CFR 668.46(e)

In addition to the required annual campus security report, schools are required to provide timely warning to the campus community of any occurrences of the following crimes that are reported to campus security authorities or local police agencies and are considered to represent a threat to students and employees, including:

- Criminal homicide including, (a) murder and non-negligent manslaughter, and (b) negligent manslaughter;
- Forcible and non-forcible sex offenses,
- Robbery;
- Aggravated assault;
- Burglary;
- Motor vehicle theft; and
- Arson

- Separately by category of prejudice, each crime listed above and any other crime involving bodily injury reported to local police agencies or to a campus security authority that shows evidence of prejudice base on race, gender, religion, sexual orientation, ethnicity, or disability;
- Arrests for violation of liquor and drug law violations, and illegal weapons possession; and
- Persons not arrested but referred for campus disciplinary action for liquor, drug, and weapons law violations

A school is not required to provide timely warning with respect to crimes reported to a pastoral or professional counselor as these positions are defined under 34 CFR 668.46 (a).

Note: A school must also include statistical and policy information related to these same crimes in its campus security report; see the discussion on *Campus Security* earlier in this chapter.

Campus security authority

Campus security authority cite

34 CFR 668.46(a)

The following are campus security authorities:

- 1) A campus police or security department;
- 2) Any individual or individuals who have responsibility for campus security but who do not constitute a campus security or police department, such as an individual who is responsible for monitoring entrance into school property (e.g., an access monitor);
- 3) An individual or organization specified in a school's campus security statement as the individual or organization to which students and employees should report criminal offenses; and
- 4) An official of a school who has significant responsibility for student and campus activities including, but not limited to, student housing, student discipline, and campus judicial proceedings.

The definition of campus security authority includes others in addition to those individuals working for the school's campus security office or expressly performing a campus security function at the school's request. An official who has significant responsibility for student and campus activities is a campus security authority. For example, a dean of students who oversees student housing, a student center, or student extracurricular activities, has significant responsibility for student and campus activities. Similarly, a director of athletics, team coach and faculty advisor to a student group also have significant responsibility for student and campus activities.

Professional and pastoral counselors excluded from reporting requirements

Of itself, reporting a statistic is not likely to identify a victim. However, the need to verify the occurrence of a crime and the need for additional information about a crime to avoid double counting can lead to the identification of the victim. Therefore, in order to ensure that victims have access to confidential counseling, professional and pastoral counselors, as defined in the regulations are **not** required to report crimes discussed with them in their roles as counselors when they are functioning within the scope of their license or certification. Other confidential

reporting options are encouraged to obtain statistical data without infringing on an individual's expectations of confidentiality.

A *pastoral counselor* is a person who is associated with a religious order or denomination, who is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

A *professional counselor* is a person whose official responsibilities include providing mental health counseling to members of the school's community and who is functioning within the scope of his or her license or certification.

Daily crime log

Crime log cite

34 CFR 668.46(f)

Schools that maintain a campus police or security department must make, keep, and maintain daily logs of any crime that occurs within the patrol jurisdiction of the campus police or security department designated by the institution. The logs must be written in a manner that is easily understood. For each crime, the school must record the date it was reported, the nature, date, time, and general location, and the disposition of the complaint, if known. The logs must be made public, except where prohibited by law or when disclosure would jeopardize the confidentiality of the victim. Schools are required to update logs with new information when available, but no later than two business days after the information is received, unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim. The school must disclose any information withheld once the adverse effect is no longer likely to occur.

Often time passes between when a crime is committed and when it is discovered, making the date of occurrence unknown or uncertain. In addition, for statistical purposes, the FBI collects crime data based on when crimes are reported to the police. Therefore, **an institution must report crime date based on when the crime was reported to campus police or security authorities.**

The school must make the crime log for the most recent 60-day period open to public inspection during normal business hours.

The school must make any portion of the log older than 60 days available within two business days of a request for public inspection.

