

**Elmira Business Institute
Founded 1858**

Volume XVII

**2016-2017
Catalog Addendum
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Elmira Business Institute

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ABOUT THIS CATALOG ADDENDUM

This catalog addendum is an official reference document containing approved curricula, policies, and standards in effect for students admitted to Elmira Business Institute during the 2016-2017 academic year. It supersedes any other document with regard to rules and regulations, see specific reference to amended text. The College reserves the right to limit registration for courses, to discontinue courses for which there is insufficient enrollment, and to change times and/or instructor assignments. The College reserves the right at any time to make appropriate changes in the policies and procedures contained in this publication including admission requirements, tuition, fees, and degree, diploma, or certificate requirements without formal notice.

STATEMENT OF LEGAL CONTROL

Elmira Business Institute is fully Governed by Elmira Business Institute, Inc., and its respective officer, Brad C. Phillips, President.

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Mission

The goals of Elmira Business Institute include the following:

- To provide educational and employment opportunities and prepare students for successful careers in business technology and allied health.
- To provide curricula that reflects the needs of a changing job market.
- To provide an opportunity for students to acquire the skills for occupational growth, including the understanding of employer expectations.
- To provide graduates with assistance in securing employment.
- To provide students with the skills and attitudes to continue learning throughout their lifetimes.

Requirements for Graduation

To be qualified to graduate and become eligible to participate in the Graduation Commencement Ceremony, a student must fulfill the following requirements;

- **receive a passing grade and credits for all required coursework**
- **achieve a minimum of “C” (2.0) overall average**
- **satisfy all financial obligations to Elmira Business Institute**

Medical Assisting students must follow program guidelines for competencies and obtain a 2.0 grade point average for the required classes. See page 18 of the 2016-2017 Catalog Addendum.

A Certificate Credential will be issued for completing all requirements in a Certificate Program. An Associate of Occupational Studies Credential will be issued for completing all requirements in a Degree Program.

<i>Program Name</i>	<i>Credential</i>	<i>Required Number of Semester Credit Hours</i>	<i>Program Status</i>
Accounting	AOS	61	Active
Business Administration Financial Services Concentration	AOS	66	Teach-Out
Business Administration Human Resources Concentration	AOS	63	Teach-Out
Business Administration Small Business Management Concentration	AOS	63	Active
Medical Assisting	AOS	67	Active
Medical Coding & Reimbursement Specialist	AOS	61	Active
Office Technologies Medical Concentration	AOS	63	Active
Financial Services	Certificate	30	Teach-Out
General Business Accounting	Certificate	34	Teach-Out
General Office Assistant	Certificate	33	Teach-Out
Human Resources	Certificate	30	Teach-Out
Medical Assisting	Certificate	46	Teach-Out
Medical Coding & Billing	Certificate	46	Active

Medical Office Assistant	Certificate	34	Teach-Out
Small Business Management	Certificate	33	Teach-Out

In addition to the graduation requirements listed above, students are encouraged to pursue the successful achievement of the national or state licensure or certification examination associated with their program of study. Professional licensure or certification may provide a competitive edge in securing employment with higher salaries.

STUDENT CONSUMER INFORMATION

Elmira Business Institute makes certain information available to any enrolled student or prospective student through appropriate publications, mailings or electronic media. This information includes: length of the program and the occupations it prepares students to enter, the on-time graduation rate, tuition and fees and other costs, job placement and median loan dept. You may obtain this information in the general lobby area or at www.ebi.edu

ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

Elmira Business Institute is committed to making its facilities and services available to persons with disabilities, and individuals with disabilities are encouraged to apply for enrollment. Elmira Business Institute will provide reasonable accommodations for students with disabilities. Including auxiliary aids and services as long as services do not fundamentally alter the nature of the relevant program, or service provided by Elmira Business Institute. A student requesting an accommodation for a disability must contact the College Director or Program Director and complete the *“Student Application For Auxiliary Aids or Academic Adjustments”* requesting academic adjustments and/or auxiliary aids. To ensure that accommodations are provided in a timely fashion, Elmira Business Institute strongly encourages students to submit all requests for accommodation immediately after enrollment and prior to the first day of classes, or otherwise as soon as practicable. To request an auxiliary aid or service, please contact: senior vice president, 303 N. Main Street, Elmira, NY 14901 at (607) 733-7177.

