

**Elmira Business Institute
Founded 1858**

Volume XVIII

**2017-2018
Catalog Addendum
Effective: February 6, 2018**

Elmira Business Institute

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(607) 733-7178-FAX

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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 2017-2018 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.

TABLE OF CONTENTS

History	3
Accreditations, Memberships, and Affiliations	3 - 4
Student Grievance Procedure	4
Program Listing	5

History

Elmira Business Institute has been training men and women in business and office skills for more than 158 years. While the name of the institution has changed several times, the educational goals and service to the community have remained the same.

EBI began as Elmira Business and Shorthand College in 1858. A. J. Warner, the president of this pioneering new venture in postsecondary education, located his classrooms on the corner of Lake and Water Streets, just blocks from the present home of EBI. Warner's Business College was the first business college to have evening sessions, enabling students who were employed during the day to further their education. Burton C. Meeker then bought Warner's Business School and renamed it Meeker's Business School. In 1931 the school's name changed for the final time to Elmira Business Institute (EBI).

John P. Hyland operated the school until 1988. In 1988, Brad C. Phillips became President of Elmira Business Institute and under his leadership, its enrollment has tripled through the creation of additional program offerings and an evening division.

On November 7, 1996, Elmira Business Institute was authorized by the New York State Board of Regents to confer the degree of Associate in Occupational Studies (A.O.S.) in Accounting and Office Technologies with a concentration in Medical or Legal studies, and to offer credit-bearing diploma and certificate programs in General Business Accounting, General Office Assistant, Medical Office Assistant, and Legal Office Assistant. In 2000, EBI began offering an A.O.S. degree and certificate in Medical Assisting. The New York State Board of Regents approved EBI in February 2003 to open the Vestal Non-Main Campus. In 2006, EBI was approved to offer an A.O.S. degree and certificate in Medical Coding and Billing.

Our newest degree program, Business Administration, was approved in 2013. There are two degree concentrations in Human Resources and Small Business Management.

On February 6, 2018, Elmira Business Institute was awarded accreditation by the Accrediting Bureau of Health Education Schools (ABHES) through the year 2021, making this the longest accreditation period that can be awarded by ABHES – a federally recognized leader in health education accreditation. ABHES accreditation extends to all of EBI's Associate Degree and Certificate healthcare programs, including Medical Assisting, Medical Coding & Reimbursement Specialist, Medical Office Technologies, and Medical Coding & Billing as well as business programs in Accounting, Business Administration: Concentration in Small Business Management, and Business Administration: Concentration in Human Resources.

Accreditations, Memberships, and Affiliations

The following represent Elmira Business Institute's accreditations, memberships, and affiliations.

1. New York State Board of Regents
2. Accrediting Bureau of Health Education Schools (ABHES)
3. Chemung County Chamber of Commerce
4. Greater Binghamton Area Chamber of Commerce
5. Tioga County Chamber of Commerce
6. American Association of Medical Assistants (AAMA)
7. Medical Assisting Education Review Board (MAERB)
8. Commission of Accreditation of Allied Health Education Programs (CAAHEP)
9. American Academy of Professional Coders (AAPC)
10. Medical Education & Information Society (MEDIA)
11. Human Resource Association of the Twin Tiers (HRATT)
12. Veterans Affairs and Veteran Administration

EBI is authorized by the New York State Board of Regents to award the Associate in Occupational Studies (A.O.S.) Medical Assisting, Medical Coding & Reimbursement Specialist, Accounting, Office Technologies with Medical Concentration, and Business Administration with either Human Resources or Small Business Management. Its programs are registered with the New York State Education Department.

EBI is accredited by the Accrediting Bureau of Health Education Schools to award certificates and associate's degrees.

The Accrediting Bureau of Health Education Schools is listed as a nationally recognized accrediting agency by the United States Department of Education.

**Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314N
Falls Church, VA 22043
(703) 917-9503**

The Elmira Business Institute two year Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 N., Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

Student Grievance Procedure. Students who have a complaint or wish to lodge a grievance against a College employee will adhere to the following procedures:

- Step 1 Anyone with a grievance or complaint may request an individual conference with the instructor or staff member to discuss the matter.
- Step 2 If the first step has not resolved the grievance, the aggrieved party should seek guidance from EBI Administration if it is an academic issue. Otherwise, the aggrieved party should proceed to Step 3.
- Step 3 If the previous step has not solved the grievance within 48 hours of the incident, the aggrieved party must present to the Administration, in writing, all facts of the grievance.

Within 24 hours upon receipt of the written information, EBI Administration will schedule a Grievance Committee hearing. The time of the meeting will be communicated in writing to all parties. The Committee will consist of the Sr. Vice President of Administration, EBI Administration, and faculty representative.

All persons or their representatives involved with the incident must be present at the time of the hearing. All parties involved will be given the opportunity to discuss the grievance. The Grievance Committee will excuse all parties involved in the grievance and immediately review and conclude the case. The decision of the Committee will be communicated to those involved in the incident within 48 hours. The Committee's decision will be final.

Program Listing

Programs/Awards

CIP Code

Health Science

Medical Assisting – Associate Degree – A.O.S.	51.0801
Medical Assisting – Certificate (46 Credits) +Program in Teach Out until July 2018	51.0801
Medical Coding & Reimbursement Specialist – Associate Degree – A.O.S	51.0713
Medical Coding and Billing – Certificate (46 Credits)	51.0713

Business

Accounting – Associate Degree – A.O.S.	52.0301
General Business Accounting – Certificate (34 Credits) +Program in Teach Out until July 2018	52.0301
Business Administration – Associate Degree- A.O.S. <i>Concentrations:</i> Human Resource Management Small Business Management	52.0201

Technology

Office Technologies – Associate Degree – A.O.S. <i>Concentrations:</i> Medical	51.0716
Medical Office Assistant – Certificate (34 Credits) +Program in Teach Out until March 2018	51.0716
General Office Assistant - Certificate (34 Credits) +Program in Teach Out until July 2017	52.0408

Courses are offered at least once a year.

*Students enrolling at EBI must pass the Accuplacer with a 70 or higher before being placed in credit-bearing writing and/or math courses.

**General Education Courses for ABHES requirement