A school may withhold information if (and as long as) the release of the information would jeopardize an ongoing criminal investigation of the safety of an individual, cause a suspect to evade detection, or result in the destruction of evidence. A school may withhold only the information that would cause the aforementioned adverse effects.

The annual security report

The annual security report, due October 1, must contain the required crime statistics for the three calendar years prior to the year in which the report is disclosed. The crime report due October 1, 2018, must include statistics for the 2015, 2016, and 2017 calendar years. **Schools must retain records used to create their campus security reports for three years after the due date of the report.** Therefore, schools must maintain the information (data from 2015, 2016, and 2017) used in compiling the 2018 report, and make the report available until September 30, 2021. Crimes must be reported for the calendar year in which the crime was reported to a campus security authority rather than the year in which the crime occurred.

Policies and procedures for reporting crimes

Security report cite

34 CFR 668.46(b)

The annual security report provides information regarding campus security policies and campus crime statistics. With limited exception, the campus security requirements do not prescribe policies and procedures for schools to follow. Rather, schools are required to make disclosures concerning the policies and procedures implemented by the school.

All schools must compile the required crime statistics in accordance with the definitions used in the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) system, Hate Crime Data Collection Guidelines and the Training Guide for Hate Crime Collection. For further guidance concerning the application of definitions and classification of crimes a school must use either the *UCR Reporting Handbook* or the *UCR Reporting Handbook" NIBRS Edition*.

Except when determining how to report crimes committed in a multiple offense situation, a school must use the hierarchy rule found in the *UCR Reporting Handbook*. Copies of these publications are available from: FBI Communications Unit, 1000 Custer Hollow Road, Clarksburg, WV 26306 (telephone: 304-625-2823). Schools are encouraged but not required to participate in the FBI's UCR program.

The statistics required in the annual security report may not include the identification of the victim or the person accused of committing the crime.

A school must make a reasonable, good faith effort to obtain the required statistics and may rely on the information supplied by a local or state police agency. A school making a good faith effort will not be held responsible for the failure of local and state police agencies to supply the required statistics.

The annual security report must include the following:

- 1). the required institutional crime statistics, including
 - a) Criminal homicide, including (1) murder and non-negligent manslaughter, and (2) negligent manslaughter;
 - b) Sex offenses, including (1) forcible sex offenses, and (2) non-forcible sex offenses;
 - c) Robbery;
 - d) Aggravated assault;
 - e) Burglary;
 - f) Motor vehicle theft;
 - g) Arson;
 - h) Separately by category of prejudice, each crime listed above and any other crime involving bodily injury reported to local police agencies or to a campus security authority that show evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability;

- i) Arrests for violations of liquor and drug law violations, and illegal weapons possession; and
- j) Persons not arrested but referred for campus disciplinary action for liquor, drug, and weapons law violations.

Schools must report crime statistics by means of separate categories:

- On campuses (see *Definition of a campus*)

Note: Crimes that occur in dormitories or other residential facilities for students are reported as a subset of crimes on campus and as a separate category.

- In or a non-campus building or property;
- On public property; and
- Dormitories or other residential facilities for students on campus.

- 2). A statement of current campus policies regarding procedures for reporting crimes and other emergencies occurring on campus and the policies for the school's response to these reports, including:
 - a) Policies for making timely reports of the above described crimes to members of the campus community;
 - b) Policies for preparing the annual disclosure of crime statistics; and
 - c) A list of the titles of each person or organization to whom the criminal offenses described above should be reported for the purpose of making timely warning reports and the annual statistical disclosure.

This statement must also describe any institutional policies or procedures that allow voluntary or confidential reports made by victims or witnesses to be included in the annual disclosure of crime statistics.