REGISTRATION – RECORDS MANAGEMENT

Student records are maintained in Registrar/Records Department and any student may review his or her file upon written request. Records will be maintained for a period of five years following the date of the student’s departure from school however, transcripts are kept indefinitely.

REGULAR STUDENT

Elmira Business Institute defines a regular student as: a student who is enrolled in a program leading to a diploma or degree at the college and is satisfactorily progressing toward program completion in compliance with the Standards of Satisfactory Progress. A full-time student is scheduled no less than twelve semester credit hours. During an academic term a student may be scheduled up to 15-18 semester credit hours.

Any other student attending the college is considered in an extended enrollment status and is not eligible for government aid. (See Continuation As A Non-Regular Student on page 33 of the 2016-2017 Catalog)

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

The Satisfactory Academic Progress Policy ensures that all Elmira Business Institute students enrolled in a diploma and degree programs are maintaining satisfactory progress towards a successful completion of their academic programs. The criteria and standards contained in the policy are set to recognize academic achievements or to detect problems for which actions of early intervention and/or remediation can be taken. These standards apply to all students whether they are eligible for Title IV funding or not. The Satisfactory Academic Policy complies with the requirements of the federal and state regulatory guidelines and the accrediting commission.

Satisfactory Progress Standards are designed to assess academic progress for classes taken a Elmira Business Institute only and requires a both quantitative measurements and qualitative measurements. Students must maintain satisfactory progress toward the completion of their program.

The following criteria are used to determine whether or not a student is making Satisfactory Academic Progress. These standards monitor whether a student meets the minimum quantitative and qualitative components. A student must be able to:

- Maintain a minimum cumulative grade point average (CGPA)
- Achieve the minimum incremental completion rate (ICR) and
- Complete the program within a maximum allowable time frame (MTF)

Failure to complete courses successfully for any reason will negatively affect Satisfactory Academic Progress. Failing courses or withdrawing from courses could result in extending the length of educational program, the loss of financial aid and/or dismissal. It is important to understand how these situations will impact SAP at your next evaluation points. In order for a student to graduate, the minimum requirements are a CGPA of 2.0 and completion of all required coursework without attempting more than 150% of the credits/hours in the program.

The college determines that a student is maintaining satisfactory academic progress if the student meets or exceeds the quantitative **and** qualitative standards outlined below, based on the cumulative number of semester credit hours attempted.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

MILESTONES AND EVALUATION POINTS FOR SATISFACTORY ACADEMIC PROGRESS

Compliance with Standards of Academic Progress is reviewed every payment period for all programs.

CERTIFICATE PROGRAM and 1st Year DEGREE PROGRAM

Evaluation Point	Milestones (CGPA and ICR)	Required Action
End of First Payment Period (Usually 15 Semester Credit Hours in 15 weeks)	1.5 GPA and 66.67% of scheduled Semester Credit Hours (Minimum 10 Semester Credit Hours)	Academic/Financial Aid Warning
End of Second Payment Period (Usually 15 Semester Credit Hours in 15 weeks)	2.0 and 66.67 of scheduled Semester Credit Hours (Minimum 20 Semester Credit Hours)	Academic/Financial Aid Warning (if 1st time) Academic/Financial Aid Probation (if 2 nd time)
(30 Semester Credit Hours in 30 weeks) End of Third Payment Period (Usually 15 Semester Credit Hours in 15 weeks)	2.0 and 66.67% of scheduled (Minimum 30 Semester Credit Hours)	Academic/Financial Aid Warning (if 1st time) Academic/Financial Aid Probation (if 2 nd time)
(31 + Semester Credit Hours in 45 weeks)		Academic/Financial Aid Termination (if 3rd time)
At Any Time	Anything in excess of 150% MTF	Financial Aid Dismissal

Academic Year: 30 weeks

- All Certificate degree programs surpass a minimum of 30 credits

2nd Year DEGREE PROGRAM

Evaluation Point	Milestones (CGPA and ICR)	Required Action
End of First Payment Period (Usually 15 Semester Credit Hours in 15 weeks)	1.5 GPA and 66.67% of scheduled Semester Credit Hours (Minimum 10 Semester Credit Hours)	Academic/Financial Aid Warning
End of Second Payment Period (Usually 15 Semester Credit Hours in 15 weeks)	2.0 and 66.67 of scheduled Semester Credit Hours (Minimum 20 Semester Credit Hours)	Academic/Financial Aid Warning (if 1st time) Academic/Financial Aid Probation (if 2 nd time)
(30 Semester Credit Hours in 30 weeks) End of Third Payment Period (Usually 15 Semester Credit Hours in 15 weeks)	2.0 and 66.67% of scheduled (Minimum 30 Semester Credit Hours)	Academic/Financial Aid Warning (if 1st time) Academic/Financial Aid Probation (if 2 nd time)
(31 + Semester Credit Hours in 45 weeks)		Academic/Financial Aid Termination (if 3rd time)
At Any Time	Anything in excess of 150% MTF	Financial Aid Dismissal

Academic Year: 30 weeks

- All AOS degree programs surpass a minimum of 60 credits.
- Payment Periods and MILESTONES AND EVALUATION POINTS FOR SATISFACTORY ACADEMIC PROGRESS span across two Academic Years (60 weeks)

MAXIMUM PROGRAM LENGTH/MAXIMUM TIME FRAME

The maximum allowable time frame to complete a degree is 150% of the published length of the educational program. Students who finish the program beyond the MTF will not be eligible to receive any additional financial assistance.

EXTENDED ENROLLMENT

Students in this status will have the option to appeal for **extended enrollment**. A student on Extended Enrollment is not eligible for financial aid and there will be no tuition charges accrued for this status. Grades earned during extended enrollment will count to replace past failures to attempt meeting Satisfactory Academic Progress.

PROGRESSIONS OF SATISFACTORY/UNSATISFACTORY ACADEMIC PROGRESS

Academic Warning

Elmira Business Institute reviews academic records of all students on a semester basis. To be in good academic standing and maintain satisfactory academic progress toward graduation, a student must meet or exceed the *qualitative standards* in terms of cumulative grade point average **and** the *quantitative standards* in terms of credit hours scheduled/attempted versus credit hours completed. Federal regulations limit the amount of time a student may receive financial aid.

Students who have not met cumulative SAP qualitative and quantitative requirements at the end of a completed semester will be placed on academic warning. A student on academic warning may continue to receive assistance under federal financial aid programs for one payment period despite determination that the student is not making satisfactory academic progress.

Students placed on academic warning will be sent a letter informing them of their status for the next semester and expectations to regain satisfactory academic progress. The letter states that they are required to meet with the Campus Director and work on their academic support plan to ensure academic progress. Students placed on academic warning will be required to utilize the Academic Achievement Center monitored by the Academic Dean.

Academic Probation

Students who have not met cumulative SAP qualitative and quantitative requirements at the end of a completed semester on academic warning will be placed on academic probation.

Students placed on academic probation will be mailed and/or emailed an official letter informing them of the required satisfactory academic progress benchmarks which must be achieved for the next semester. The letter informs the student of the requirement to meet with the Campus Director and work on an academic support plan to ensure improved academic progress.

Students who have not met cumulative SAP qualitative and quantitative requirements at the conclusion of the following semester will be subject to dismissal.