- 3). A statement of the school's policies concerning the security of, and access to, all campus facilities, including residences, and security consideration used in the maintenance of campus facilities,
- 4). A statement of the school's policies concerning campus law enforcement, including:
 - a) The enforcement authority of campus security personnel, their working relationship with state and local police and other law enforcement agencies, and whether the security personnel have the authority to arrest individuals; and
 - b) Policies that encourage accurate and prompt reporting of crimes to campus police and the appropriate police agencies; and
 - c) Procedures that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform their clients of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

- 5). Descriptions of the type and frequency of programs that
 - a) Inform students and employees about campus security procedures and practices; and
 - b) Encourage students and employees to be responsible for their own security and the security of others.
- 6). A description of institutional crime prevention programs;
- 7). A statement of the policies concerning the monitoring and recording (through local police agencies) of criminal activity at off-campus locations of student organizations officially recognized by the school, including student organizations with off-campus housing facilities (see the *Definition of a campus*);
- 8). The policies concerning the possession, use, and sale of alcoholic beverages, including the enforcement of state underage drinking laws;
- 9). A statement of institutional policies concerning the possession, use, and sale of illegal drugs including the enforcement of state and federal drug laws;
- 10). A description of the drug and alcohol-abuse education programs available to students and employees, as required under section 120 (a) through (d) of the Higher Education Act;
- 11). A statement of the sexual assault prevention programs available and the procedures to be followed when a sex offense occurs, including:
 - a) A description of educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses;
 - b) Procedures a student should follow if a sex offense occurs (who to contact, how to contact them, the importance of preserving evidence for proof of a criminal offense, and to whom to report);
 - c) Options for the notification of local law enforcement officials (including on-campus and local police) and a statement that school personnel will assist the student in notifying these authorities, if requested by the student;
 - d) Availability of on-and off-campus counseling, mental health, or other student services for victims of sex offenses;
 - e) Notice to students that the school will change a victim's academic and living situations after the alleged sex offense and of the options for changes, if changes are requested by the victim and are reasonably available;
 - f) Procedures for campus disciplinary actions in cases of an alleged sex offense, including a clear statement that both the accuser and the accused
 - Are entitled to the same opportunities to have others present during a disciplinary proceeding, and
 - Will be informed of the school's final determination of any school disciplinary proceeding with respect to the alleged sex offense and any sanction that is imposed against the accused; and

g) Sanctions the school may impose following a final determination of a school disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses.

Complaints against schools

When a complaint is filed against a school alleging noncompliance with the campus security regulations, the Department will assess the complaint and determine the appropriate response.

Information about submitting reports of noncompliance is available at

<http://www.ed.gov/offices/OPE/PPI/security.html>

Technical assistance to schools in administering the campus security regulations is available from the Department's Customer Support Branch at 1-800-433-7327

An additional category of manslaughter

An additional category of manslaughter, broken into two sub categories, non-negligent and negligent manslaughter, is added to the category of murder. Murder and non-negligent manslaughter is the willful (non-negligent) killing of one human being by another. Manslaughter by negligence is the killing of another person through gross negligence. The new regulations incorporate manslaughter into the regulations by adding non-negligent manslaughter to the current murder category and adding a new negligent manslaughter category. Collectively the two categories are referred to as criminal homicide consistent with the FBI's definitions.

Arson defined:

"Arson" is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc.

Liquor law, drug, and weapons violations

The period for which liquor law, drug-law and weapons possession violations must be reported has changed from the most recent year to the most recent three years. In addition, the school must disclose not only the number of arrests for these crimes but also the unduplicated number of persons who were referred for campus disciplinary action for these activities.

Institutions should not include students referred for campus disciplinary action for alcohol, drug, and weapons possession unless those violations were also violations of law.

For example, if a student of legal drinking age in the state where the institution is located violates the institution's dry campus policy and is referred for disciplinary action, that statistic should not be included in the institution's crime statistics. If a student was both arrested and referred for campus disciplinary action for the same violation, the new regulations require that the institution report the statistic only under arrests.

MLI Drug and Alcohol Abuse Prevention Information

A school that participates in the FSA programs must provide information to its students, faculty, and employees to prevent drug and alcohol abuse.

In addition, a school that participates in the Campus-Based programs must have a drug-free awareness program for its employees that includes a notice to its employees of unlawful

activities and the actions the school will take against an employee who violates these prohibitions.