Return to Good Academic Standing

If a student has met both quantitative and qualitative requirements after their term(s) on academic warning/probation, then they will have returned to good standing and met SAP requirements. The student will receive a letter of acknowledging the status change to *Good Academic Standing*.

Academic Dismissal/Termination

Students who fail to achieve satisfactory academic progress following academic probation will be dismissed/terminated by the college. Students are encouraged to pursue re-entry through the academic appeal process.

Appeal Process

A student may appeal academic probation if they feel it was unjustly calculated per SAP policy. Timeliness and written verification is critical in each step of the formal appeal. EBI Administration will determine whether the deadlines have been met. The Administration has the authority to extend the deadlines, but only in extraordinary circumstances. Below are the steps a student must take in appealing.

Formal Written Appeal

Within 5 days of receipt of notice from the Campus Director, the student must formulate an appeal in writing and submit it by email or by regular post to both the Campus Director and Academic Dean. The written appeal must contain the following:

The student must describe how, in his or her understanding, the academic probation was determined, whether this process followed the procedures as stated in the catalog. The student must also provide any evidence supporting a claim that the calculation process was prone to error, bias, or capriciousness.

The recipient of the appeal must acknowledge receipt of the appeal within 48 hours and must respond to the student with his/her decision within 5 days of receipt of the appeal.

Academic Probation Appeals Committee

If the student remains unsatisfied with the outcome of the appeal in Step 1, he/she may make one final appeal to EBI Academic Probation Appeals Committee, who will within two weeks of receipt of the appeal, review the formal, written appeal, convene a meeting of the Academic Probation Appeals Committee to consider the merits of the appeal, and respond to the student regarding the disposition of the appeal. The Academic Probation Appeals Committee will consist of the following members: Two faculty representatives (at least one must be within the student's program), Academic Dean and the Campus Director.

Minutes of the Academic Probation Appeals Committee meeting will be sent to the Senior Vice President of Administration and a copy will be maintained in EBI's Administrative Offices. The Academic Probation Appeals Committee's decision is final.

Administrative Appeal Petition

Students have the ability to petition a hearing with the Senior Vice President of Administration in an attempt to review their Academic Appeal from the Academic Appeals Committee.

Change of Dismissal Status

If the Senior Vice President of Administration determines that the student's dismissal or probationary status should be changed, within one week of the final decision, the school will notify the student records department, who will notify the student, financial aid, and the assigned academic advisor of the change.

Continued Academic Probation

The Student will be granted this status upon approval of the appeal if a student has shown improvement and has demonstrated their ability to be successful and the appeal is warranted, then the student will be placed on continued academic probation for another semester in order to be given a chance to return to good standing. The student's course load may be reduced to promote academic progression.

Students in this standing will be sent a letter informing them of their status for the next semester. Students will meet with the Academic Dean for additional academic support.

Re-Establishing Financial Aid Eligibility

A student will re-establish his/her eligibility for financial aid by meeting the quantitative and qualitative requirements of the standards of satisfactory academic progress for the program of enrollment, as described in the charts in the beginning of this section. The student may also re-establish his/her eligibility for financial aid if he/she applies for and is granted *Probation* status, or if he/she meets the quantitative and qualitative requirements of the standards of satisfactory academic progress while in the *Extended Enrollment* status.

Effect of Special Grades on Standards of Satisfactory Academic Progress

In addition to the regular letter grades and their corresponding GPA values (A 4.00, A- 3.70, B+ 3.30, B 3.00, B- 2.70, C+ 2.30, C 2.00, C- 1.70, D+ 1.30, D 1.00, D- 0.70, and /F 0.00) that have an effect on both the quantitative and qualitative standards of satisfactory academic progress, several special letter grades are also used.

Grades of I (Incomplete), P (Pass), W (Withdraw), are not calculated in the student's cumulative grade point average or in the calculation of percentage of minimum cumulative credit hours attempted.

All Transfer of credit courses are included in the calculation of percentage of minimum cumulative attempted credit hours but are not included in the cumulative grade point average.

At the end of the second academic year and at the end of each subsequent academic year(s) where the student must have a minimum cumulative grade point average (CGPA) of 2.0 on a scale of 4.0, C, or its equivalent, or has academic standing consistent with the institutions requirements for graduation. A student receiving federal financial aid who does not meet the CGPA standards at the end of the second year will no longer be eligible for financial aid, may not be placed on probation, and must be dismissed, unless the student wishes to continue without being eligible for federal financial aid.

Repeating Courses

Students who withdraw from a course or who receive a failing grade in any required course at Elmira Business Institute will need to repeat that course in order to fulfill the requirements for graduation. All failing grade notations will appear on a college transcript and effect progression.

Returning Students

If a withdrawn student's application for re-entry into the college is granted, the student will automatically return in the same academic standing in which they left. If a student wishes to pursue a different academic program upon their return, their credits will be evaluated for the new program however, they will still return in the same category of academic progress at the time of withdrawal.

Returning students are expected to meet and maintain the same satisfactory academic progress requirements in the following term(s).

Change of Academic Program in Same Credential Level of Satisfactory Academic Progress

If a student changes a program of study, only courses that are applicable to the new program of study, including general education courses, will be considered for the purposes of the calculation of the quantitative and qualitative standards of satisfactory academic progress.

Pursuit of Another Academic Program on Standards of Satisfactory Academic Progress

Only courses that are applicable to the new program of study, including general education courses, will be considered for the purposes of the calculation of the quantitative and qualitative standards of satisfactory academic progress.

Grading System and Grade Point Average (GPA)

Grading System:

The grading system which is utilized by faculty and computed in a student's grade point average (GPA) is as follows:

Numerical Average	Letter Grade	Quality Points
95-100	A	4.0
90-94	A-	3.7
86-89	B+	3.3
83-85	B	3.0
80-82	B-	2.7
76-79	C+	2.3
73-75	C	2.0
70-72	C-	1.7
68-69	D+	1.3
66-67	D	1.0
65	D-	0.7
0-64	F	0.0
Withdraw/Failing	W/F	0.0
Withdraw	W	-

Incomplete	I	-
Transfer	T	-
Institutional Exam (Test Out)	TO	-
Pass	P	-
Advanced Placement Credit	APC	-

Grade Point Average (GPA)

A student's GPA is calculated by dividing the total quality points earned by the total number of credit hours attempted. Quality points earned for a particular course are calculated by multiplying the quality points by the number of credits. For instance, a grade of B in a 3-credit course is worth 9 quality points. If a student takes four, three-hour courses (12 credit hours for the semester) and receives one A, two B's, and a C, this is translated into 36 quality points to be divided by the 12 credit hours. The resulting CGPA would be 3.0.

When calculating CGPA, a course where a student received a grade of "W" will have its credits counted towards the Cumulative GPA. However, the student will not receive any Quality Points for the course.

Cumulative GPA (CGPA)

The Cumulative GPA is derived by dividing the total number of hours taken while at the College into the total number of points earned for those courses.

Withdrawal (W)

Students may officially withdraw from a course without academic penalty if they do so before the Last Day to Withdraw, as noted on the College Calendar in this catalog. The student is responsible for informing the Campus Director. A grade of W will appear on the student's transcript. A full-time student who withdraws from all registered courses will be considered withdrawn from the College. The student understands that any of the following circumstances may delay graduation beyond 8, 12, or 16 months: assessment of present skills and scheduling of Writing, and/or Math Essentials, course failure(s), academic probation, or scheduling below suggested full-time status (15 credits). EBI Administration has the final decision on student scheduling based on academic progress within the student's major.

- A withdrawal (W) does not effect the quantitative calculation in Satisfactory Academic Progress.