Information that Must Be Included in Drug Prevention Materials for Students:

- Information on preventing drug and alcohol abuse;
- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities;
- A description of the sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol;
- A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees;
- A description of the health risks associated with the use of illicit drugs and alcohol;
- A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state, and federal law) and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution.

****Information from the 2007-2008 FSA Handbook, Volume 2, Chapter 6, Page 2-82****

Helpful Websites:

http://www.brainsource.com/brain_on_drugs.htm

<http://www.nida.nih.gov>

MLI DRUG FREE CAMPUS GUIDELINES

In compliance with the Drug-Free Schools and Communities Act (DFSCA), MLI has set forth in this guide the legal penalties under Federal law for the illegal possession or distribution of drugs and alcohol, as well as the range of school sanctions that can be imposed for violation of MLI's policies regarding substance abuse. Both students and employees should read this carefully.

Policy:

The United States Department of Education has issued regulations for the implementation of the provisions of the "Drug-Free Schools and Communities Act Amendments of 1989" (Public law 101-226). The school will distribute annually to each student and employee information regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on school property.

Standards of Conduct:

The school is committed to a campus free of illegal drug use, misuse and abuse of prescription drugs, underage drinking and alcohol abuse. The school has no tolerance for illegal activity or any other harmful conduct influenced by drugs or alcohol. Unlawful possession as well as the distribution of illegal drugs or alcohol is prohibited on school property or as part of its activities. The school will cooperate fully with law enforcement agencies and will apply appropriate internal disciplinary processes should a student or an employee violate criminal statutes with regard to illegal drugs or possession or sale of alcohol.

The following page shows the Federal penalties:

Federal Trafficking Penalties

Drug/ Schedule	Quantity	Penalties	Quantity	Penalties
Cocaine (schedule II)	500-4999 gms mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If Death or serious injury , not less than 20 or more than life. Fine of not more than \$2 million if an individual , \$5 million if not an individual. Second Offense: Not less than 10 yrs, and not more than life, if death or serious injury, life imprisonment. Fine of not more than \$4 million individual; \$10 million other than individual.	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury , not less than 20 or more than life. Fine or not more than \$ 4 million I an individual, \$ 10 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual. 2 or More prior Offenses: Life imprisonment
Cocaine base (schedule)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (schedule II)	40-49 gms mixture		400 gms or more mixture	
Fentanyl Analogue (schedule I)	10-99 gms mixture		100 gms or more mixture	
Heroin (schedule I)	100-999 gms mixture		1kg or more mixture	
LSD (schedule I)	1-9 gms mixture		10 mgs or more mixture	
Methamphetamine (schedule II)	5-49 gms pure or 50-499 gms mixture	50 gms or more pure or 500 mgs or more mixture	100 gm or more pure or 1 kg or more mixture	
PCP (schedule II)	10-99 gms pure or 100-999 gms mixture			
Penalties				
Other schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine is \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual		
Flunitrazepam (schedule IV)	1 gm or more			
Other schedule III drugs	Any amount	First Offense: Not more than 5yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.		
Flunitrazepam (schedule IV)	30 to 999 mgs	Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$1 million if not an individual		

All other Schedule IV drugs	Any amount	First Offense: Not more than 3 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.
Flunitrazepam (schedule IV)	Less than 30 mg	Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
All schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

Federal Trafficking Penalties-Marijuana

DRUG	QUANTITY	1 ST OFFENSE	2 ND OFFENSE
Marijuana	1,000 kg or more mixture; 1,000 or more plants	<ul style="list-style-type: none"> ▪ Not less than 10 years, not more than life. ▪ If death or serious injury, not less than 20 years, not more than life ▪ Fine not more than \$4 million if an individual, \$10 million if other than an individual 	<ul style="list-style-type: none"> ▪ Not less than 20 years, not more than life ▪ If death or serious injury, mandatory life ▪ Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> ▪ Not less than 5 years, not more than 40 years ▪ If death or serious injury, not less than 20 years, not more than life ▪ Fine not more than \$2 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> ▪ Not less than 10 years, not more than life ▪ If death or serious injury, mandatory life ▪ Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana	More than 10 kgs hashish; 50 to 99 kg mixture More than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> ▪ Not more than 20 years ▪ If death or serious injury, not less than 20 years, not more than life <ul style="list-style-type: none"> ▪ Fine \$1 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> ▪ Not more than 30 years ▪ If death or serious injury, mandatory life ▪ Fine \$2 million if an individual, \$10 million if other than an individual

Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> ▪ Not more than 5 years ▪ Fine not more than \$250,000, \$1 million other than individual 	<ul style="list-style-type: none"> ▪ Not more than 10 years ▪ Fine \$500,000 if an individual, \$2 million if other than individual
Hashish	110 kg or less		
Hashish Oil	1 kg or less		

Health Risks

The following briefly summarizes health risks and symptoms associated with the use of alcohol and other drugs. It is important to note that individuals experience alcohol and drugs in different ways based on physical tolerance, body size and gender, and on a variety of other physical and psychological factors.

Alcohol:

Alcohol consumption causes a number of changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasingly the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high doses of alcohol cause marked impairments in higher mental functions severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Long-term consumption of large quantities of alcohol can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than others of developing alcohol related problems.

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. In addition, the report determined that smoking was a major cause of stroke and the third leading cause of death in the United States. Nicotine is both a stimulant and a sedative to the central nervous system. Nicotine is absorbed readily from tobacco smoke in the lungs, and it does not matter whether the tobacco smoke is from cigarettes, cigars, or pipes, Nicotine also is absorbed readily when tobacco is chewed.

In addition to nicotine, cigarette smoke is primarily composed of a dozen gases (mainly carbon monoxide) and tar. The tar in a cigarette, which varies from about 15 mg for a regular cigarette to 7 mg in a low-tar cigarette, exposes the user to a high expectancy rate of lung cancer, emphysema, and bronchial disorders. The carbon monoxide in the smoke increases the chance of cardiovascular diseases. The Environmental Protection Agency has concluded that secondhand smoke causes lung cancer in adults and greatly increases the risk of respiratory illnesses in children and sudden infant death.

Prescription Medications:

Prescription drugs that are abused or used for non-medical reasons can alter brain activity and lead to dependence. Commonly abused classes of prescription drugs include opiates (often prescribed in the treatment of pain), central nervous system depressants (often prescribed to treat anxiety and sleep disorders), and stimulants (prescribed to treat narcolepsy, ADHD, and obesity). Long-term use of opiates or central nervous system depressants can lead to physical dependence

and addiction. Taken in high doses, stimulants can lead to compulsive use, paranoia, dangerously high body temperatures and irregular heartbeat.

Marijuana:

Marijuana use can lead to a number of long term and short term physical and psychological effects. Marijuana use leads to a substantial increase in the heart rate, impairs short term memory and comprehension and motivation can be altered.

Cocaine and Crack:

Health risks may include changes in body temperature and blood pressure as well as heart and breathing rates. Even small amounts may cause the body to exceed its own limits, sometimes resulting in death. Snorting cocaine may severely damage nasal tissue and the septum. Smoking cocaine may damage the lungs. Someone using cocaine may experience muscle twitching, panic reactions, anxiety, numbness in hands and feet, loss of weight, a period of hyperactivity followed by a crash, a runny or bleeding nose, and depression. Other symptoms of cocaine use may include nausea, vomiting, insomnia, tremors, and convulsions. Chronic users may become paranoid and/or experience hallucinations.

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 respirator depression, coma and even death. A person who uses barbiturates may have poor muscle control, appear drowsy or drunk, become confused, irritable, or inattentive, or have slowed reactions.

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 amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever, heart failure and death. 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.

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, are not uncommon. Chronic users report memory loss and speech difficulty. Very large doses produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. LSD, mescaline, peyote, etc. cause dilated pupils, elevated body temperature, increased heart rate and blood pressure and tremors. Someone under the influence of PCP might appear moody, aggressive, or violent. Sleeplessness, confusion, anxiety, and panic, and may report perceptual distortions. Flashbacks may occur.