Withdrawal/Failure (WF)

- A withdrawal/Failure (WF) does effect the quantitative and qualitative calculation of Satisfactory Academic Progress.

Incomplete

No credit will be granted for incomplete work.

A grade of "I" (Incomplete) will only be awarded in exceptional circumstances, for medical or legal reasons, and only in the case of work due at the end of the term, such as a final paper or final examination. Documentation of the illness or emergency must be presented to the Campus Director and approved as excused absence and which will be communicated to the instructor. Incompletes are not to be

granted to allow students to make up work missed earlier in the term. The student must be passing the course at the time of the Incomplete. All incomplete course work must be completed within two weeks of the end of the term to calculate a final grade.

Auditing Classes (Non-Punitive)

Auditing classes for non-credit pertaining to pursuit of program completion will not be calculated towards term or CPGA.

Transfer Credit

The Academic Dean will make the final determination regarding the awarding of transfer credit and/or advanced standing. All material such as official transcripts and official notification of standardized test scores must be sent directly to Elmira Business Institute from the postsecondary institution or granting agency awarding the credit.

A candidate for admission who has attended another accredited postsecondary institution is required to follow the aforementioned admission procedure. In addition, official transcripts of prior postsecondary work for which the candidate is requesting credit must be forwarded directly to EBI by the sponsoring institution along with course descriptions or the institution's catalog.

All official college transcripts must be received and evaluated no later than the end of drop/add period of the student's first semester.

A student can have a maximum of half the total credits required for a higher degree or certificate transferred toward an EBI degree provided that the credits were earned from an accredited postsecondary institution. Only courses in which grades of "C" or higher were earned will be reviewed for transfer credit. Evaluation of courses taken ten or more years previous to enrollment may or may not be considered.

** Transfer of Credit will not be calculated in the student's final cumulative GPA; however it will be counted toward satisfactory course completion in the quantitative standard.

Institutional Credit Examinations (Test Out Examinations): Students who believe they have knowledge comparable to what would be gained by successful completion of particular course work at EBI may obtain credit for that course work by passing an institutional credit examination with a grade of "C" or higher. A standardized departmental examination can be arranged after enrollment through EBI's Administration offices and must be requested and completed by the end of the drop/add period of any semester. There is an administration fee of \$250 for each institutional credit examination attempted for credit.

** Institutional Examinations will not be calculated in the student's final cumulative GPA; however it will be counted toward satisfactory course completion in the quantitative standard.

Advanced Placement Examinations: Credit for Advanced Placement Examinations sponsored by the Educational Testing Service and taken in high school will be awarded to those students who score "B or 3.0 GPA" or higher in courses comparable to offerings at EBI. Official scores and other relevant material must be sent to EBI directly from the Educational Testing Service.

** Advanced Placement Examinations will not be calculated in the student's final cumulative GPA; however it will be counted toward satisfactory course completion in the quantitative standard and will appear on the official transcript as "APC" (Advanced Placement Credit)

Portfolio Assessment for Experiential Learning: EBI does not provide credit for experiential learning through portfolio assessment.

Administration and Faculty

Elmira Campus
Administrative Staff

Scott Galilei
Admissions Director
Admissions Corporate Training Director

Jennifer Spencer
Medical Assisting Program Director
Medical Assisting Externship Coordinator

Yvonne Turner
Program Director for Medical Coding & Billing,
Medical Coding & Reimbursement Specialist,
Medical Office Assistant and Office Technologies
Coding & Billing Externship Coordinator
Externship Coordinator

Patricia Morse
Career Services Coordinator

Rebecca Griffin
Career Services Assistant

Rebecca Halloran
Executive Assistant/Corporate Registrar

Susan Madden
Building Cleaning Supervisor

The following staff are no longer affiliated with
Elmira Business Institute.