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. Short term side effects include depression, hallucinations, paranoia, severe mood swings and aggressive behavior. Major side effects also can include 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 hair, menstrual changes and deepened voice. In teenagers, growth may be halted prematurely and permanently.

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, cramps and nausea when withdrawing from the drug.

Treatment:

Medication and behavioral therapy, alone or in combination, are aspects of an overall therapeutic process that often begins with detoxification, followed by treatment and relapse prevention. Easing withdrawal symptoms can be important in the initiation of treatment; preventing relapse is necessary for maintaining its effects. And sometimes, as with other chronic conditions, episodes of relapse may require a return to prior treatment components. A continuum of care that includes a customized treatment regimen, addressing all aspects of an individual’s life including medical and mental health services, and follow-up options (e.g. community or family based recovery support systems) can be crucial to a person’s success in achieving and maintaining a drug-free lifestyle.

Hotline Numbers:

National Drug and Alcohol Treatment Referral Services: 800-662-4357
Alcoholism Council of Greater New York: Dial 311 or 1-800-56-SOBER
New York Center for Addiction: 212-966-9537

School Disciplinary Sanctions:

It is the school policy to discourage all violations of Federal, State or local laws by any member of the school community. In addition to possible prosecution and punishment by civil authorities, a student or employee violating any law may be subject to sanctions imposed by the school.

Students:

Sanctions against students include, but are not limited to, disciplinary expulsion, suspension, and/or probation. When appropriate, school sanctions may be entered into permanent records. Parents of dependent students will be notified of pending charges or subsequent decisions.

Faculty:

Faculty who violate the school’s standards of conduct are subject to disciplinary action including reprimand and/or mandatory referral for drug or alcohol rehabilitation, suspension, or dismissal.

Other Employees:

The school may impose sanctions against any employee who violates Federal, State or local laws, or the standards of school conduct. Depending on the nature and severity of the violation, these sanctions can range from warnings and/or mandatory referral for drug or alcohol rehabilitation to outright termination of employment.

ADMINISTRATIVE AND SUPPORT STAFF

SENIOR MANAGEMENT

Dr. Boris Davidoff, PhD, CEO/CFO
Mr. James Bruce, Director
Mrs. Olga Davidoff, VP/Director

Mr. Vladimir Katz, Secretary
Dr. Debakar Bhowmick, MD, Director

ADMINISTRATION

Dr. Boris Davidoff, Ph.D.	President and Chief Executive Officer / CFO
James Bruce	Campus Director, Rego Park Main Campus, NY
Olga Davidoff	Associate Director/Mgr., Rego Park Main Campus, NY
Dr. Debakar Bhowmick, MD	Campus Director, Brooklyn Extension Campus, NY
Ashraf Mourad, MSED	Financial Aid Director*, Rego Park Campus, NY
Brenda Jones	Fin'l Aid Representative *, Jackson Hts. Ext. Campus, NY
Lorraine Thompson	Fin'l Aid Representative*, Brooklyn Ext. Campus, NY
Yomaira Estrada	Bursar Officer*, Rego Park Main Campus, NY
K. Michael Charnik	Network Administrator, Jackson Heights Ext. Campus, NY
	Network Administrator, Rego Park Main Campus, NY
	Network Administrator, Brooklyn Ext. Campus, NY

***these individuals advise students on completing their financial aid applications**

ACADEMIC CALENDAR: PROGRAM START AND END DATES

Due to Metropolitan Learning Institute's three separate locations, as well as other variables in recruitment and enrollment for our programs (which are measured in clock-hours, not semester-based), the school no longer publishes an advance Academic Calendar. Instead, the school offers new program starts every three to six weeks mornings and evenings in all active programs across its three New York campuses. Please contact individual campus directors or their management staff at any of our locations for specific information on projected start dates by program.

On-Time Grad Scholarship

Introduction

Metropolitan Learning Institute (MLI) now offers a new scholarship called the *On-Time Grad Scholarship*.