Kenneth Howarth
Richard Reilly
Danielle Paladino

Elmira Campus Faculty

John Barnstead, Instructor
Medical Studies
Certified EMT, Pennsylvania Department
of Health
Certificate, American Red Cross,
CPR/AED/First Aid
Certificate, American Red Cross, Blood
Borne Pathogens

Nicole Citriniti, Instructor
Medical Studies
Certified Medical Assistant, AAMA
AOS, Elmira Business Institute

Megan Cole, Instructor
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MSEd, Elmira College
Graduate Certificate, Elmira College,
Human Resources Development
Graduate Certificate, Elmira College,
Training of Trainers
BA, Elmira College

Elizabeth Drake, Instructor
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MPS, Alfred University
BS, Elmira College
AAS, Corning Community College
Diploma, Elmira Business Institute

Susan Gonzalez, Instructor
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Certified Professional Coder, AAPC
Certified Professional Medical Auditor,
AAPC
Certified Professional Practice Manager,
AAPC
Certified Evaluation Management Coder,
AAPC
Certified Professional Coding Instructor,
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Rebecca Griffin, Instructor
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Career Services Assistant
Certified Medical Assistant, AAMA
AS, Corning Community College
AOS, Elmira Business Institute
Certificate, American Red Cross
Certificate, American Heart Association

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Diploma, North West College of Medical-
Dental Assistants
Certificate, American Academy of CPR &
First Aid, Inc., BLS CPR
Certificate, American Academy of CPR &
First Aid, Inc., Bloodborne Pathogens

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Externship Coordinator
BS, Binghamton University

John Kozinsky, Instructor
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MBA, Bellevue University
BS, Elmira College
AS, Elmira College

Patricia Morse, Instructor
Career Services Coordinator
MS, Walden University
BS, SUNY Cortland
Microsoft Office Specialist in Word 2013
Microsoft Office Specialist in PowerPoint
2013

Elmira Campus Faculty Continued

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Medical Studies
Certified Professional Coder, AAPC
BS, SUNY Empire State College
AAS, Corning Community College
AOS, Elmira Business Institute

Keith Slayden, Instructor
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BA, Ithaca College
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Jennifer Spencer, Instructor
Medical Assisting Program Director
Medical Assisting Externship Coordinator
Certified Medical Assistant, AAMA
AOS, Elmira Business Institute

Sheila Walton, Instructor
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BS, Mansfield University
AS, Corning Community College
Certification, Pennsylvania
Certification, New York State

Angela Wood
Academic Dean
MSEd, Elmira College
Graduate Certificate, Elmira College, Training of Trainers
BS, Daemen College

The following faculty are no longer affiliated with Elmira Business Institute.

Richard Reilly

Vestal Campus

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Program Director for Medical Coding & Billing,
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Medical Office Assistant and Office Technologies
Coding & Billing Externship Coordinator
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MSEd, Alfred University
BS, Alfred University
AAS, Burlington Community College

John Barnstead, Instructor
Medical Studies
Certified EMT, Pennsylvania Department of Health
Certificate, American Red Cross, CPR/AED/First Aid
Certificate, American Red Cross, Blood Borne Pathogens

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AA, Onondaga Community College
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Microsoft Office Specialist in PowerPoint 2013
Microsoft Office Specialist in Access 2013

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School of Massage

Donna Riley, Instructor
Medical Studies
NCCT-Certified Postsecondary Instructor
AS, Anthem College

Lisa Rogers, Instructor
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Certificate, Greenville Technical College, Medical Coding Specialist Training
Certificate, Greenville Technical College, Medical Terminology Training
Certificate, Greenville Technical College, Spanish for Healthcare Part I
Certificate, Greenville Technical College, CPR Adult Heartsaver CTC

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MLS, Syracuse University
MA, SUNY Binghamton University
BA, Nazareth College

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Professional Medical Coding Curriculum, AAPC
Certified Billing and Coding Specialist, DCMO BOCES
Certified Medical Administrative Assistant, DCMO BOCES

The following faculty are no longer affiliated with Elmira
Business Institute.

David Howe