The purpose of the On-Time Grad Scholarship is to provide an incentive for MLI's students to graduate on-time—without withdrawing from school and to finish within the one-hundred and fifty percent timeframe, as prescribed by the standards of academic progress. We believe that this incentive will help: (1) assist students to be better able to afford tuition and book fees at MLI; and (2) encourage students to persist in school, here at MLI, until graduation.

Funding and distribution of the Scholarship

Sources of funding

MLI will provide funding for the On-Time Grad Scholarship through its own resources, in the form of a tuition credit to students. The scholarship will have a revolving annual budget line of \$400,000. Any unspent scholarship funding will be returned to its budget line item to be used in future award years.

The administration at MLI is committed to keeping the scholarship's budget line-item at the \$400,000 level. All future appropriations to this line-item will be subject to the appropriations process established by MLI's administration.

Selection of scholarship recipients

The scholarship itself will be given on a first come, first served basis. Based on research conducted by the Financial Aid Office, we believe the scholarship will be applied to between 75 to 100 students per year.

Final determination of all scholarships will be made by the Director of the Financial Aid Office.

Amount and range of each scholarship

The On-Time Grad Scholarship will only be applicable to all tuition and book fees directly charged by the school, minus any financial assistance—the Federal Pell Grant, the New York State TAP Grant, and any other additional assistance.

The maximum scholarship a student may receive will be \$4,000, but not more than the balance of tuition and book fees minus financial assistance. However, in order to qualify a student must have a minimum net balance of \$25.

Period of time covered by the scholarship

As stated above, On Time Grad Scholarship will cover the net balance a student will owe to MLI at the time of graduation. As such, the scholarship will be applicable towards their period of enrollment for the program.

The time frame for which the scholarship will be available will be fifteen-months, the published length of the program, but no more than twenty-two months, which represents the 150% timeframe under the rules of standards of academic progress.

Manner in which scholarships will be awarded/paid to students

The scholarship will be awarded to students as part of their Financial Aid Package—with a notation that the scholarship will only be paid at graduation and provided the student follows the rules outlined in their signed Statement of Understanding.

Because the purpose of the On-Time Grad Scholarship is to reward students for graduating on-time, it will only be paid to a student's account upon that student's graduation.

Any student who withdraws from MLI before graduation will lose eligibility for the scholarship. The only exception will be for students on an approved leave-of-absence,

and who return to school by the end of their leave of absence term, or one-hundred eighty days after the last-date-of-attendance, whichever comes first.

Student Eligibility and Application Criteria

The following (below) outline the criteria for a student to both receive and continue to maintain eligibility for the On-Time Grad Scholarship. These wording of these rules will also be explicitly outlined in the MLI catalog and Statement of Understanding that each student must sign.

- Sign the *Statement of Understanding for the One-Time Grad Scholarship*
- Be a U.S. Citizen or eligible non-citizen
- Students must file, and re-file on an annual basis, both their FAFSA and TAP forms for each applicable award period for which they are enrolled in school
- Students must have a minimum balance owed to the school of a \$25 to receive the scholarship
- Although the maximum scholarship is \$4,000, the school has the right to reduce this award if the tuition balance the student owes to the school, after all other forms of financial aid the student has or will qualify for have been taken into account, falls below \$25.
- Students must meet all standards of academic progress, namely:
 - maintain a minimum GPA of 2.0
 - be on pace to graduate within 150% of the length of their program
- The On-Time Grad Scholarship will only be paid against a student's account upon their graduation from MLI—which is to successfully pass all courses in their program of study, with a minimum of 1385 clock-hours completed.
- Should the student withdraw from the school, the scholarship will be fully rescinded, and the student must pay whatever balance is owed to the school without benefit of the scholarship.

Award Committee Members

Dr. Boris Davidoff, CEO/CFO

James Bruce, Campus Director, Rego Park

Dr. Debakar Bhowmick, Campus Director, Brooklyn

Ashraf R. Mourad, Director of Financial Aid and Records